Department:

Computer Support Technology

Course Description:

This course is designed to give instruction on the skills, tools, and information necessary to perform basic software applications used with microcomputers. The course will cover software applications for word processing, spreadsheet, database, presentation, and Web page development.

Course Competencies:

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

1. Produce letters, memos, and reports using a word processing application
2. Create and modify a spreadsheet
3. Create and copy basic formulas
4. Create and modify a database
5. Use tables, forms, and reports to print a database
6. Create and modify a presentation
7. Create a simple Web page
8. Create multiple interrelated Web pages

Course Content:

A. WORD
   1. Tutorial 1: Creating a Document
   2. Tutorial 2: Editing and Formatting a Document
   3. Tutorial 3: Creating a Multiple-Page Report
   4. Tutorial 4: Desktop Publishing and Mail Merge
B. EXCEL
   1. Tutorial 1: Getting Started with Excel
   2. Tutorial 2: Formatting a Workbook
   3. Tutorial 3: Working with Formulas and Functions
   4. Tutorial 4: Enhancing a Workbook with Charts and Graphs
C. ACCESS
   1. Tutorial 1: Creating a Database
   2. Tutorial 2: Building a Database and Defining Table Relationships
   3. Tutorial 3: Maintaining and Querying a Database
   4. Tutorial 4: Creating Forms and Reports
D. POWERPOINT
   1. Tutorial 1: Creating a Presentation
   2. Tutorial 2: Adding and Modifying Text and Graphic Objects
E. Integrating Word, Excel, Access, and PowerPoint

**Learning Assessments:**

Competencies will be assessed by assignments, case problems, quizzes, hands-on projects, a midterm test, and a final test. The tests may be in objective or problem solving format.

**Instructional Materials:**

ISBN: 780538746533

*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.

On-Campus Students: At enrollment, any on campus student may complete a form that will allow them to self-identify any disability.

Off-Campus Regional Students: Self-identify your disability and accommodation needs with the Regional Coordinator and/or instructor, preferably prior to the first class meeting.

Online Students: Self-identify your disability and accommodation needs by contacting the Disabilities Coordinator. Students must provide their own programs to allow accessibility on their home computer.

Any student may also identify their disability by completing an online form located on the HCC homepage under Students Services/Resources/Disabilities. Questions should be directed to the Disabilities Coordinator.