COURSE DISCIPLINE :   CABOT

COURSE NUMBER :   260

COURSE TITLE (FULL) :   Beginning Microsoft Office Applications

COURSE TITLE (SHORT) :   Word,Excel,Powerpoint,Access

CATALOG DESCRIPTION

CABOT 260 provides students with the necessary skills and training to create, enhance, manipulate, and manage files in four different software programs. Some of the topics for this course consist of: creating a document with a table, a chart, and a watermark, working with large worksheets, data tables, amortization schedules, and hyperlinks, designing, maintaining, and querying databases, and creating slide shows with embedded visuals.

Total Lecture Units: 4.00

Total Laboratory Units: 0.00

Total Course Units: 4.00

Total Lecture Hours: 72.00

Total Laboratory Hours: 0.00

Total Laboratory Hours To Be Arranged: 0.00

Total Contact Hours: 72.00

Total Out-of-Class Hours: 144.00

Recommended Preparation: CABOT 208 or equivalent (may be taken concurrently with CABOT 260).

ENTRY STANDARDS

	Subject	Number	Title	Description	Include
1	CABOT	208	Windows Basics	Identify the objects on the Microsoft Windows desktop;	Yes
2	CABOT	208	Windows Basics	operate a mouse: point, click, double-click, drag, and right-drag	Yes
3	CABOT	208	Windows Basics	open, minimize, maximize, and restore a window	Yes
4	CABOT	208	Windows Basics	launch application programs	Yes
5	CABOT	208	Windows Basics	use onscreen Help	Yes
6	CABOT	208	Windows Basics	use and understand Windows Explorer	Yes
7	CABOT	208	Windows Basics	create, edit, save, and print a simple Word document	Yes
8	CABOT	208	Windows Basics	modify the desktop by adding and deleting icons, folders, and documents	Yes
9	CABOT	208	Windows Basics	format disks, copy and move files, and add new software and hardware	Yes
10	CABOT	208	Windows Basics	use and understand basic computer terminology.	Yes

EXIT STANDARDS

1   Create and enhance Word documents with tables and imported graphics using Microsoft Clip Gallery Live;

2   create spreadsheets with data tables and charts;

3   design the structure of databases and run restrictive queries;

4   create presentations and run automatic slide shows.

STUDENT LEARNING OUTCOMES

1   create, edit, format, save, and print basic business documents

2   create databases, presentations and worksheets

3   use core-level skills and knowledge appropriate to the various software programs

COURSE CONTENT WITH INSTRUCTIONAL HOURS

	Description	Lecture	Lab	Total Hours
1	Microsoft Word • Creating and editing a word document • Applying character and paragraph formats • Using spell check and thesaurus • Adding headers and footers • Managing files • Using a wizard to create documents • Tables • Inserting graphics into a document	14	0	14
2	Microsoft Excel • Creating a worksheet with an embedded chart • Working with formulas, functions, formats • Working with financial functions, data tables, and hyperlinks	16	0	16
3	Microsoft Access • Creating a database using design and datasheet views • Querying a database using the select query window • Maintaining a database using design and update features • Creating reports and forms	16	0	16
4	Microsoft PowerPoint • Using a design template and auto layouts to create a presentation • Modifying a presentation • Using outline view and clip art to create a presentation • Using embedded visuals to enhance a slide show • Customizing a presentation with speaker notes, slide transitions, and animation	12	0	12
5	Microsoft Outlook • Setting up and managing email • Calendaring • Adding, modifying and deleting contacts .• Meeting management	14	0	14
				72

OUT OF CLASS ASSIGNMENTS

1   case problems (e.g. create advertising for a meeting or conference or for a new business);
2   lab assignments to reinforce case problems (e.g. create a client or patient data base and letters introducing a business, using mail merge; slides for presentations, flyers, spreadsheets, and other business office documents);
3   Create a contact list in Outlook.

METHODS OF EVALUATION

1   projects (an assignment using a particular software function)
2   midterm examination;
3   final examination

METHODS OF INSTRUCTION

☑ Lecture

☑ Laboratory

☐ Studio

☐ Discussion

☐ Multimedia

☐ Tutorial

☐ Independent Study

☐ Collaboratory Learning

☑ Demonstration

☐ Field Activities (Trips)

☐ Guest Speakers

☐ Presentations

TEXTBOOKS

Title	Type	Publisher	Edition	Medium	Author	IBSN	Date
Illustrated Microsoft Office 365 & Office 2019 Introductory, 1st Edition	Required	Boston: Cengage Learning, 2016. Print.	1		David Beskeen	978-0-357-02567-3	2020