

NC 650: INTRODUCTION TO MICROSOFT OFFICE APPLICATIONS

Citrus College Course Outline of Record

| Heading | Value |
|-------------------------------|-------------------|
| Effective Term: | Fall 2024 |
| Credits: | 0 |
| Total Contact Hours: | 54 |
| Lecture Hours : | 54 |
| Lab Hours: | 0 |
| Hours Arranged: | 0 |
| Outside of Class Hours: | 108 |
| Total Student Learning Hours: | 162 |
| Transferable to CSU: | No |
| Transferable to UC: | No |
| Grading Method: | Non-Credit Course |

Catalog Course Description

This course is an introduction to Microsoft Office Suite applications and emphasizes creating, editing, updating, and integrating business and office projects. Computer applications include word processing (Word), spreadsheets (Excel), database management (Access), presentation graphics (PowerPoint), scheduling/time management (Outlook), and the Internet. Open entry/exit. 54 lecture hours.

Course Objectives

- Create, organize, retrieve, send via email, and change formatting of electronic documents.
- Create Microsoft Word documents using tables and layout formatting.
- Demonstrate ability to include images, color formatting, and image editing in Microsoft Word.
- Create Microsoft Power Point documents that include hyperlinks, videos, and images.
- Demonstrate ability to utilize templates with appropriate design, formatting, and chart creation tools in Microsoft Power Point.
- Demonstrate ability to give formal oral presentations using Microsoft Power Point.
- Create various information tables in Microsoft Excel.
- Demonstrate ability to utilize formulas and filters to manipulate the representation of data in Microsoft Excel.
- Demonstrate ability to include and edit charts in Microsoft Excel.
- Demonstrate ability to research and find solutions to computer issues using the Internet.
- Demonstrate ability to research, compare, and find credible information on the Internet.

Major Course Content

1. Introduction to Windows Environment and Microsoft Office
2. Overview of Computers
3. Word Processing

- a. Creating, editing retrieving, and saving documents
 - b. Character, paragraph, and document formatting
 - c. Spelling, grammar checker, and thesaurus
 - d. Headers/footers
 - e. Footnotes/endnotes
 - f. Changing styles and creating a multi-level list
 - g. Merge mailing labels and creating a newsletter
 - h. Viewing documents
 - i. Printing
 - j. Creating letter, memos, reports, flyers
4. Spreadsheets
 - a. Creating, editing, retrieving, and saving spreadsheets
 - b. Formatting spreadsheets
 - c. Using formulas and functions
 - d. Copying, moving, deleting, and inserting
 - e. Cell referencing: absolute vs. relative
 - f. Edit values and constructing formulas for mathematical operations
 - g. Create, sort, filter a worksheet
 - h. Create a data table, validate data and define names
 - i. Creating and printing graphs and charts
 5. Database
 - a. Designing, creating, editing database
 - b. Inserting and deleting records
 - c. Saving, previewing, and printing reports
 - d. Create, sort, filter a database
 - e. Querying ad database
 - f. Maintaining a database
 - g. Creating forms and reports
 6. Presentation
 - a. Creating, editing, and saving a presentation
 - b. Formatting a presentation with special features
 - c. Creating and editing outlines
 - d. Adding and editing clip art
 - e. Adding, slide transitions, text builds, and automatic timing
 - f. Presenting an electronic slide show
 7. Object Linking and Embedding
 8. Time Management
 - a. Creating a schedule
 - b. Entering appointments/recurring appointments
 - c. Opening, editing, deleting, and saving a schedule
 - d. Moving appointments
 - e. Printing a schedule
 - f. Using event scheduler
 - g. Creating and printing a to do list
 - h. Creating and printing a contact list
 9. Internet
 - a. Browsing
 - b. Using search engines
 - c. Creating, sending, and retrieving email
 - d. Downloading files
 - e. Internet etiquette/ethics

Suggested Reading Other Than Required Textbook

HOW 12 by Clark and Clark A Handbook for Office Professionals printed by Cengage Publishing

Examples of Required Writing Assignments

Create a report using Smart Graphics, footnotes and citations.

Examples of Outside Assignments

HSP Computer Superstore

Project Description: In this project, you will modify a workbook for the HSP Computer Superstore to track the sales totals for 2011. You will use functions to calculate total sales, average sales, and median, minimum, and maximum sales values. Additionally, you will create a summary worksheet using values from the other spreadsheets in the workbook. The students will complete a training assessment, test, and hands-on grader assessment for each of the software applications.

Instruction Type(s)

Lecture, Online Education Lecture