

COURSE NAME: ZBUS 116 BASIC MICROSOFT OFFICE**COURSE DESCRIPTION** (*Detailed Syllabus is released upon registration*)

Students will learn the basics of Microsoft Office. Upon completion of this course students will be able to: 1) describe the basics of Microsoft PowerPoint, including how to create and save presentations, select themes and background styles, enter text, format with bullets, numbers, and insert SmartArt, 2) explain the basics of Microsoft Word including how to create and save documents, use copy, cut, and paste, use fonts, font size and font color, insert page number, and create charts, 3) discuss the basics of Microsoft Excel including how to create and save worksheets, make selection, enter number, use fill function, create charts, print worksheet, and 4) explain the basics of Microsoft Access including table, forms, queries, and reports, how to create Main and Subforms, and format title, outline how to use Windows Mail to create and manage e-mails.

PREREQUISITES

None

REQUIRED RESOURCE PURCHASES

Textbook's name, author's name, and the ISBN will be released to the students upon registration. .

Software and additional resources, including author's name and the ISBN will be released to the students upon registration.

ADDITIONAL MATERIALS FOR LEARNING

- A. Access to a printer or printing shop such as FedEx Kinko's
- B. Access to high speed Internet and a reliable computer
- C. E-mail account that will be checked daily

COURSE GRADING AND POLICIES

- D. Points from: Lessons, Assignments, Tests, Classroom Discussion, and Course Portfolio are factors in grade point calculation.
- E. A = 90% – 100%, B = 80% – 89%, C = 70% – 79%, D = 60% – 69%, F = 59% and Below.
- F. Late Assignment Policy:
If unable to complete assignments or tests on time, please contact your instructor before the due dates. Assignments or tests submitted after the due date without appropriate excuse and pre-approval will receive a zero score.

AWARD UPON COMPLETION

The student will receive a diploma upon completion of the program.