

COMPUTER BUSINESS APPLICATIONS I (DUAL CREDIT)

This course meets the Computer requirement for graduation.

This course gives students an opportunity to learn how to apply computer skills used at school, home and a business environment. It builds upon computer literacy concepts taught earlier in general education classes. Instruction in this course focuses specifically on the use of software packages and hardware that form a core used by a person employed in business, marketing or management occupation. Microsoft Office software is used to create documents for word processing, spreadsheets, databases, presentations, web pages, desktop publishing and other related matters. Some students may be able to use this course as a starting point if they are interested in obtaining MOUS (Microsoft Office User Specialist) certification.

Computer Business Applications I is offered at CHSD 155 schools and taught by CHSD 155 instructors that meet MCC instructor requirements.

Students that successfully complete this course with a C- or better have an opportunity to earn 3 credits from McHenry County College (MCC).

CHSD 155 does not guarantee every post high school institution will accept the MCC credits, so parents and students are encouraged to communicate with the admissions officer at the college or university of interest regarding this matter. The grading scale at MCC is different than CHSD 155. MCC does not award letter grades with pluses or minuses which is different than the grading system in CHSD 155. For instance, a B+ earned in CHSD 155 is a B at MCC. As a result, grades reported on the MCC and CHSD 155 report cards, as well as transcripts may vary.

The MCC High School Plus Registration Form available at https://www.mchenry.edu/highschoolplus/hsplus_reg_form.pdf must be completed with the required signatures and submitted to the counselor's office.

Students may be required to pay an MCC course materials fee at the time of registration. Please contact the Industry and Careers Division Leader at your school for additional information.

Students will receive an additional report card from MCC including grade(s) and course credit information.

Semesters: 1

Prerequisite: None

Level: 9, 10, 11, 12

Credit: 1/2

Taxonomy: 461DC/462DC