MASTER COURSE OUTLINE

Prepared By: Ryan Duvall   Date: April 2019

COURSE TITLE

Microsoft Office 2016 Essentials

GENERAL COURSE INFORMATION

Dept.: BIM	Course Num: 110	(Formerly:)
CIP Code: 11.0601	Intent Code: 21	Program Code: 547
Credits: 1-3		

Total Contact Hrs Per Qtr.: 22-66

Lecture Hrs:	Lab Hrs: 22-66	Other Hrs:

Distribution Designation: General Elective (GE)

COURSE DESCRIPTION (as it will appear in the catalog)

This course is an introduction to Microsoft Office Suite 2019. This course is not intended for Business Information Management majors.

PREREQUISITES

None

TEXTBOOK GUIDELINES

Introductory Microsoft Office text as decided by BIM faculty (Example: *Guidelines for Office*, By: Muir, Verno)

COURSE LEARNING OUTCOMES

Upon successful completion of the course, students should be able to demonstrate the following knowledge or skills:

1. Demonstrate the ability to save, retrieve, move, and delete files using the MS Windows file management system
2. Use MS Word for business activities
3. Use MS Excel to solve business problems
4. Use MS Access to manage business records
5. Use MS PowerPoint to create business presentations
6. Integrate data within the MS Office Suite Applications (Word, Excel, Access, PowerPoint)

INSTITUTIONAL OUTCOMES

IO3   **Human Relations/Workplace Skills**: Students will be able to demonstrate teamwork, professionalism, and/or workplace specific skills.

COURSE CONTENT OUTLINE

1. Module 1: Windows 7, Office, and Word
       a. File Management
       b. General Office Features & Overview
       c. Creating and Formatting Word Documents
2. Module 2: Excel and Access
       a. Creating and Formatting Excel Spreadsheets
       b. Creating and Formatting Access Database Objects

3. Module 3: PowerPoint and Integration
      a. Creating and formatting presentations
      b. Integrating the MS Office applications (Word, Excel, Access, PowerPoint)

DEPARTMENTAL GUIDELINES *(optional)*
The syllabus must contain evaluation/grading guidelines, class environment/expectations/rules, course learning outcomes, and a disability services statement. A schedule must be provided to students that contains content covered (text chapters, topics, etc.), tentative test dates (to include final date/time). If an LMS or similar site is used for the course, it must be created following the Quality Matters (QM) principals outlined in the QM workbook questions. These documents should be reviewed with the BIM instructor at least two weeks prior to class start.

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DIVISION CHAIR APPROVAL   **DATE**