

COURSE OUTLINE**Computer Applications and Business Office Technologies 260
Beginning Microsoft Office Applications****I. Catalog Statement**

Computer Applications and Business Office Technologies 260 is a survey class that provides students with the necessary skills and training to create, enhance, manipulate, and manage files in four different software programs. Some of the topics for this course consist of: creating a document with a table; working with large worksheets, data tables, and hyperlinks; designing, maintaining, and querying databases; and creating slide shows with embedded visuals.

Note: CABOT 260 does not fully prepare the student for MOS certification, nor does it lead directly to advanced courses taught in Business Office Technology.

Units – 4.0

Lecture/Demonstration Hours – 4.0

Recommended Preparation: CABOT 200 and 208, or equivalent. (CABOT 200 and 208 may be taken concurrently.)

II. Course Entry Expectations

Skills Level Ranges: Reading 5; Writing 5; Listening/Speaking 5; Math 2.

III. Course Exit Standards

Upon successful completion of the required coursework, the student will be able to:

1. create and enhance Word documents with tables and imported graphics using Microsoft Clip Gallery Live;
2. create spreadsheets with data tables and charts;
3. design the structure of databases and run restrictive queries;
4. create presentations and run automatic slide shows;
5. use core-level skills and knowledge appropriate to the various software programs.

IV. Course Content**Total Contact Hours = 64**

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| A. Microsoft Word | 16 hours |
| 1. Creating and editing a word document | |
| 2. Applying character and paragraph formats | |
| 3. Using spell check and thesaurus | |
| 4. Adding headers and footers | |
| 5. Managing files | |
| 6. Using a wizard to create documents | |
| 7. Tables | |
| 8. Inserting graphics into a document | |
| B. Excel | 20 hours |
| 1. Creating a worksheet with an embedded chart | |

2. Working with formulas, functions, formats,
 3. Working with financial functions, data tables, and hyperlinks
- C. Access 16 hours
1. Creating a database using design and datasheet views
 2. Querying a database using the select query window
 3. Maintaining a database using design and update features
 4. Creating reports and forms
- D. PowerPoint 12 hours
1. Using a design template and auto layouts to create a presentation
 2. Modifying a presentation
 3. Using outline view and clip art to create a presentation
 4. Using embedded visuals to enhance a slide show
 5. Customizing a presentation with speaker notes, slide transitions, and animation

V. Methods of Presentation

The following instructional methodologies may be used in the course:

1. lecture in current industry-standard software applications;
2. demonstrate software features using large-screen projection;
3. critique work in progress during lab time;
4. online.

VI. Assignments and Methods of Evaluation

1. In-class case problems (e.g. advertising for a meeting or conference or for a new business);
2. Lab assignments to reinforce case problems (e.g. creating a client or patient data base and letters introducing a business, using mailmerge; slides for presentations, flyers, spreadsheets, and other business office documents).
3. Assessment tests.
4. Final examination.

VII. Textbook

Rutkosky, Microsoft Office 2007 Brief Marquee Series & SNAP, Current ed.

Boston: Paradigm, 2010.

9th Grade Textbook Reading Level. ISBN # 978-0-7638-772.

VIII. Student Learning Outcomes

Upon successful completion, the student will be able to:

1. create, edit, format, save, and print basic business documents including letters, memos, short reports, and flyers;
2. create, edit, format, save, and print spreadsheets;
3. use basic formulas to make calculations in a spreadsheet;
4. create a database and demonstrate the use of tables, reports, and forms.
5. create slides for simple presentations.