

# Skyline College

## Official Course Outline

**Date:** August 2006

**1. TITLE:**

CAOT 200 – Introduction to MS Office Suite

2.0 units, a minimum of 32 class hours plus 22 lab hours by arrangement

Prerequisites: CAOT 104 or equivalent

**2. COURSE CLASSIFICATION:**

Credit course applicable to the Associate Degree

**3. COURSE DESCRIPTIONS:**

**Catalog Description:**

Students will learn the basic features available in the Microsoft Office 2003 Suite. Course will introduce Word, Excel, PowerPoint and Access. This course will give you insight to in-depth learning of the individual courses taught in the CAOT department.

**Schedule of Classes Description:**

Students learn the essentials of Microsoft Office Suite applications: Word, Excel, PowerPoint and Access. This course gives you a basic introduction to MS Office Suite and prepares you for in-depth learning for the more advanced elements of Word, Excel, PowerPoint and Access.

**4. COURSE JUSTIFICATION:**

This course may be used as an elective for students completing the AA/AS degree program or certificates in the Computer Applications/Office Technology Department. It is also applicable to students who have little or no knowledge in Microsoft Office Suite applications, upgrading skills or career advancement, as well as for non-majors and office support personnel.

**5. STUDENT LEARNING OUTCOMES (SLO'S):**

Upon completion of the course, students will be able to:

- Use the MS Office Suite application (Word, Excel, PowerPoint and Access) to apply student knowledge in creating professional-quality documents, worksheets, presentations and databases suitable for coursework, professional and personal use.

**6. SPECIFIC INSTRUCTIONAL OBJECTIVES:**

Upon successful completion of this course, students will be able to:

- Study and define MS Office software, learn how to open, save and print existing files.
- Review and apply formatting techniques to produce professional documents.
- Determine layout to achieve desired formatting and calculations for accurate workbook design.
- Discussion of the concepts of design templates, text slide layout, transitions, and clip art in PowerPoint.
- Determine and develop presentation content to create presentation slides by entering text, data, and graphics.
- Design and create a relational database using given data.

## 7. **COURSE CONTENT:**

- A. Introducing Microsoft Office 2003
  - a. Defining the Office 2003 Suite
  - b. Create a document with Word 2003
  - c. Building a worksheet with Excel 2003
  - d. Creating a presentation with PowerPoint 2003
  - e. Managing data with Access 2003
- B. Word
  - a. Plan, create, edit, and format documents
  - b. Inserting a simple table, columns, WordArt and clip art
  - c. Working with indents, borders and shading, bullets and numbering
- C. Excel
  - a. Entering labels and values
  - b. Copying and entering cell entries
  - c. Creating and entering simple and complex formulas
  - d. Planning, creating and editing charts
  - e. Enhancing, annotating and drawing on a chart
- D. PowerPoint
  - a. View presentations
  - b. Plan, create, modify and save slide presentations
  - c. Preview, print, and close a presentation
  - d. Entering slide text and creating a new slide
  - e. Using design templates
  - f. Inserting clipart, images, objects, and animation effects
- E. Access
  - a. Navigating fields and records
  - b. Plan, create, and modify tables
  - c. Find, sort and modify records
  - d. Perform queries

## 8. **REPRESENTATIVE METHODS OF INSTRUCTION:**

- a. Explanation, augmentation and application of concepts presented in textbook (25-50 pages of assigned reading and hands-on application per week.)
- b. Lectures and hands-on demonstrations illustrating concepts.
- c. Final Projects will demonstrate the student's skills in designing, modifying and development of a professional newsletter, workbook, PowerPoint presentation and Access database.
- d. Weekly homework practice to determine lecture and chapter concepts of Microsoft Suite applications.
- e. SAMS Hands-on Training assignments to enhance learned skills.
- f. Quizzes and final examination to determine comprehension of concepts through hands-on applications and written examinations.

## 9. ASSIGNMENTS:

Typical assignments may include:

- a. Projects which demonstrates the student's ability to create a professional newsletter, PowerPoint presentation, or flyer with good layout and design. For example: Students are given a scenario to create a professionally designed newsletter for a real estate office using the skills they have learned to format text, columns, clip art, tables, borders and use different font types. The newsletter should adhere to good design and layout discussed in the course.
- b. Weekly hands-on assignments and SAMS Training to apply related skills learned in MS Office.
- c. Case study assignments to develop critical thinking skills and concept application.
- d. Theory and hands-on quizzes and final exam to assess comprehension of assigned readings and hands-on activities.

## 10. EVALUATION OF STUDENT PERFORMANCE:

Typical methods of evaluation may include the following:

- a. Projects will demonstrate the student's proficiency skills in designing and applying a professional solution to a newsletter, PowerPoint Presentation, workbook or Access database.
- b. Weekly homework to demonstrate the students' ability to apply course concepts to simple hands-on problems progressing to more conceptual problems utilizing critical thinking.
- c. Through case study exercises the student will demonstrate the ability to integrate multiple concepts to solve realistic office situations.
- d. Class discussions involving planning and designing techniques, layout considerations, and skills and techniques. Student participation in these discussions is included as a component of the grade.

Grading: Grade Option (Letter or Credit/No Credit)

## 11. RECOMMENDED or REQUIRED TEXT(S):

*Microsoft Office 2003 – Illustrated Introductory*, by Beskeen/Cram/Duffy/Friedrichsen/Reading, 2<sup>nd</sup> edition, published by Thomson Course Technology, 2006.