

CAOT R122: MICROSOFT OFFICE

Originator

hbouma

College

Oxnard College

Discipline (CB01A)

CAOT - Computer Apps/Office Tech

Course Number (CB01B)

R122

Course Title (CB02)

Microsoft Office

Banner/Short Title

Microsoft Office

Credit Type

Credit

Start Term

Fall 2021

Catalog Course Description

Students will be introduced to the various application programs that make up the suite of Microsoft Office. The focus for this course will be on learning the basic features of Word, Excel, Access, and PowerPoint. Students will learn to apply these productivity tools to various business documents.

Taxonomy of Programs (TOP) Code (CB03)

0702.10 - *Software Applications

Course Credit Status (CB04)

D (Credit - Degree Applicable)

Course Transfer Status (CB05) (select one only)

B (Transferable to CSU only)

Course Basic Skills Status (CB08)

N - The Course is Not a Basic Skills Course

SAM Priority Code (CB09)

C - Clearly Occupational

Course Cooperative Work Experience Education Status (CB10)

N - Is Not Part of a Cooperative Work Experience Education Program

Course Classification Status (CB11)

Y - Credit Course

Educational Assistance Class Instruction (Approved Special Class) (CB13)

N - The Course is Not an Approved Special Class

Course Prior to Transfer Level (CB21)

Y - Not Applicable

Course Noncredit Category (CB22)

Y - Credit Course

Funding Agency Category (CB23)

Y - Not Applicable (Funding Not Used)

Course Program Status (CB24)

1 - Program Applicable

General Education Status (CB25)

Y - Not Applicable

Support Course Status (CB26)

N - Course is not a support course

Field trips

May be required

Grading method

Letter Graded

Alternate grading methods

Credit by exam, license, etc.
Student Option- Letter/Pass
Pass/No Pass Grading

Does this course require an instructional materials fee?

No

Repeatable for Credit

No

Is this course part of a family?

No

Units and Hours

Carnegie Unit Override

No

In-Class

Lecture

Minimum Contact/In-Class Lecture Hours

43.75

Maximum Contact/In-Class Lecture Hours

43.75

Activity

Laboratory

Minimum Contact/In-Class Laboratory Hours

26.25

Maximum Contact/In-Class Laboratory Hours

26.25

Total in-Class

Total in-Class

Total Minimum Contact/In-Class Hours

70

Total Maximum Contact/In-Class Hours

70

Outside-of-Class**Internship/Cooperative Work Experience**

Paid

Unpaid

Total Outside-of-Class**Total Outside-of-Class****Minimum Outside-of-Class Hours**

87.5

Maximum Outside-of-Class Hours

87.5

Total Student Learning**Total Student Learning****Total Minimum Student Learning Hours**

157.5

Total Maximum Student Learning Hours

157.5

Minimum Units (CB07)

3

Maximum Units (CB06)

3

Student Learning Outcomes (CSLOs)**Upon satisfactory completion of the course, students will be able to:**

-
- | | |
|---|--|
| 1 | Students must be able to insert a photograph in a text document. |
| 2 | Students are to apply formatting styles to text in a document. |

Course Objectives**Upon satisfactory completion of the course, students will be able to:**

-
- | | |
|----|---|
| 1 | Enter text in a Word document |
| 2 | Save a document |
| 3 | Insert clip art in a document |
| 4 | Apply formatting styles to text in a document |
| 5 | Modify paragraph indentation |
| 6 | Create a hyperlink |
| 7 | Describe an Excel worksheet |
| 8 | Enter text and numbers in a worksheet |
| 9 | Save, close, and open a workbook |
| 10 | Create a database |
| 11 | Create a table and add records |
| 12 | Create a query, a form, and a report |
| 13 | Describe the PowerPoint window |

- 14 Create a PowerPoint presentation
- 15 View a presentation in slide show view

Course Content

Lecture/Course Content

1. Creating and Editing a Word Document
 - a. Entering text
 - b. Formatting paragraphs and characters
 - c. Inserting clip art
2. Creating a Research Paper
 - a. Changing margins, line spacing, and indentation
 - b. Proofing and revising a document
 - c. Navigating to a hyperlink
3. Creating a Worksheet and an Embedded Chart
 - a. Entering text and numbers in a worksheet
 - b. Formatting a worksheet
 - c. Closing, saving, and opening a worksheet
4. Creating and Using a Database
 - a. Creating a database
 - b. Creating a table and adding, changing, and deleting records
 - c. Using queries, forms, and creating reports
5. Creating a Presentation
 - a. Creating slides
 - b. Formatting slides
 - c. Viewing a presentation

Laboratory or Activity Content

1. Creating and Editing a Word Document
 - a. Entering text
 - b. Formatting paragraphs and characters
 - c. Inserting clip art
2. Creating a Research Paper
 - a. Changing margins, line spacing, and indentation
 - b. Proofing and revising a document
 - c. Navigating to a hyperlink
3. Creating a Worksheet and an Embedded Chart
 - a. Entering text and numbers in a worksheet
 - b. Formatting a worksheet
 - c. Closing, saving, and opening a worksheet
4. Creating and Using a Database
 - a. Creating a database
 - b. Creating a table and adding, changing, and deleting records
 - c. Using queries, forms, and creating reports
5. Creating a Presentation
 - a. Creating slides
 - b. Formatting slides
 - c. Viewing a presentation

Methods of Evaluation

Which of these methods will students use to demonstrate proficiency in the subject matter of this course? (Check all that apply):

- Problem solving exercises
- Skills demonstrations
- Written expression

Methods of Evaluation may include, but are not limited to, the following typical classroom assessment techniques/required assignments (check as many as are deemed appropriate):

Computational homework
 Essay exams
 Essays
 Individual projects
 Laboratory activities
 Problem-Solving Assignments
 Problem-solving exams
 Quizzes
 Reports/papers
 Skills demonstrations
 Skill tests

Instructional Methodology

Specify the methods of instruction that may be employed in this course

Computer-aided presentations
 Class discussions
 Case studies
 Distance Education
 Demonstrations
 Instructor-guided use of technology
 Laboratory activities
 Lecture

Describe specific examples of the methods the instructor will use:

Instructional methodology may include providing PowerPoint presentations that illustrate concepts, principles, terminology, and skills to be learned. Case studies may be provided to allow students to apply chapter skills to a variety of scenarios. Class discussions may be provided to focus on specific skills. Laboratory exercises may be provided to reinforce learned skills such as creating documents, spreadsheets, databases, and inserting graphics and photos.

Representative Course Assignments

Writing Assignments

1. Students may be required to write a paper demonstrating their ability to describe how to enter text in a Word document, save a document, insert clip art in a document, apply formatting styles to text in a document, enter text and numbers in a worksheet, how to save, close, and open a workbook, create a database, create a table and add records, create a query, a form, and a report, and describe the various functions in the PowerPoint window.

Critical Thinking Assignments

Students may be required to respond to discussion questions regarding applying technology skills to occupational and personal activities. Students may be required to apply technology skills to business problems.

Reading Assignments

1. Students may be required to study the information in each chapter of the textbook.
2. Students may be required to study material presented on the World Wide Web at sources listed in various chapters in the textbook.

Skills Demonstrations

Students may be required to demonstrate technology skills to solve business problems in areas such as advertising, financial documents, sales presentations, and inventory management..

Other assignments (if applicable)

1. Students may be required to be able to perform basic file management such as copying, moving, renaming, deleting files, and creating folders.

Outside Assignments

Representative Outside Assignments

1. Reading
 - a. Students may be required to study the information in each chapter of the textbook.
 - b. Students may be required to study material presented on the World Wide Web at sources listed in various chapters in the textbook.

2. Writing

a. Students may be required to write a paper demonstrating their ability to describe how to enter text in a Word document, save a document, insert clip art in a document, apply formatting styles to text in a document, enter text and numbers in a worksheet, how to save, close, and open a workbook, create a database, create a table and add records, create a query, a form, and a report, and describe the various functions in the PowerPoint window.

3. Other

a. Students may be required to create documents using various computer technologies.

b. Students may be required to be able to perform basic file management such as copying, moving, renaming, deleting files, and creating folders.

c. Assignments listed in previous sections.

District General Education

A. Natural Sciences

B. Social and Behavioral Sciences

C. Humanities

D. Language and Rationality

E. Health and Physical Education/Kinesiology

F. Ethnic Studies/Gender Studies

CSU GE-Breadth

Area A: English Language Communication and Critical Thinking

Area B: Scientific Inquiry and Quantitative Reasoning

Area C: Arts and Humanities

Area D: Social Sciences

Area E: Lifelong Learning and Self-Development

Area F: Ethnic Studies

CSU Graduation Requirement in U.S. History, Constitution and American Ideals:

IGETC

Area 1: English Communication

Area 2A: Mathematical Concepts & Quantitative Reasoning

Area 3: Arts and Humanities

Area 4: Social and Behavioral Sciences

Area 5: Physical and Biological Sciences

Area 6: Languages Other than English (LOTE)

Textbooks and Lab Manuals

Resource Type

Textbook

Description

Shelly, & Vermaat (2013). *Microsoft Office 2016, Introductory* (1st). Cengage.

Resource Type

Other Instructional Materials

Description

Instructor selected Web tutorials on such topics as how to enter text in a Word document, save a document, insert clip art in a document, apply formatting styles to text in a document, enter text and numbers in a worksheet, how to save, close, and open a workbook, create a database, create a table and add records, and create a query, a form, and a report..

Distance Education Addendum**Definitions****Distance Education Modalities**

Hybrid (51%–99% online)
Hybrid (1%–50% online)
100% online

Faculty Certifications

Faculty assigned to teach Hybrid or Fully Online sections of this course will receive training in how to satisfy the Federal and state regulations governing regular effective/substantive contact for distance education. The training will include common elements in the district-supported learning management system (LMS), online teaching methods, regular effective/substantive contact, and best practices.

Yes

Faculty assigned to teach Hybrid or Fully Online sections of this course will meet with the EAC Alternate Media Specialist to ensure that the course content meets the required Federal and state accessibility standards for access by students with disabilities. Common areas for discussion include accessibility of PDF files, images, captioning of videos, Power Point presentations, math and scientific notation, and ensuring the use of style mark-up in Word documents.

Yes

Regular Effective/Substantive Contact**Hybrid (1%–50% online) Modality:**

Method of Instruction	Document typical activities or assignments for each method of instruction
Asynchronous Dialog (e.g., discussion board)	<p>Students may respond to discussions regarding the application of technology to business problems such as advertising, financial documents, sales presentations, and inventory databases by using Canvas or submitting emails.</p> <p>Students may respond to discussions regarding the application of technology for personal use such as home loans, car loans, personal flyers, and personal budgets by using Canvas or submitting emails.</p> <p>Students may use the Canvas Discussion board to respond to other student responses regarding discussion topics.</p>
E-mail	<p>Students may respond to discussions regarding the application of technology to business problems such as advertising, financial documents, sales presentations, and inventory databases by using Canvas or submitting emails.</p> <p>Students may respond to discussions regarding the application to technology for personal use such as home loans, car loans, personal flyers, and personal budgets by using Canvas or submitting emails.</p>

Video Conferencing	<p>Students may respond to discussions regarding the application of technology to business problems such as advertising, financial documents, sales presentations, and inventory databases by using video conferencing technology during a video conference session monitored by the instructor.</p> <p>Students may respond to discussions regarding the application to technology for personal use such as home loans, car loans, personal flyers, and personal budgets by using video conferencing technology during a video conference session monitored by the instructor.</p> <p>Students may use video conferencing technology to respond to other student responses regarding discussion topics during a video conference session monitored by the instructor.</p>
Hybrid (51%–99% online) Modality:	
Method of Instruction	Document typical activities or assignments for each method of instruction
Asynchronous Dialog (e.g., discussion board)	<p>Students may respond to discussions regarding the application of technology to business problems such as advertising, financial documents, sales presentations, and inventory databases by using Canvas or submitting emails.</p> <p>Students may respond to discussions regarding the application to technology for personal use such as home loans, car loans, personal flyers, and personal budgets by using Canvas or submitting emails.</p> <p>Students may use the Canvas Discussion board to respond to other student responses regarding discussion topics.</p>
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100% online Modality:	
Method of Instruction	Document typical activities or assignments for each method of instruction
Asynchronous Dialog (e.g., discussion board)	<p>Students may respond to discussions regarding the application of technology to business problems such as advertising, financial documents, sales presentations, and inventory databases by using Canvas or submitting emails.</p> <p>Students may respond to discussions regarding the application to technology for personal use such as home loans, car loans, personal flyers, and personal budgets by using Canvas or submitting emails.</p> <p>Students may use the Canvas Discussion board to respond to other student responses regarding discussion topics.</p>

E-mail

Students may respond to discussions regarding the application of technology to business problems such as advertising, financial documents, sales presentations, and inventory databases by using Canvas or submitting emails.

Students may respond to discussions regarding the application to technology for personal use such as home loans, car loans, personal flyers, and personal budgets by using Canvas or submitting emails.

Video Conferencing

Students may respond to discussions regarding the application of technology to business problems such as advertising, financial documents, sales presentations, and inventory databases by using video conferencing technology during a video conference session monitored by the instructor.

Students may respond to discussions regarding the application to technology for personal use such as home loans, car loans, personal flyers, and personal budgets by using video conferencing technology during a video conference session monitored by the instructor.

Students may use video conferencing technology to respond to other student responses regarding discussion topics during a video conference session monitored by the instructor.

Examinations

Hybrid (1%–50% online) Modality

Online

Hybrid (51%–99% online) Modality

Online

Primary Minimum Qualification

COMPUTER INFORMATION SYS

Additional Minimum Qualifications

Minimum Qualifications

Office Technologies

Review and Approval Dates

Department Chair

08/21/2020

Dean

08/21/2020

Technical Review

8/26/2020

Curriculum Committee

8/26/2020

DTRW-I

MM/DD/YYYY

Curriculum Committee

11/25/2020

Board

MM/DD/YYYY

CCCCO

MM/DD/YYYY

Control Number

CCC000273112

DOE/accreditation approval date

MM/DD/YYYY