I. **COURSE INFORMATION**
   A. Computer Science 170 Microsoft Office
   B. 3 credit hours
   C. Beskeen, Cram, Duffy, Friedrichsen, and Wermers. *Illustrated Series Microsoft Office 365 & Office 2021 Introductory.* 1st ed. Massachusetts: Cengage
   D. Prerequisites: None

II. **COURSE DESCRIPTION**
   This course is the study and practical application of word-processing, database management, spreadsheet, and presentation graphics software to solve problems common to home or business. Topics include the application of the latest versions of Word, Excel, PowerPoint, and Outlook software.

III. **LEARNING OUTCOMES**
   A. Use Microsoft Word to prepare, edit, and print documents
   B. Use Microsoft Excel to create, edit, and print a worksheet
   C. Create charts and graphs in Excel
   D. Prepare a PowerPoint presentation
   E. Enhance a presentation with animation and graphics
   F. Use Microsoft Outlook to compose and send email and manage calendars

IV. **MAJOR CONTENT AREAS**
   A. Create word processing documents
   B. Prepare worksheets and charts
   C. Prepare presentations
   D. Compose emails and manage calendars

I. **ASSIGNMENTS** (may include but are not limited to)
   A. Quizzes and exams
   B. Discussions
   C. Software application projects

II. **EVALUATION METHODS** (may include but are not limited to)
   A. Discussion participation
   B. Exams
   C. Software application assignments