



**Microsoft Office Applications**  
COT 330  
Southwestern College Professional Studies

**COURSE SYLLABUS**

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**I. Course Catalog Description**

The Microsoft Office suite includes applications typically used by organizations that work together to extend workforce capabilities for the benefit of an organization. Learners study and apply major functions and features associated with Microsoft Word, Excel, PowerPoint, Outlook, and OneNote. Learners examine how the various applications' major components and tools work together, and explore how to configure and use them effectively.

**II. Required and Supplementary Instructional Materials**

Vermaat, M.E. (2017). *Shelley Cashman Series Microsoft Office 365 & Office 2016: Introductory*. Boston, MA: Cengage Learning.

ISBN-13: 9781305870017

ISBN-10: 1305870018

This course requires Microsoft Office 2016 or Microsoft Office 365 software. If you already have this software, you are set. If not, you can download it as follows:

1. To download Office Suite from your Southwestern College account, please log on to Office 365 (<http://outlook.office365.com>).
2. At the top right of the page, click on Settings (the gear icon) and Office 365 Settings.
3. Click on Software
4. Select Office
5. Follow the instructions on the screen

**III. Learning Outcomes**

Learning outcomes describe the knowledge, skills, values, and attitudes that learners gain as the result of a particular learning experience. Southwestern College Professional Studies has learning outcomes specific to each program of study that are in line with the institutional outcomes of critical thinking, ethical reasoning, leadership, communication, and career preparation. Course outcomes support program outcomes and are listed below.

Upon successfully completing this course, the learner will be able to:

1. Identify and explain how to use the major features of Word, PowerPoint, Excel, Outlook, and OneNote in an organizational setting
2. Explain the individual and joint contributions that Office applications make in support of an organization's operations and initiatives
3. Use critical thinking and ethical reasoning skills

At the end of the course, learners may vary in their ability to achieve these outcomes. You are more likely to achieve these outcomes only if you attend class and/or online activities as required by the syllabus, complete the requirements for all assignments to the best of your ability, participate actively in class activities and group work as directed, and study diligently for exams.

**IV. Course Policies**

Students are expected to read and abide by the course policies listed in the instructor-specific syllabus located in the Blackboard course.

V. Course Requirements:

Requirements	Number of Assignments	Points Possible	Percent of Grade
Class Participation	6	150	15%
Unit Assignments	11	220	22%
Unit Labs	11	275	27.5%
Exams	4	190	19%
OneNote Assignments	2	45	4.5%
Final Projects	3	120	12%
<b>Total Points</b>		<b>1,000</b>	<b>100%</b>

VI. Course at a Glance:

Unit	Reading & Preparation Activities	Graded Work Due
1	<ul style="list-style-type: none"> <li>• Introductions</li> <li>• Read <i>Vermaat</i> Word Module 1: pp. WD 1—WD 47</li> <li>• Read <i>Vermaat</i> Word Module 2: pp. WD 57—WD 111</li> <li>• Read <i>Vermaat</i> Word Module 3: pp. WD 121—WD 173</li> <li>• Read <i>Vermaat</i> Office 2016 and Windows 10 Module: Document Properties pp. OFF 22</li> </ul>	<ul style="list-style-type: none"> <li>• Unit 1 Discussion</li> <li>• Word Module 1: Surf Flyer</li> <li>• Word Module 1 Lab 2: Spring Break Flyer</li> <li>• Word Module 2: Headphones and Earbuds Paper</li> <li>• Word Module 2 Lab 2: Two-Step Verification Paper</li> <li>• Word Module 3: Lee Vendor Letter</li> <li>• Word Module 3 Lab 2: Confirmation Letter</li> </ul>
2	<ul style="list-style-type: none"> <li>• Read <i>Vermaat</i> PowerPoint Module 1: pp. PPT 1—PPT 48</li> <li>• Read <i>Vermaat</i> PowerPoint Module 2: pp. PPT 57—PPT 103</li> </ul>	<ul style="list-style-type: none"> <li>• Unit 2 Discussion</li> <li>• MS Word exam</li> <li>• PowerPoint Module 1: Tall Oaks</li> <li>• PowerPoint Module 1 Lab 2: History Museum</li> <li>• PowerPoint Module 2: Basketball Camp</li> <li>• PowerPoint Module 2 Lab 2: About Rainbows</li> </ul>
3	<ul style="list-style-type: none"> <li>• Read <i>Vermaat</i> PowerPoint Module 3: pp. PPT 121—PPT 162</li> <li>• Review: Animated Picture Effects for PowerPoint</li> <li>• Read <i>Vermaat</i> Excel Module 1: pp. EX 1—EX 49</li> </ul>	<ul style="list-style-type: none"> <li>• Unit 3 Discussion</li> <li>• PowerPoint Module 3: Spokes Bike Club</li> <li>• PowerPoint Module 3 Lab 2: Attracting Humming Birds</li> <li>• MS PowerPoint exam</li> <li>• Excel Module 1: Linda Fox Budget</li> <li>• Excel Module 1 Lab 2: Davis Mobile Concepts</li> </ul>
4	<ul style="list-style-type: none"> <li>• Read <i>Vermaat</i> Excel Module 2: pp. EX 57—EX 105</li> <li>• Read <i>Vermaat</i> Excel Module 3: pp. EX 113—EX 173</li> </ul>	<ul style="list-style-type: none"> <li>• Unit 4 Discussion</li> <li>• Excel Module 2: Olivia's Art Supply Salary Report</li> <li>• Excel Module 2 Lab 1: Aylin Insurance Premium Analysis</li> <li>• Excel Module 3: Kaitlyn's Ice Cream Shoppe Financial Projection</li> <li>• Excel Module 3 Lab 2: PHM Reliable Catering Weekly Payroll Report Complete</li> <li>• MS Excel exam</li> </ul>

Unit	Reading & Preparation Activities	Graded Work Due
5	<ul style="list-style-type: none"> <li>• Read <i>Vermaat</i> Outlook Module 1: pp. OUT 1—OUT 48</li> <li>• Read <i>Vermaat</i> Outlook Module 2: pp. OUT 57—OUT 114</li> <li>• Read <i>Vermaat</i> Productivity Apps for School and Work: OneNote pp. PA 2—PA 4</li> <li>• Read <i>Vermaat</i> Office 2016 and Windows 10 Module: OneNote pp. OFF 66—OFF 67</li> <li>• View OneNote Basics Tutorials</li> </ul>	<ul style="list-style-type: none"> <li>• Unit 5 Discussion</li> <li>• Outlook Module 1: Sofia Complete</li> <li>• Outlook Module 1 Lab 2: Electric</li> <li>• Outlook Module 2: Sofia Calendar</li> <li>• Outlook Module 2 Lab 2: Event Reviewer Calendar</li> <li>• OneNote Basics Tutorial</li> <li>• OneNote Assignment: Picnic</li> </ul>
6	<ul style="list-style-type: none"> <li>• Read Capstone Project 2 Instructions</li> </ul>	<ul style="list-style-type: none"> <li>• Unit 6 Discussion</li> <li>• MS Outlook exam</li> <li>• MS Word Capstone Project 2: Year in Review</li> <li>• MS PowerPoint Capstone Project 2: Music Therapy Presentation</li> <li>• MS Excel Capstone Project 2: Revenue Analysis</li> </ul>

VII. Other Policies and Requirements

Follow this link to the Southwestern College Professional Studies [Standard Syllabus](#) in Blackboard. You may be required to log in.