OST 137 Office Applications I

COURSE DESCRIPTION:
Prerequisites: None
Corequisites: None

This course introduces the concepts and functions of software that meets the changing needs of the community. Emphasis is placed on the terminology and use of software through a hands-on approach. Upon completion, students should be able to use software in a business environment.
Course Hours per Week: Class, 2. Lab, 2. Semester Hours Credit, 3.

LEARNING OUTCOMES:
Upon completing requirements for this course, the student will be able to:
1. Create a document using Microsoft Word.
2. Create a spreadsheet using Microsoft Excel.
3. Create a database table using Microsoft Access.
4. Create a presentation using Microsoft PowerPoint.

OUTLINE OF INSTRUCTION:
I.   Microsoft Word
   A. Creating Documents with Word
   B. Editing and Formatting Documents
   C. Formatting Text and Graphics

II.   Microsoft Excel
   A. Getting Started with Excel
   B. Formatting a Worksheet
   C. Analyzing Data Using Formulas

III.   Microsoft Access
   A. Getting Started with Access
   B. Building Tables and Relationships

IV.   Microsoft PowerPoint
   A. Creating a Presentation in PowerPoint
   B. Modifying a Presentation
   C. Inserting Objects into a Presentation

REQUIRED TEXTBOOK AND MATERIAL:
The textbook and other instructional material will be determined by the instructor.