THE INSTRUCTOR RESERVES THE RIGHT TO AMEND A SYLLABUS AS NECESSARY.

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. PREREQUISITE
Suggested prerequisite: Keyboarding proficiency.

III. COURSE MATERIALS
B. Flash Drive

IV. COURSE OBJECTIVES
Students must apply the basic skills of reading, writing, arithmetic, speaking, and listening. Computer technology skills will be used for accomplishing specific tasks. Critical thinking, decision-making, and problem solving will be applied. Students will be expected to think, to make decisions, and to solve problems in an independent manner.

UNIT D—FORMATTING DOCUMENTS
1. Setting Document Margins
2. Creating Sections and Columns
3. Inserting Page Breaks
4. Inserting Page Numbers
5. Adding Headers and Footers
6. Inserting a Table
7. Adding Footnotes and Endnotes
8. Inserting Citations
9. Managing Sources and Creating a Bibliography
UNIT E—CREATING AND FORMATTING TABLES
1. Inserting a Table
2. Inserting and Deleting Rows and Columns
3. Modifying Rows and Columns
4. Sorting Table Data
5. Splitting and Merging Cells
6. Performing Calculations in Tables
7. Applying a Table Style
8. Creating a Custom Format for a Table

UNIT F—ILLUSTRATING DOCUMENTS WITH GRAPHICS
1. Inserting a Graphic
2. Sizing and Scaling a Graphic
3. Positioning a Graphic
4. Creating a Text Box
5. Creating WordArt
6. Drawing Shapes
7. Creating a Chart
8. Finalizing Page Layout

V. EVALUATION
Classroom activities—50% Averaged
Attendance—25%
Class Participation—25%

VI. CLASSROOM POLICY
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. 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.

VIII. INSTITUTION POLICIES
Refer to the Richland College website: www.richlandcollege.edu or to www.richlandcollege.edu/syllabusinfo/syllabiInformation.pdf.