I. COURSE DESCRIPTION
Computer applications specific to business-related software. Emphasizes the concurrent development of office skills and computer knowledge. This course is designed to be repeated multiple times to improve student proficiency.

II. COURSE MATERIALS
Instructor will provide materials.

III. OUTLINE and OBJECTIVES
Students must apply the basic skills of reading, speaking, and listening. Attendance is important. Computer technology skills will be used for accomplishing specific tasks. Critical thinking, decision-making, and problem solving will be applied.
- Word
- Excel
- PowerPoint

IV. EVALUATION
A. Chapter Activities—50%
B. Attendance—25%
C. Class Participation—25%
V. STUDENT SATISFACTION SURVEY
Please complete this survey for each course you are taking this semester. You may submit it at any time. You will remain anonymous; your instructor will not know who you are unless you want to include your name. Instructors will not see the results of the class surveys until after grades have been submitted at the end of the semester. We are interested in students’ honest opinions regarding all courses in the Business Office Systems & Support Program every semester. To complete the survey, go to https://www.surveymonkey.com/r/BOSS-SSI.

VI. CLASSROOM POLICIES
Richland College policy states that food, drink (including water bottles), and smoking are not allowed in classrooms. All food and drinks will be confiscated in the classroom. Children are not permitted in the labs or classrooms at any time. No pagers, beepers, or telephones. Please turn cell phones off when you are in the classroom and lab.

VII. INSTITUTION POLICIES
Refer to the Richland College website: www.richlandcollege.edu or to http://www.richlandcollege.edu/syllabusinfo/institutionPolicies.pdf