COURSE TITLE AND NUMBER: OAS 252   Microsoft Office for Windows

North Central
Michigan College

NCMC MASTER COURSE SYLLABUS FOR YEARS 2001-2003

DIVISION/AREA: Business and Technology   DEPARTMENT:

DIVISION DIRECTOR: Robert J. Marsh, Ph.D., P.E.   ORIGINATOR:

DEAN OF INSTRUCTION: Timothy Dykstra, Ph.D.

TOTAL HOURS OF INSTRUCTION: 3   LECTURE: 3   LAB: 0   TOTAL CONTACT HOURS: 52.8

COURSE NUMBER: OAS 252   CREDIT HOURS:

COURSE TITLE: Microsoft Office for Windows

TRANSFERABLE   YES: NO: X   TO:

PREREQUISITE(S)/COREQUISITE(S)/ADVISORY:

CATALOG DESCRIPTION:
A survey of the Windows operating system and popular office suite software using Microsoft Office for introductory word processing, spreadsheet presentation and database operations. The major components of this software package are the basis of information processing performed in the modern office.

GENERAL EDUCATION OUTCOMES:
- Think critically and analytically
- Write and speak effectively
- Select and use mathematical tools for problem solving and decision making

COURSE OBJECTIVES & OUTCOMES:
- Analyze different types of businesses and apply technology to complete tasks necessary in their operation.
- Utilize and customize features in the operating system (Windows XP) for efficient use in a business setting.
- Access the Internet and learn to use the features of Web browsers, including browsing, searching, and utilizing hyperlinks.
- Utilize the online help system to research features and functions in order to increase efficiency in using the application.
- Prepare business documents and correspondence using Word. Formatting, styles, layouts, and functions will be applied in various business situations to create memos, letters, announcements, newsletters, tables, envelopes, and labels.

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- Analyze data using Excel. Analyze numerical data, prepare worksheets, develop formulas and functions, and generate charts in various business environments.
- Prepare presentations using PowerPoint. Present data and information in a colorful and well-organized format using features like transitions and slide building, applying appropriate design templates and slide layouts, master slides, printing options, and image editing.
- Integrate objects and data. Learn to use the application that will most easily and efficiently create a document or object, and to export the object to the other programs within the suite.

METHODS OF INSTRUCTION: Lecture, hands on computer assignments, lab time

METHODS OF EVALUATION:

Average of all graded assignments.	40%
Average of all performance tests and theory tests	60%

REQUIRED TEXTS:

Microsoft OFFICE XP Marquee Series, Rutkosky and Seguin, EMC Paradigm

4-6 Student work disks
Two standard non-pocket file folders
Book stand

OPTIONAL SUPPLEMENTARY MATERIALS:

Reasonable accommodations may be provided for students with documented physical, sensory, cognitive, systemic, and/or psychiatric disabilities. Please contact the Education Opportunity Program (EOP) at (231) 348-6687 to arrange services for this course.

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TIME ALLOWANCE AND SEQUENCE OF INSTRUCTION:

Week	Topic
1	Introduction to course Introduction to Internet and Blackboard Windows XP- Intro to the operating system
2	Windows XP, Managing Files and Customizing Windows Internet Explorer Office- Introducing the Suite
3	Word- Creating and Editing a Document, Formatting Characters and Paragraphs
4	Word- Formatting a Document; Enhancing the Appearance of a Document
5	Exam I- Word Excel- Analyzing Data using Excel
6	Excel- Editing and Formatting Worksheets; Working with Multiple Worksheets and Using Functions
7	Excel- Adding Visual Elements and Managing Files; Integratin Word and Excel
8	Exam II- Excel Access- Maintaining Data in Access Tables
9	Access- Creating Tables and Relationships; Modifying Data, Creating Forms and Viewing Data
10	Access- Creating Queries, Reports and Web Pages Review
11	Exam III- Access Introduction to Presentations
12	Powerpoint- Preparing a Presentation; Editing Slides and Slide Elements
13	Powerpoint- Enhancing and Customizing a Presentation
14	Integrating Word, Excel and Powerpoint Outlook- Using Outlook
15	Presentations Review
16	Presentations Final Exam

APPROVED FOR ADOPTION BY THE CRD/AP COMMITTEE ON ___4/22/09_____