



OFC 235: Microsoft Applications

This course focuses on Excel skills needed to obtain detail-oriented, analytical positions throughout the business industry. Student will be provided with in-depth training through relevant hands-on applications and critical thinking exercises. They will learn to create charts; enter, format, and analyze data; create and work with formulas, functions and recording macros; and move, export, manage, and integrate data. Students will also learn to create presentations, enhance slide shows with graphics and objects, sound/animation, object linking, and embedding. Students will learn the features of Outlook for email, manage schedules using calendars, manage folders and contacts, organize work using tasks and notes, and customize Outlook using advanced features. Students learn to manage time and information and connect across boundaries. This course focuses on preparing students to take the Microsoft Excel Certification Exam and the Microsoft Office Certified Application Specialist exam. Instructional Support Fee applies.

Course Student Learning Outcomes

1. Develop skills in critical thinking and decision making. 2. Apply skills in Microsoft Word, Excel, Power Point, Access, and Outlook through analyzing: formatting, collaborating, and managing worksheets and workbooks. 3. Create Microsoft content, formatting content, collaborating, managing, and delivering presentations. 4. Utilize the skills necessary to utilize Microsoft NetMeeting Software and master the skills of structuring databases, entering data, organizing data, and managing databases. 5. Manage task constraints and relationships with setting deadlines and priorities.

Credits: 4

Program: Office Administration