



MASTER COURSE OUTLINE

Prepared By: Ryan Duvall

Date: April 2019

COURSE TITLE

MOS Prep & Certification

GENERAL COURSE INFORMATION

Dept.: BIM

Course Num: 285

(Formerly:)

CIP Code: 11.0601

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: General Elective (GE)

COURSE DESCRIPTION (as it will appear in the catalog)

This course is intended for students taking the MOS (Microsoft Office Specialist) certification exams. This course consists of five modules--Word, Excel, Access, PowerPoint, and Outlook. Students will review Microsoft Office 2019 features and complete a certified MOS exam at the end of each module.

PREREQUISITES

BIM 280 or instructor permission

TEXTBOOK GUIDELINES

MOS Review text as decided by BIM faculty

COURSE LEARNING OUTCOMES

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

1. Be an MOS certified user of Word 2019 (required for BIM Program students)
2. Be an MOS certified user of Excel 2019 – (required for BIM Program students)
3. Be an MOS certified user of Access 2019, PowerPoint 2019, and/or Outlook 2019

INSTITUTIONAL OUTCOMES

COURSE CONTENT OUTLINE

1. Study and prepare for MOS Certification - design, create, format, and edit complex Word documents
2. Study and prepare for MOS Certification - design, create, format, and edit complex Excel spreadsheets and charts
3. Study and prepare for MOS Certification - design, create, format, and edit complex Access databases
4. Study and prepare for MOS Certification - design, create, format, and edit complex PowerPoint presentations
5. Study and prepare for MOS Certification - utilize Microsoft Outlook to communicate business information accurately

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.

DIVISION CHAIR APPROVAL

DATE