

# CBA G012N: INTRODUCTION TO MICROSOFT OFFICE SUITE

Item	Value
Curriculum Committee Approval Date	11/01/2022
Top Code	051400 - Office Technology/Office Computer Applications
Units	0 Total Units
Hours	27 Total Hours (Lecture Hours 14; Lab Hours 13)
Total Outside of Class Hours	0
Course Credit Status	Noncredit (N)
Material Fee	No
Basic Skills	Not Basic Skills (N)
Repeatable	Yes; Repeat Limit 99
Open Entry/Open Exit	No
Grading Policy	P/NP/SP Non-Credit (D)

## Course Description

This noncredit course prepares students for academic and workplace success by providing basic skills in Microsoft Office. Topics include Microsoft Word, Excel, PowerPoint, and Outlook. Students will learn how to create documents, spreadsheets, and presentations as well as how to create and use email best practices. This course is designed for students who have little or no prior experience with Microsoft Office and Email. NOT DEGREE APPLICABLE. Not Transferable.

## Course Level Student Learning Outcome(s)

1. Course Outcomes
2. Identify tasks with best software applications such as word processing, spreadsheets, presentation programs, and email communication.
3. Operate Microsoft Office Suite applications to create, edit, view, print, and save documents.
4. Use basic commands in Word, Excel, PowerPoint and Outlook software applications.
5. Create an email and include required elements for email communication.

## Course Objectives

- 1. Identify basic groups and buttons within each Microsoft Suite application.
- 2. Create, edit, and save basic business reports.
- 3. Use basic formatting, paragraph alignments, bullets and numbering features.
- 4. Define cells, cell ranges and identify the purpose of different cursor views.
- 5. Enter data in a worksheet; select multiple cells, rows and columns.
- 6. Develop and format a basic worksheet with a pie chart.
- 7. Create basic formulas using addition, subtraction, multiplication, and division.
- 8. Produce a basic presentation using a template.
- 9. Insert a picture in a slide.
- 10. Apply font size and color to text in a slide.

- 11. Run a slideshow.
- 12. Create an email account.
- 13. Develop an email with a heading, subject, body and closure.
- 14. Identify an unsafe email message.
- 15. Create a signature block.
- 16. Identify when to reply or forward an email.

## Lecture Content

Microsoft Word Navigate within application environment Enter and edit text Formatting Copy and paste Bullets and numbering Paragraph alignment Line spacing Shading and borders Insert a photo Printing Microsoft Excel Parts of the application window Enter data and labels Edit and select data Copy and paste Formatting Select cells, ranges, columns and rows Insert, delete and resize columns and rows Insert and delete a new worksheet Enter basic formulas Microsoft PowerPoint Create slides using a template Edit and format text on slides Insert and delete slides Add a photo to a slide Email and Microsoft Outlook Create an email account Compose a basic email with a subject, body and closure Add recipients to different sections in the email header Save a draft of an email Reply and forward an email Delete one or many emails simultaneously Create and name an email folder Move one or more emails into a folder Attach a file to an email Download and save an attachment to the computer Schedule an appointment or event on calendar Create and edit a signature block Identify email safety tips

## Lab Content

Create, edit, and format a Word business document Develop a spreadsheet with labels, data, and basic formulas Create a pie chart with labels in a spreadsheet Create a presentation with at least four slides with content and a picture Format content in slides with font size and color Create, send, and reply to an email Develop and apply at least two signature blocks

## Method(s) of Instruction

- Enhanced NC Lect (NC1)
- Enhanced NC Lab (NC2)
- Online Enhanced NC Lect (NC5)
- Online Enhanced NC Lab (NC6)
- Live Online Enhanced NC Lect (NC9)
- Live Online Enhanced NC Lab (NCA)

## Reading Assignments

Assigned readings from various websites, PowerPoints and handouts.

## Writing Assignments

Provide written feedback on projects from peers, reflections on skills learned, and how they relate to the workplace.

## Out-of-class Assignments

Practice activities, projects, quizzes, videos, and discussions on peer critiques.

## Demonstration of Critical Thinking

Explain the use of various documents with the appropriate software and compare and contrast the differences.

## **Required Writing, Problem Solving, Skills Demonstration**

Students will develop a project for each application.

### **Eligible Disciplines**

Computer science: Master's degree in computer science or computer engineering OR bachelor's degree in either of the above AND master's degree in mathematics, cybernetics, business administration, accounting or engineering OR bachelor's degree in engineering AND master's degree in cybernetics, engineering mathematics, or business administration OR bachelor's degree in mathematics AND master's degree in cybernetics, engineering mathematics, or business administration OR bachelor's degree in any of the above AND a master's degree in information science, computer information systems, or information systems OR the equivalent. Note: Courses in the use of computer programs for application to a particular discipline may be classified, for the minimum qualification purposes, under the discipline of the application. Master's degree required. Office technologies (secretarial skills, office systems, word processing, ...: Any bachelor's degree and two years of professional experience, or any associate degree and six years of professional experience.

### **Other Resources**

1. Word Basics by GCFGlobal 2. Excel Basics by GCFGlobal 3. PowerPoint Basics by GCFGlobal 4. Microsoft Outlook by Kevin Stratvert 5. Digital Literacy Assessment by Northstar