

OFF 101: INTRODUCTION TO MICROSOFT OFFICE APPLICATIONS

Citrus College Course Outline of Record

Heading	Value
Effective Term:	Fall 2023
Credits:	3.5
Total Contact Hours:	90
Lecture Hours :	54
Lab Hours:	36
Hours Arranged:	0
Outside of Class Hours:	108
Transferable to CSU:	Yes
Transferable to UC:	No
Grading Method:	Standard Letter, Pass/No Pass

Catalog Course Description

This course is an introduction to the Microsoft Office Suite applications to emphasize the creation, editing, updating and integration of business and office projects. Computer applications include word processing (Word), spreadsheets (Excel), database management (Access), presentation graphics (PowerPoint), scheduling/time management (Outlook), the Windows Operating System and the Internet. 54 lecture hours, 36 lab hours.

Course Objectives

- Demonstrate proficiency in working with the Windows environment
- Demonstrate knowledge of Microsoft Word by creating, saving, and editing flyers, letters, research papers, newsletters, and mail merged documents.
- Demonstrate knowledge of Microsoft Excel by creating, editing, analyzing, and saving spreadsheets with formulas, charts, graphics, and web pages.
- Demonstrate knowledge of Microsoft Access by creating, editing, sorting, filtering, and saving a database with tables, queries, forms, and reports.
- Demonstrate knowledge of Microsoft PowerPoint by developing a presentation, formatting, applying transitions, summarizing data, and analyzing tables and charts in a presentation
- Demonstrate integrating Word, Excel, Access, and PowerPoint by linking and exporting data into a document.
- Demonstrate the basic use of Microsoft Outlook in creating e-mail and contacts.

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 create a newsletter
 - h. Viewing documents
 - i. Printing
 - j. Creating letters, 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

Lab Content

1. Lab assignments with business document processing to apply each computer application.

2. Quizzes to test the theory of the applications.
3. Training and applying concepts through testing.

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)

Lab, Lecture, Online Education Lab, Online Education Lecture