

OFFICE TECHNOLOGY INFORMATION 1200

MS Office for Professional Staff

This is an information sheet only, not the course syllabus.

COURSE DESCRIPTION

Introductory course in Microsoft Office utilizing the basic functions of Windows, Internet Explorer, Word, Excel, Access, PowerPoint, and Outlook. Object Linking between Word and Excel and PowerPoint. Designed for the office professional person or others wishing to learn and/or upgrade software skills. May not be substituted for CIS 1205. (3 credit hours)

This course is offered using two different versions of MS Office software. Be sure to register for the correct section that corresponds to the software version you will be using.

REQUIRED AND RECOMMENDED COURSE MATERIALS

Please follow the instructions below to locate information on the textbook and other materials for this course.

1. From [COD home page](#), click on **myACCESS**.
2. Click on **Search for Credit Classes**.
3. From the **Term** drop-down box select the term.
4. Choose your course from the **Subjects** drop-down menu.
5. In the **Course #** field, enter your course number.
6. In the **Section** field, enter the course section number if known.
7. From the **Course Types** drop-down menu select **Internet/Online**.
8. Scroll to the bottom of the page and click on **SUBMIT**.
9. Click on the **Section Name and Title** link.
10. Click on **[Click here for prices of required textbook\(s\) and supplies](#)** and course material information will be displayed.

Alternatively, you can visit the [COD Bookstore](#) website to find this information.

COURSE TOPICAL OUTLINE

1. Introduction to the following:
2. Windows operating system
3. Internet Explorer
4. MS Word—word-processing applications
5. MS Excel—spreadsheet applications
6. MS Access—database applications
7. MS PowerPoint—presentation software applications
8. MS Outlook—desktop information manager, including electronic mail
9. Introduction to Object Linking and Embedding—sharing and integrating of files between MS Office programs

REQUIRED SOFTWARE

Students must have access to a personal computer with **MS Office version 2010** *or* **MS Office version 2007** software depending on the specific section for which they are enrolled in order to take this class. This class does not support the use of MAC computers.

This class is taught in both an online and face-to-face delivery format. Students will be expected to be an interactive participant. Check the specific section for which you are enrolled for delivery method used.

Face-to-face classes. Class instruction includes but not limited to: instructor lecture, instructor-led hands-on activities, class discussions, reading assignments to be completed by students, group activities, objective tests, and/or hands-on tests/projects. Students will be expected to read materials and complete assignments by due dates listed in the course syllabus. Students are expected to attend class during designated meeting times. Instructor may incorporate various features using the Blackboard course management software into the course which students will be required to learn.

Online classes. Class instruction includes but not limited to: instructor lecture via electronic means, electronic class discussions, reading assignments to be completed by students, hands-on assignments to be completed by student and submitted by due dates listed in syllabus, objective tests, and/or hands-on tests/projects. This course will consist of ten units and specific assignments including tests must be completed by the due dates listed in Due Date Table located in the Syllabus. Students will submit assignments via the Blackboard course management software and communicate with instructor via COD-issued email account.

E-mail. Communication via e-mail is important. Students will be required to use the e-mail account provided for you by the college when communicating with your instructor about this course.

EVALUATION/GRADING

All work is assigned specific point values.

Grading Scale:

90 - 100 % of total points possible = A

80 - 89 % of total points possible = B

70 - 79 % of total points possible = C

60 - 69 % of total points possible = D

68% and below = F

SATISFACTORY/FAIL (S/F) GRADE OPTION

The student must have achieved 78 percent or more in the course to receive a Satisfactory (S) grade. Refer to the course syllabus or instructor for specific guidelines on this option.

INCOMPLETE

Incomplete grades may be considered under extreme conditions only. You must obtain permission from the instructor by midpoint of the course and specific guidelines must be met. Contact the instructor for further details.