



## SYLLABUS COLLEGE OF BUSINESS ADMINISTRATION

<b>Course Number</b> <b>Course Name</b>	OA266 MICROSOFT OFFICE SPECIALIST TRAINING
<b>Credit Value</b> <b>(Breakdown of theory and lab credits)</b>	3 Theory
<b>Catalog Course Description</b>	This course will focus on advanced training in the use of the Microsoft Suite of software applications (Word, Excel, PowerPoint, and Access) in preparation to take the Microsoft Office User Specialist Exam (MOUS). Prerequisites: BCIS 225, or BCIS 226 or, BCIS 249 or BCIS 265. (Spring) (1, 1T+0S).
<b>Student Learning Outcomes/Objectives /Competencies of the Course</b>	<ol style="list-style-type: none"> <li>1. Perform advanced tasks in MS Word, Excel, Access, and other suites</li> <li>2. Troubleshoot common issues with MS Office suites</li> </ol>
<b>College-Wide Student Learning Outcomes</b>	<ol style="list-style-type: none"> <li>1. Communication</li> <li>2. Critical Thought</li> <li><b>3. Information Literacy</b></li> <li>4. Cultural Competence</li> </ol> <p>Outcome in Bold</p>