SOUTHEAST COMMUNITY COLLEGE
CONSTRUCTION MANUFACTURING AND TECHNOLOGY DIVISION
Computer Information Technology Program
Revision Date: August 23, 2021
Syllabus Statements

I. CATALOG DESCRIPTION

Course Number:	INFO1005
Course Title:	Microsoft Office Applications
Prerequisite(s):	None
Catalog Description:	This course focuses on teaching skills in Microsoft Office Word, Excel, Access, and PowerPoint. The course does not count for SCC General Education requirements or for credit in the Computer Information Technology program. It is intended only for transfer to UNL CBA for a course with a grade of Pass/No Pass.
Credit Hours:	2
Class Hours:	30
Lab Hours:	0
Total Contact Hours:	30

II. COURSE OBJECTIVES: *Course will:*

A. Prepare students to use word processing software skills needed in business-related career areas.
B. Prepare students to use spreadsheet software skills needed in business-related career areas.
C. Prepare students to use database software skills needed in business-related career areas.
D. Prepare students to use presentation software skills in business-related career areas.

III. STUDENT LEARNING OUTCOMES AND GENERAL EDUCATION LEARNING OUTCOMES:

A. Student Learning Outcomes**:** *Student will be able to:*
1. Demonstrate Microsoft Word skills for editing, formatting, and customizing documents.
2. Demonstrate Microsoft Word commands to work with objects and tables.
3. Demonstrate Microsoft Word features used for collaboration and research papers.
4. Demonstrate Microsoft Excel commands to create, edit, and format worksheets.
5. Demonstrate the use of Microsoft Excel formulas and functions to perform quantitative analysis.
6. Demonstrate Microsoft Excel skills to create charts and work with large datasets.
7. Demonstrate the use of Microsoft Access create and manipulate database tables using filters and sorts.
8. Demonstrate Microsoft Access commands to create queries.
9. Demonstrate Microsoft Access to create forms and reports.
10. Demonstrate the use of Microsoft PowerPoint to create and edit slide presentations.
11. Demonstrate Microsoft PowerPoint features to enhance presentations with images, objects video, and audio.
12. Demonstrate Microsoft PowerPoint skills to prepare a presentation for delivery.

B. General Education Learning Outcomes (GELOs)
1. GELO #6: Career and Life Skills
Outcome 4: Use digital technology effectively to access, manage, integrate, evaluate, and present information.

IV. CONTENT/TOPICAL OUTLINE

A. Unit 1 Microsoft Word
- **1.** Create and edit documents.
- **2.** Format text, paragraphs, and documents.
- **3.** Create and format tables.
- **4.** Insert and format graphics.
- **5.** Work with comments, track changes, sources.
- **6.** Work with citing sources, footnotes and endnotes, tables of contents

B. Unit 2 Microsoft Excel
- **1.** Create and enhance worksheets.
- **2.** Use formulas; applying order of operation and relative, absolute and mixed cell references.
- **3.** Work with mathematical functions, date functions, logical functions, and financial functions.
- **4.** Work with charts.
- **5.** Work with large sheets, sorting, filtering, importing data.

C. Unit 3 Microsoft Access
- **1.** Understand database concepts including tables, forms, queries and reports.
- **2.** Build a database.
- **3.** Maintain a database.
- **4.** Modify tables and use relationships.
- **5.** Use queries.
- **6.** Create custom forms and reports.

D. Unit 4 Microsoft PowerPoint
- **1.** Create a slide presentation.
- **2.** Modify presentation text and structure.
- **3.** Work with visual elements.
- **4.** Work with slide master and slide layouts.
- **5.** Prepare and deliver a slide show.

V. INSTRUCTIONAL MATERIALS

A. Required Text(s): DDA - Direct Digital Access. You will have access to your digital course materials on the first day of class! The SCC Bookstore has worked with publishers to get your course materials at the lowest cost. These materials are required by your instructor. If you decide that you don't want to participate, you will need to OPT-OUT of the program and be sure that you're obtaining the material on your own. If you stay opted in, you will be charged a reduced price for a digital textbook (E-book) and required code. The book charges go directly to your account at SCC for you to pay. If you would also like to own a paper copy of the book you can purchase a loose-leaf copy at a much-reduced cost at the SCC Bookstore, but only if you stay opted in to the Direct Digital Access Program.

B. Computer and Internet access

C. Optional use of Microsoft Office 365/2016 on a Windows-based PC.

VI. METHODS OF PRESENTATION/INSTRUCTION

A. Methods of presentation typically include a combination of the following:
- **1.** Material is presented in web-based training format.
- **2.** Slide presentations and training videos.
- **3.** Computerized simulations or hands-on exercises using the computer.

VII. METHODS OF EVALUATION

A. This course is graded Pass/No Pass--methods of evaluation include the following:
- **1.** Computerized simulation training (Pre-Test, Training, Post-Test)
- **2.** Computerized simulation review activities
- **3.** Computerizes simulation tests

VIII. SPECIFIC COURSE REQUIREMENTS

A. Cheating within the INFO1005 course: A violation of academic integrity on any activity or test will result in a grade of NP in the course.