Department:

Business

Course Description:

This course is designed to provide advanced instruction in using word processing software. (Note: Students who have already completed BUS 139 cannot take this course.)

Course Competencies:

Upon completion of the course, the student should be able to:

1. Operate the search and replace commands.
2. Use the cut, copy, paste, and move commands efficiently.
3. Create and edit macros.
4. Create letters and labels using the merge feature.
5. Generate a table of contents.
6. Create tables which include calculations.
7. Create newsletter columns.
8. Create documents using desktop publishing features.

Course Content:

A. Text and Document Formatting
B. Multiple Page Documents
C. Merge
D. Tables
E. Collaboration
F. Desktop Publishing
G. Graphics
H. Integration

Learning Assessments:

Course competencies will be assessed by written and hands-on activities and assignments.

Instructional Materials:

Microsoft Office 2010 software
USB flash memory drive (512MB or larger)
Guidelines for Requesting Accommodations Based on Documented Disability or Medical Condition

It is the intention of Highland Community College to work toward full compliance with the Americans with Disabilities Act, to make instructional programs accessible to all people, and to provide reasonable accommodations according to the law.

Students should understand that it is their responsibility to self-identify their need(s) for accommodation and that they must provide current, comprehensive diagnosis of a specific disability or medical condition from a qualified professional in order to receive services. Documentation must include specific recommendations for accommodation(s). Documentation should be provided in a timely manner prior to or early in the semester so that the requested accommodation can be considered and, if warranted, arranged.

In order to begin the process all students must complete the “Disabilities Self-Identification Form” at this link: https://highlandcc.edu/pages/disability-services.

This form can also be accessed at the Highland Community College homepage under Students Services/Student Resources/Disability Service or by contacting the Disabilities Coordinator.