Department:

Engineering Graphics & Technologies

Course Description:

This course is designed to give the student a working knowledge and skill in the use of Microsoft Word software and how it can be applied to computer assisted drafting.

Course Competencies:

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

1. Work with Word Documents
   a. Open an existing document
   b. Move around in a document
   c. Correct text
   d. Insert new text
   e. Print a document
2. Edit Word Documents
   a. Select text
   b. Enhance text
   c. Move and copy text
   d. Check a document for spelling and grammatical errors
   e. Use the thesaurus
3. Format Word Documents
   a. Change margins
   b. Change line spacing
   c. Change text alignment
   d. Indent text
   e. Insert page numbers
   f. Insert page breaks
   g. Change font style and font size
   h. Insert a header
4. Use Tables and Graphics in Word
   a. Create a table
   b. Enter text into a table
   c. Format a table
   d. Calculate values in a table
   e. Insert a picture
   f. Move and resize a picture
5. Use Word software within the CAD system
6. Convert CAD files into a usable format for a Word document
7. Use a Windows network system to store and retrieve Word files

Course Content:

A. Working with Word Documents
B. Editing Word Documents
C. Formatting Word Documents
D. Using Tables and Graphics in Word Documents
E. Applying Word documents to the CAD system

Learning Assessments:

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

Instructional Materials:

Internet Resources: 3Dcafe.com, 3Dtotal.com, 3Dspline.com, 3Dbuzz.com and many others

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.