



## MASTER COURSE OUTLINE

Prepared By: Ryan Duvall

Date: November 2019

### COURSE TITLE

Introduction to Microsoft Office

### GENERAL COURSE INFORMATION

Dept.: BIM

Course Num: 180

(Formerly: OFF 180)

CIP Code: 11.0602

Intent Code: 21

Program Code: 547

Credits: 1-5

Total Contact Hrs Per Qtr.: 22-110

Lecture Hrs:

Lab Hrs: 22-110

Other Hrs:

Distribution Designation:

### COURSE DESCRIPTION (as it will appear in the catalog)

This course is an introduction to the basic functions of Microsoft Office 2019 – Word, Excel, Access, PowerPoint, and Integration. This course is intended for Business Information Management and Accounting students.

### PREREQUISITES

BIM102 and successful completion of MATH 094 or MAP 117 or BBCC Placement Exam into MATH 098 or higher

### TEXTBOOK GUIDELINES

None

### COURSE LEARNING OUTCOMES

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

1. Design, create, format, and edit basic Word documents
2. Design, create, format, and edit basic Excel spreadsheets and charts
3. Design, create, format, and edit basic Access databases
4. Design, create, format, and edit basic PowerPoint presentations
5. Design, create, format, and edit integrated projects encompassing basic features of Microsoft Office

### INSTITUTIONAL OUTCOMES

IO1 **Communication:** Students will write, speak, and present information effectively by creating professional documents that would be used in an office or medical office environment

IO2 **Quantitative Reasoning:** Students will be able to reason mathematically using methods appropriate to the profession

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

### COURSE CONTENT OUTLINE

1. Word – a variety of introductory documents, mailings, and basic formatting features
2. Excel – spreadsheet functions, table management, and formulas
3. Access – data analysis using basic relational databases, queries, calculations, forms, and reports
4. PowerPoint – basic tools, master slides, links, graphics, objects, media, and customization features

5. **Integration** – assimilation of introductory presentations using linked and embedded Office applications

**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**

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**DATE**