Department:

Business

Course Description:

This introductory course covers the basic functions of Microsoft Word, Excel, Access, and PowerPoint. The course will focus on creating documents by integrating applications.

Course Competencies:

Upon completion of the course, the student should be able to:

1. Create charts from an Excel spreadsheet.
2. Create a flyer and table using Word.
3. Create a presentation using PowerPoint.
4. Create a report using Word and MLA style that includes footnotes, endnotes, headers, and footers.
5. Create a database that includes a table with multiple fields and properties.

Course Content:

A. Basics of Excel: Creating a Worksheet and Embedded Charts
   1. Worksheet window: ribbon, status bar, formula bar, mini toolbar, shortcut menus
   2. Formatting the worksheet: font type, style, size, and color, column widths, row heights, inserting rows and columns, rotating text
   3. Selecting cells and entering text
   4. Calculating a sum
   5. Copy and paste cell data
   6. AutoCalculate
   7. Entering formulas: arithmetic operations, order of operations
   8. Using the AVERAGE, MAX, AND MIN functions
   9. Creating pie, bar, line, and scatter charts

B. Basics of Word
   1. The Word window: ribbon, mini toolbar, shortcut menus, quick access toolbar
   2. Page setup and layout
   3. Entering text: wordwrap, spelling and grammar check, mailability standards
   4. Formatting paragraphs and characters in a document: font types, sizes, effects, styles, themes
   5. Inserting, sizing, and moving graphics
   6. Headers and footers
   7. AutoCorrect
   8. Pagination
   9. Citations, footnotes, endnotes
10. Move, select, copy, paste
11. Find and replace
12. Inserting scientific symbols
13. Table creation: inserting rows and columns, adjusting column width and row height
14. Borders and shading
15. Autosizes, WordArt, draw tools, fill effects

C. Basics of PowerPoint
1. The PowerPoint window: views, ribbon, mini toolbar and shortcut menus
2. Formatting characters in a presentation: fonts and styles
3. Adding, deleting, moving, copying, hiding slides
4. Correcting errors: replacing text, spell checking
5. Changing layouts, design templates, animation schemes, transitions
6. Inserting clip art, photographs, and autosizes, resizing, moving
7. Printing handouts and outlines
8. Downloading templates, music, graphics
9. Presentation techniques

D. Basics of Access
1. The Access Window: navigation pane, ribbon, mini toolbar and shortcut menus
2. Creating databases and tables: changing the structure and data
3. Setting primary keys, changing field names and properties
4. Sorting and filtering records
5. Creating queries and reports
6. Importing and linking data
7. Exporting data

Learning Assessments:

Course competencies will be assessed by written and hands-on assignments and activities, as well as a portfolio of completed documents.

Instructional Materials:

ISBN-10: 113302288X
Software: Office 2010

Guidelines for Requesting Accommodations Based on Documented Disability or Medical Condition

It is the intention of Highland Community College to work toward full compliance with the Americans with Disabilities Act, to make instructional programs accessible to all people, and to provide reasonable accommodations according to the law.

Students should understand that it is their responsibility to self-identify their need(s) for accommodation and that they must provide current, comprehensive diagnosis of a specific disability or medical condition from a qualified professional in order to
receive services. Documentation must include specific recommendations for accommodation(s). Documentation should be provided in a timely manner prior to or early in the semester so that the requested accommodation can be considered and, if warranted, arranged.

In order to begin the process all students must complete the “Disabilities Self-Identification Form” at this link: https://highlandcc.edu/pages/disability-services.

This form can also be accessed at the Highland Community College homepage under Students Services/Student Resources/Disability Service or by contacting the Disabilities Coordinator.