

OST 138 Office Applications II

COURSE DESCRIPTION:

Prerequisites: CIS-110, CIS-111, or OST-137

Corequisites: None

This course is designed to improve the proficiency in the utilization of software applications used in business offices through a hands-on approach. Emphasis is placed on in-depth usage of software to create a variety of documents applicable to current business environments. Upon completion, students should be able to master the skills required to design documents that can be customized using the latest software applications.

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 with advanced features using Microsoft Word.
2. Create a spreadsheet with advanced features using Microsoft Excel.
3. Create a database table with advanced features using Microsoft Access.
4. Create a presentation with advanced features using Microsoft PowerPoint.

OUTLINE OF INSTRUCTION:

- I. Microsoft Word
 - A. Formatting Tables and Documents
 - B. Working with Styles, Themes, and Building Blocks
 - C. Merging Word Documents
- II. Microsoft Excel
 - A. Working with Charts
 - B. Working with Tables
 - C. Managing Workbook Data
- III. Microsoft Access
 - A. Creating Queries
 - B. Working with Forms and Reports
 - C. Improving Tables and Creating Advanced Queries
- IV. Microsoft PowerPoint
 - A. Formatting Slide Masters and Backgrounds
 - B. Working with Advanced Tools
 - C. Enhancing Charts and Tables

REQUIRED TEXTBOOK AND MATERIAL:

The textbook and other instructional material will be determined by the instructor.