

OHLONE COLLEGE
Ohlone Community College District
OFFICIAL COURSE OUTLINE

I. Description of Course:

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| <p>1. Department/Course: <u>CAOT - 178</u></p> <p>2. Title: <u>Mastering MS Applications in the Real World</u></p> <p>3. Cross Reference:</p> <p>4. Units: <u>2.00</u>
Lec Hrs: <u>1.00</u>
Lab Hrs: <u>3.00</u></p> <p>5. Repeatability: <u>Yes Times:1</u></p> <p>6. Grade Options:
Letter Grade, May Petition Credit/No Credit (GC)</p> | <p>7. Degree/ Applicability:
Credit, Degree Applicable, Not Transferable (D)</p> <p>8. General Education:</p> <p>9. CAN Numbers:</p> <p>10. Field Trips: <u>Not Required</u></p> <p>11. Requisites:
Advisory
CS-101L Computer Applications</p> |
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12. Catalog Description:

This course focuses on discipline-specific projects for Microsoft Office using Excel, PowerPoint, Access and Word.

13. Class Schedule Description:

Discipline-Specific Projects for Microsoft Office.

14. Counselor Information:

This course is recommended for students with some knowledge and/or skills in MS Office. Students interested in management and office automation would find this course really helpful.

II. Student Learning Outcomes

The student will:

1. Create an employee manual.
2. Set up a finance and accounting analysis sheet.
3. Construct a data base to automate a budget.
4. Design a PowerPoint presentation to demonstrate mastery of skills acquired.

III. Course Outline:

- A. Create Human Resources web linked manual and associated marketing materials. Lab time will be spent on creating these items using Microsoft Word.
- B. Prepare an automated data analysis sheet using logical and financial functions. Lab time will cover how to prepare several of these sheets using Microsoft Excel.
- C. Create and automate a database. Lab time will cover how to make structural and design changes using Microsoft Access.

D. Create a presentation package that demonstrates how to use all the skills learned in this course. Lab time will be spent using Microsoft PowerPoint.

IV. Course Assignments:

Reading Assignments

Read selected chapters to cover Microsoft Word, Microsoft Excel, Access and PowerPoint

Writing Assignments

As needed for projects

Projects, Activities, and other Assignments

real world scenarios based on Microsoft Word, Microsoft Excel, Microsoft Access and PowerPoint.

V. Methods of Evaluation:

- A. Completion of the assigned projects demonstrates mastery of the theory and skills for this course.
- B. The student grade will reflect the number of projects completed at a fully functional level.
- C. Online interactive quizzes.

Methods of Instruction:

Laboratory

Demonstration

Audiovisual

Computer Assisted Instruction

Collaborative Learning

Distance Learning

Lecture

VI. Textbooks:

Required

1. Steven Freund et. al. *Mastering Applications in the Real World* First Edition, Course Technology, New York, New York, 2003 ISBN: 0-619-21397-3

Optional

VII. Supplies:

None