OFFICE TECHNOLOGY INFORMATION 1200
MS Office for Professional Staff
3 credit hours

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

COURSE DESCRIPTION
Introductory course in Microsoft Office utilizing the basic functions of file management, operating system, browser, word processing, spreadsheet, electronic presentation, and database software. Designed for the office professional or individuals wishing to learn and/or upgrade software skills. May not be substituted for Computer Information Systems 1205. Keyboarding skills recommended. (3 lecture hours)

Instructor Note:
Required Software
Students must have access to a personal computer with MS Office version 2013 software. This class does not support the use of Mac computers.

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 the 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.

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

**EVALUATION/GRADING**
All work is assigned specific point values.
Grading Scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage</th>
<th>Points</th>
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<tbody>
<tr>
<td>A</td>
<td>90% - 100%</td>
<td>562 and higher</td>
</tr>
<tr>
<td>B</td>
<td>80% - 89%</td>
<td>468 - 525</td>
</tr>
<tr>
<td>C</td>
<td>70% - 79%</td>
<td>409 - 467</td>
</tr>
<tr>
<td>D</td>
<td>60% - 69%</td>
<td>351 - 408</td>
</tr>
<tr>
<td>F</td>
<td>59% &amp; below</td>
<td>350 and below</td>
</tr>
</tbody>
</table>

**SATISFACTORY/FAIL (S/F) GRADE OPTION**
The student must have achieved 70 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.