

# Collin College - Continuing Education

## COURSE SYLLABUS

<b>COURSE INFORMATION</b>
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**Course Number:** MOFF 6640

**Course Title:** Microsoft Office System

**Course Description:** Introduction to basic components of Microsoft Office: Word, Excel, PowerPoint and Access, and the features common to all Office products. Use the basic features in Word and PowerPoint to prepare and edit documents and presentations. Using Excel, create worksheets with simple functions, formulas and charts. Learn about the integration features of Office.

**Suggested Course Prerequisite(s):** Microsoft Windows, Keyboarding, or equivalent experience.

**Course Resources:** Welcome to Microsoft Office 2016  
Labyrinth, 978-1591369707

**Student Learning Outcomes:**

1. Learn features common to all Office products and use "basic" features in Word and PowerPoint to prepare and edit documents and presentations
2. Using Excel, create worksheets with simple functions, formulas and charts
3. Using Access to create tables and simple queries
4. Demonstrate use of the integration features of Office

**Certification Notes:**

**Next course recommendation:** Microsoft Word I, Microsoft Excel I, Microsoft PowerPoint I, Microsoft Outlook

**Lesson Plan – by week or session:**

Session 1: Explore Office 2016 interface

Session 2: Word – Writing a Letter and a Resume

- Typing a Cover Letter
- Saving a Document
- Printing a Document
- Using a Word Table to Organize a Resume
- Creating an Envelope

Session 3: Word

- Selecting Text
- Editing Techniques
- Moving and Copying Text
- Working with Spell Check
- Finding and Replacing Text

Session 4: Word, continued

- Formatting with the Ribbon
- Formatting with the Mini Toolbar
- Using Live Preview with Galleries
- Saving a Document to a New Folder
- Setting Paragraph Alignment
- Creating WordArt
- Using Clip Art
- Cropping Clip Art Images

Session 5: Excel

- Understanding Excel
- Navigating in a Spreadsheet
- Entering Data in a Spreadsheet
- Editing in Excel
- Working with Ranges of Cells
- Moving and Copying Data

- Sorting Data
  - Working with Columns and Rows
- Session 6: Excel, continued
- Defining Formulas
  - Using Built-in Functions
  - Copying Formulas and Functions
  - Using Charts to Visualize Data
- Session 7: PowerPoint
- Presenting PowerPoint
  - Using PowerPoint Views
  - Creating a Presentation
  - Delivering a Slide Show
- Session 8: Access
- Introducing Databases
  - Database Objects and the Access Window
  - Table Features
  - Creating a Table in a New Database

**Course Sessions:**

Listed are guidelines to indicate all topics that will be covered during your course. Do not plan your personal calendar based on these sessions. Your instructor will give you a calendar for your class that will indicate specific topics, assignments, and days.

**Method of Evaluation:**

Unless otherwise stated, course completion is evaluated on the basis of attendance. Students must be in attendance 90% of the class time in order to be considered a successful completer of the course.

Students must be in attendance 90% of each course in a certificate series for successful completion and to earn a certificate as specified.

Students must complete all courses (core and no. of elective courses needed) to complete a certificate series within two years from start date of the first course taken.

**Refund Policy:**

Please refer to [www.collin.edu/ce/inforegistrar.html](http://www.collin.edu/ce/inforegistrar.html) for our refund policy. No refunds after the start time of the first class.

**Americans with Disabilities Act:**

Collin College will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal opportunity. It is the student's responsibility to contact the ACCESS office, SCC-D140 or 972.881.5898 (V/TTD: 972.881.5950) to arrange for appropriate accommodations. See the current Collin Student Handbook for additional information.