

Introduction to MS Office

Course Outcome Summary

Wisconsin Indianhead Technical College

Information

<i>Course Number</i>	10-103-129
<i>Credits</i>	1
<i>Instructional Area</i>	Computer Software
<i>Instructional Level</i>	Associate Degree
<i>Division</i>	Business
<i>Developers</i>	AI Filipa
<i>Development Date</i>	05/14/2003

Types of Instruction

	<i>Type of Instruction</i>	<i>Contact Hours</i>	<i>Outside Hours</i>	<i>Credits</i>
	Classroom Presentation	16	0	1
	Totals	16		1

Description

Learners will create, edit, view, and print basic documents using word processing, spreadsheets, database, and presentation software.

Course Level Learning Outcomes

Competencies

1. Apply basic features of word processing software

Performance Standards

You will demonstrate your competence:

- o using a checklist provided by instructor
- o in the classroom
- o through lab assignments
- o through a performance assessment
- o through a written assessment
- o with instructor observation

Your performance will be successful when:

- o you create a word processing document
- o you use basic MS Word editing features
- o you use basic MS Word formatting features
- o you save a word processing document
- o you print a word processing document

Learning objectives

What you will learn as you master the competency:

- a. Create a new document using MS Word
- b. Open an existing word processing document
- c. Edit a word processing document
- d. Save a word processing document
- e. Print a word processing document

2. Apply basic features of spreadsheet software

Performance Standards

You will demonstrate your competence:

- o using a checklist provided by instructor
- o in the classroom
- o through lab assignments
- o through a performance assessment
- o through a written assessment

- o with instructor observation

Your performance will be successful when:

- o you enter data into a spreadsheet
- o you write basic formulas
- o you use basic functions
- o you use basic MS Excel formatting features
- o you save a spreadsheet
- o you print a spreadsheet

Learning objectives

What you will learn as you master the competency:

- a. Create a new document using MS Excel
- b. Format a spreadsheet document
- c. Save a spreadsheet document
- d. Print a spreadsheet document

3. Apply basic features of database software

Performance Standards

You will demonstrate your competence:

- o using a checklist provided by instructor
- o in the classroom
- o through lab assignments
- o through a performance assessment
- o through a written assessment
- o with instructor observation

Your performance will be successful when:

- o you enter data into a database
- o you edit data into a database
- o you create basic queries of the database
- o you create a database report
- o you print from a database (tables, reports, queries)

Learning objectives

What you will learn as you master the competency:

- a. Create a new document using MS Access
- b. Open an existing database

- c. Edit a database
- d. Save a database
- e. Print information from a database (reports, tables)

4. Apply basic features of presentation software

Performance Standards

You will demonstrate your competence:

- o using a checklist provided by instructor
- o in the classroom
- o through lab assignments
- o through a performance assessment
- o through a written assessment
- o with instructor observation

Your performance will be successful when:

- o you create slides using different layouts
- o you format text on slides
- o you apply animation to the slides
- o you apply transition to the slides
- o you view the slideshow
- o you print the slideshow

Learning objectives

What you will learn as you master the competency:

- a. Create a slideshow using MS PowerPoint
- b. Apply formats and backgrounds to slides
- c. Apply animation and transitions to slides
- d. Print the slideshow
- e. View the slideshow