COURSE SYLLABUS

LAST REVIEW   Spring 2021

COURSE TITLE   Microcomputer Applications I-II: Advanced Word

COURSE NUMBER   BUSN 0191

DIVISION   Math, Science, Business & Technology

DEPARTMENT   Business

CIP CODE   52.041

CREDIT HOURS   2

CONTACT HOURS/WEEK   Class: 2

PREREQUISITES   CIST 0111 Microcomputer Business Software

COURSE PLACEMENT   Students must meet the correct placement measure for this course. Information may be found at: https://www.kckcc.edu/admissions/information/mandatory-evaluation-placement.html

COURSE DESCRIPTION
Microsoft Word is a full-featured word processing program that is a component of the Microsoft Office package. Using a hands-on approach, students will become familiar with advanced applications using title pages, tables, charts, and watermarks; form letters, mailing labels, and directories; and a professional newsletter.

Effective Spring 2005, if you are a Business major, you must have "C" or better in all business courses to meet the requirements of the business degree program.

PROGRAM LEARNING OUTCOMES
Office Assistant PLOs
1. Perform basic essential office tasks using a variety of office equipment and technology.
2. Display bsic quality written and oral communication skills in a variety of settings.

Administrative Office Professional CERT PLOs
1 Perform advanced essential office tasks using a vriety of office equipment and technology.
2 Display advanced quality written and oral communication skills inn a variety of settings.

Administrative Office Professional AAS PLOs
2 Use critical thinking skills to analyze, prioritize, develop, write, and create business documents.

TEXTBOOKS
http://kckccbookstore.com/

METHODS OF INSTRUCTION
A variety of instructional methods may be used depending on content area. These include but are not limited to: lecture, multimedia, cooperative/collaborative learning, labs and demonstrations, projects and presentations, speeches, debates, panels, conferencing, performances, and learning experiences outside the classroom. Methodology will be selected to best meet student needs.

COURSE OUTLINE
I.   Creating a Document with a Title Page, Table, Chart, and Watermark
      A.   Creating a Title Page
      B.   Inserting an Existing Document in an Open Document
      C.   Creating Headers and Footers
      D.   Editing and Formatting a Table
      F.   Charting a Word Table
      G.   Working with Formats, Styles, and Bulleted Lists
II. Generating Form Letters, Mailing Labels, and Directories
      A.   Identifying the Main Document for Form Letters
      B.   Working with Shapes and the Drawing Canvas
      C.   Creating a Data Source
      D.   Composing the Main Document for the Form Letters
      E.   Addressing and Printing Mailing Labels and Envelopes
      F.   Merging All Data Records to a Directory
III. Creating a Professional Newsletter
      A.   Creating the Nameplate
      B.   Formatting the First Page of the Body of the Newsletter
      C.   Creating a Pull-Quote
      D.   Formatting the Second Page of the Newsletter
      E.   Finishing and Distributing the Newsletter

COURSE LEARNING OUTCOMES
Upon successful completion of this course, the student will:
A.   Be able to create a document with a title page, table, chart, and watermark.
B.   Be able to insert an existing document in an open document.
C.   Be able to create headers and footers.
D.   Be able to edit and format a table.
E.   Be able to chart a word table.
F.   Be able to work with formats, styles, and bulleted lists.
G.   Be able to identify the main document for form letters.
H.   Be able to work with shapes and the drawing canvas.
I.   Be able to create a data source.
J.   Be able to compose the main document for the form letters.

K.   Be able to address and print mailing labels and envelopes.
L.   Be able to merge all data records to a directory.
M.   Be able to create the nameplate.
N.   Be able to format the first page of the body of the newsletter.
O.   Be able to format the second page of the newsletter.

ASSESSMENT OF COURSE LEARNING OUTCOMES
Student progress is evaluated through both formative and summative assessment methods. Specific details may be found in the instructor's course information document.

COLLEGE POLICIES AND PROCEDURES
Student Handbook
https://www.kckcc.edu/files/docs/student-resources/student-handbook-and-code-of-conduct.pdf

College Catalog
https://www.kckcc.edu/academics/catalog/index.html

College Policies and Statements
https://www.kckcc.edu/about/policies-statements/index.html

Accessibility and Accommodations
https://www.kckcc.edu/academics/resources/student-accessibility-support-services/index.html.