

**BOT 73.10A Course Outline as of Fall 2000****CATALOG INFORMATION**

Dept and Nbr: BOT 73.10A Title: MS OFF STE, LEVEL 1

Full Title: Microsoft Office Suite for the Office Professional, Level 1

Last Reviewed: 3/2/2009

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	1.50	Lecture Scheduled	1.00	17.5	Lecture Scheduled	17.50
Minimum	1.50	Lab Scheduled	1.50	1	Lab Scheduled	26.25
		Contact DHR	0		Contact DHR	0
		Contact Total	2.50		Contact Total	43.75
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 35.00

Total Student Learning Hours: 78.75

Title 5 Category: AA Degree Applicable

Grading: Grade or P/NP

Repeatability: 00 - Two Repeats if Grade was D, F, NC, or NP

Also Listed As:

Formerly:

**Catalog Description:**

Beginning course designed to provide an overview of Microsoft Word, Excel, Access & PowerPoint programs. Designed for the office professional or other serious personal computer user with little or no Windows experience. Emphasizes preparation of accurately formatted office documents. Formerly BOT 86.16.

**Prerequisites/Corequisites:****Recommended Preparation:**

Eligibility for ENGL 100 or ESL 100.

**Limits on Enrollment:****Schedule of Classes Information:**

Description: Beg. course designed to provide an overview of MS Word, Excel, Access & PowerPoint. Designed for the office professional or other serious PC user with little or no Windows experience. Emphasizes preparation of accurately formatted office documents. Formerly BOT 86.16. (Grade or P/NP)

Prerequisites/Corequisites:

Recommended: Eligibility for ENGL 100 or ESL 100.

Limits on Enrollment:

Transfer Credit: CSU;

Repeatability: Two Repeats if Grade was D, F, NC, or NP

## **ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:**

<b>AS Degree:</b>	<b>Area</b>	Effective:	Inactive:
<b>CSU GE:</b>	<b>Transfer Area</b>	Effective:	Inactive:
<b>IGETC:</b>	<b>Transfer Area</b>	Effective:	Inactive:
<b>CSU Transfer:</b>	Transferable	Effective: Fall 2000	Inactive: Fall 2010
<b>UC Transfer:</b>		Effective:	Inactive:

**CID:**

**Certificate/Major Applicable:**

Certificate Applicable Course

## **COURSE CONTENT**

**Outcomes and Objectives:**

Students will:

1. Identify the Word, Excel, PowerPoint, and Access screens.
2. Create, save, and print in Word, Excel, Access and PowerPoint.
3. Open, edit, and undo documents.
4. Modify page appearance.
5. Enhance text appearance.
6. Edit text.
7. Manage workbook files.
8. Select cells and choose commands.
9. Create formulas.
10. Enter data.
11. Edit a worksheet.
12. Design a database.
13. Use Table basics.
14. Create a slide presentation.
15. Insert graphic images.

**Topics and Scope:**

1. Word
  - A. Getting started with Word
  - B. Creating, saving, and printing
  - C. Opening, editing, and undoing
  - D. Modifying page appearance
  - E. Enhancing text appearance
  - F. Editing text
2. Excel

- A. Getting started with Excel
  - B. Managing workbook files
  - C. Selecting cells and choosing commands
  - D. Entering data
  - E. Creating formulas
  - F. Editing a worksheet
3. Access
- A. Getting started with Access
  - B. Designing a database
  - C. Adding and entering data
  - D. Finding and sorting data
4. PowerPoint
- A. Getting started with PowerPoint
  - B. Designing a presentation.
  - C. Inserting graphic images.
  - D. Running a slide presentation.

**Assignment:**

Completion of exercises and drills.

**Methods of Evaluation/Basis of Grade:**

**Writing:** Assessment tools that demonstrate writing skills and/or require students to select, organize and explain ideas in writing.

None, This is a degree applicable course but assessment tools based on writing are not included because problem solving assessments and skill demonstrations are more appropriate for this course.

Writing  
0 - 0%

**Problem Solving:** Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

Homework problems, Quizzes, Exams

Problem solving  
20 - 50%

**Skill Demonstrations:** All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

Software functions and formatting

Skill Demonstrations  
40 - 70%

**Exams:** All forms of formal testing, other than skill performance exams.

Multiple choice, True/false, Matching items, Completion

Exams  
10 - 20%

**Other:** Includes any assessment tools that do not logically fit into the above categories.

Attendance/participation

Other Category  
0 - 10%

**Representative Textbooks and Materials:**

Microsoft Office Professional - Brief Edition, Course Technology, 2000