C2M COURSE ANNOUNCEMENT

BADM 201—INTRODUCTION TO MICROSOFT WORD

Enrollment Deadline:	**October 1, 2021**	**Credit Hours:**	**4**
Meeting Day(s):	Oct. 21 (Thursday)	**Meeting Time(s):**	4:30-8:30 pm
Capstone or Assessment(s):	**Assessment I**	**Assessment II**	**Capstone Project**
	N/A	N/A	N/A
Cost:	$40 (Single Enrollment) or $25 each*		
Course Format:	Live (Virtual) **Note:** Access link will be provided via email following registration.	**Number of Instructor- or Computer-Graded Modules:**	N/A
Instructor(s):	Rachel Allmon, M.S.HRLD	**Lead Developer:**	RA
Author: (if different from instructor)	N/A		
Course Description:	Introduction to fundamental computer concepts with an emphasis on practical uses of computers in business and personal situations. Additionally, this course provides an overview of basic features of Windows on a PC-compatible computer as well as Microsoft 365 which includes Microsoft Word.		
Prerequisite:	Course is intended for participants requiring hands-on knowledge of computer applications.		
General Education Course:	No		
Textbooks: *See sample text cover below	N/A (Materials provided by Instructor) **ISBN-10:** None **ISBN-13:** None		
Course Categories:	General Business, Business Administration, Management, Communication, Computer Science		

*Requires additional enrollment in BADM 202 or BADM 203