Program: Business Administration

Course: Student Success Strategies

Course description

This course focuses on strategies for increasing student success in college and life. The course explores methods for choosing and developing effective academic, self-awareness and self-management strategies.

Students will learn how to become an integral part of the college community and maximize their learning capacities. They will know how to use college resources and build relationships with fellow students and instructors. The course also emphasizes understanding of human interdependence, diverse cultures, values and perspectives of the college community

Course Prerequisites

None

Equipment Required

No specialized equipment is required for this course

For online learning (combined), student must have access to a computer (no older than 4 years), webcam, headphones, and good broadband.

Course Duration

20 hours

Homework Hours

5 -10 hours week

Learning Outcomes:

Upon completion of this course, students will be able to:

1. Define and explain good study skills
2. Apply preferred learning style to coursework in classroom and homework settings to maximum learning potential.
3. Apply note taking strategies.
4. Employ effective textbook reading strategies for college learning.
5. Utilize time management techniques to create a study schedule and manage procrastination.
6. Apply critical thinking skills to analyze, interpret, and evaluate course content and information.
7. Describe the goal-setting process
8. Identify and establish personal and educational goals

Textbooks/Materials

College Rules! How to Study, Survive, and Succeed in College, (most recent edition).
ISBN: 9781607748526

Instructional Methods See program outline.

Formative assessments are used throughout the courses (online discussions, quizzes, related activities).

Assessment criteria / completion requirements:

Assessment methods include but are not limited to: Assignments, projects, graded homework, quizzes, and examinations. All grades for course work including the final grade will be given in percentages. The official transcript will reflect percentage. A successful pass for the course is 70%.

Evaluation - Learning outcomes:

Assignments	100 %

Attendance Expectations

At least 80%

Classroom delivery - clock hours are tracked and recorded

Online learning (as part of combined delivery: Attendance for the course is based on evidence of keeping up with the course materials and instructor's directions, participating in ongoing discussion posts, and submission of all required criteria used for evaluation.

Attendance is tracked two ways - the first is (clock hours) via online attendance (ie zoom) and tracking of engagement/ completion of tasks.

As part of the delivery methodology students are also required to participate in independent learning activities - for example readings with questions, viewing relevant video with assessments and so on. Teachers estimate the number of hours these sorts of activities would take and credit the time to the clock hours. The instructor and administration keep a record.

Dress Expectations

In class; neat and casual. If there are guest speakers or field visits, business casual is required.

Online - Not applicable.

Course outline:

Length of course: 20 hrs.

Module	Content - Topic areas	Hours per Module:

1	**Goals** a) Identifying educational, career, and/or personal goals b) Assuming personal responsibility for meeting goals	2
2	**Self-Awareness** a) Identifying success strategies and eliminating self-defeating patterns b) Choosing habits that support success	2
3	**Personal Self-Management** a) Improving time management b) Improving money management	2
4	**Stress Management** a) Good stress and bad stress b) Academic and nonacademic college stress Reducing stress levels	2
5	**Learning** a) Understanding learning styles b) Using campus resources c) Using effective study strategies Finding and using information appropriately	2
6	**Active Reading** a) Reading for learning b) Nuts and bolts of annotation	2
7	**Interdependence** a) Developing mutually supportive relationships b) Fellow students and professors Understanding various aspects of diversity	2
8	**Studying Smarter** a) Selecting and modifying strategies b) Finding resources c) Smart exam preparation	2
9	**Next steps** a) Evaluating the effectiveness of implemented strategies b) Creating an action plan to use what you have learned	2

10	**Course Overview, Exam Preparation and Final Exam** a) Course Overview b) Questions and Answers **c)** Final Exam	2

Course Updating: Contents of this course outline are accurate at the time of publication. Revision and updating are performed on an ongoing basis to ensure the material remains relevant and up to date. The instructor will inform students regarding any changes.

Text books- current text books can be adjusted - substitute text books must meet the learning outcomes.

Policy Statement: The College has policies on Academic Appeals (including appeal of final grade), Student Conduct, Academic Integrity / Plagiarism; and other educational issues. These and other policies are available on the website and the general policy procedural handbook.

Program: **Business Administration**

Course: 2 - **MS Office Word - Level I**

Course description	The course allows students to familiarize themselves with the latest MS Word software through guided instruction, interactive simulations and hands-on experience. It builds basic skills for working with a wide range of business documents using a variety of core features of MS Word. Students will learn how to create and save documents, use taskbars, input text, use page breaks, cut and paste, insert page numbers, clipart and other skills.
Course Prerequisites	None
Equipment Required	No specialized equipment is required for this course For online learning, student must have access to a computer (no older than 4 years), webcam, headphones, and good broadband.
Course Duration	40 hours
Homework Hours	5 -10 hours week

Learning Outcomes: **Upon completion of this course, students will be able to:**

1. Outline the purpose and use of basic features of MS Word.

2. Navigate and perform common tasks in Word, such as opening, viewing, editing, saving and printing documents and configuring the application.

3. Format, edit and enhance text and graphics.

4. Format the overall appearance of a page through page borders and colors, watermarks, headers and footers, and page layout.
5. Use Word features to help identify and correct problems with spelling, grammar, readability, and accessibility.

Textbooks/Materials Microsoft Word (most recent edition) Levels 1 & 2

ISBN: 9780763872731

Instructional Methods See program outline

Formative assessments are used throughout the courses (online discussions, quizzes, related activities).

Assessment criteria / completion requirements:

Assessment methods include but are not limited to: Assignments, projects, graded homework, quizzes, and examinations.

All grades for course work including the final grade will be given in percentages. The official transcript will reflect percentage. A successful pass for the course is 70%.

Evaluation - Learning outcomes:

Quiz	20 %
Project	40 %
Exam	40 %

Attendance Expectations

At least 80%

Classroom delivery - clock hours are tracked and recorded

Online learning (as part of combined delivery: Attendance for the course is based on evidence of keeping up with the course materials and instructor's directions, participating in ongoing discussion posts, and submission of all required criteria used for evaluation.

Attendance is tracked two ways - the first is (clock hours) via online attendance (ie zoom) and tracking of engagement/ completion of tasks.

As part of the delivery methodology students are also required to participate in independent learning activities - for example readings with questions, viewing relevant video with assessments and so on. Teachers estimate the number of hours these sorts of activities would take and credit the time to the clock hours. The instructor and administration keep a record.

Dress Expectations

In class; neat and casual. If there are guest speakers or field visits, business casual is required.

Online - Not applicable.

Course outline:

Length of course: 40 hrs.

Module	Content - Topic areas	Hours per Module:
1	**Understanding Word** a) Starting Word and Working with Onscreen Tools b) Opening Backstage View c) Using the Microsoft Office Word Help Button d) Creating and Saving Documents e) Previewing and Printing Documents f) Closing a Document and Closing Word g) Exploring toolbars and their options	4
2	**Basic Editing** a) Changing and Organizing Document Views b) Navigating and Searching Through a Document c) Selecting, Replacing and Deleting Text d) Cutting, Copying and Pasting Text	4
3	**Character Formatting** a) Formatting Characters b) Using the Format Painter c) Formatting Text with Styles d) Removing Text Formatting	4
4	**Paragraph Formatting** a) Formatting Paragraphs b) Setting Line and Paragraph Spacing c) Creating and Formatting a Bulleted List d) Creating and Formatting a Numbered List e) Setting and Modifying Tabs	4

5	**Managing Text Flow** a) Setting Page Layout b) Working with Breaks c) Using Hyphenation d) Controlling Pagination e) Creating and Formatting Columns f) Inserting a Blank Page into a Document	4
6	**Creating Tables** a) Creating, Formatting and Managing Tables b) Resizing and Moving a Row or Column c) Setting a Table's Horizontal Alignment d) Merging and Splitting Table Cells e) Changing Position and Direction of Text in a Cell f) Converting Text to Table or Table to Text g) Inserting and Deleting a Column or Row	4
7	**Working with Themes and Quick Parts** a) Formatting, Creating, and Customizing a Theme b) Using Quick Parts in a Document **c)** Using Keyboard shortcut keys	4
8	**Working with Page Backgrounds, Headers and Footers** a) Formatting a Document's Background b) Creating and Modifying Headers and Footers c) Adding, Formatting and Removing Page Numbers d) Inserting the Current Date and Time	4
9	**Sharing Documents** a) Understanding Building Blocks b) Navigating with References c) Protecting Documents d) Recovering Document Versions e) Dealing with compatibility issues between different versions	4
10	**Course Overview, Exam Preparation and Final Exam** a) Course Overview b) Questions and Answers **c)** Final Exam	4

Course Updating: Contents of this course outline are accurate at the time of publication. Revision and updating are performed on an ongoing basis to ensure the material remains relevant and up to date. The instructor will inform students regarding any changes.

Text books- current text books can be adjusted - substitute text books must meet the learning outcomes.

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Program: Business Administration

Course: MS Office Word - Level II

Course description

This course builds advanced skills for creating and formatting complex business documents such as online forms, personalized mailings, or cite reference sources.

Students will also learn commands for creating and formatting tables, inserting and modifying pictures or shapes, merging and sharing documents. In addition, this course will give students an overview of the ongoing evolution of applications.

Course Prerequisites

MS Office Word - Level I

Equipment Required

No specialized equipment is required for this course

For online learning, student must have access to a computer (no older than 4 years), webcam, headphones, and good broadband.

Course Duration

40 hours

Homework Hours

5 -10 hours week

Learning Outcomes:

Upon completion of this course, students will be able to:

1. Outline the purpose and use of advanced features of MS Word
2. Create, format and enhance appearance of tables
3. Insert, format, or arrange pictures, shapes and text boxes
4. Navigate in a document using hyperlinks, bookmarks or a table of contents
5. Design templates to automate document formatting and creation to improve efficiency.

Textbooks/Materials

Microsoft Word (most recent edition) Levels 1 & 2

ISBN: 9780763872731

Instructional Methods See program outline for details

Formative assessments are used throughout the courses (online discussions, quizzes, related activities).

Assessment criteria / completion requirements:

Assessment methods include but are not limited to: Assignments, projects, graded homework, quizzes, and examinations. All grades for course work including the final grade will be given in percentages. The official transcript will reflect percentage. A successful pass for the course is 70%.

Evaluation - Learning outcomes:

Quiz	20 %
Project	40 %
Exam	40 %

Attendance Expectations

At least 80%

Classroom delivery - clock hours are tracked and recorded

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Dress Expectations

In class; neat and casual. If there are guest speakers or field visits, business casual is required.

Online - Not applicable.

Course outline:

Length of course: 40 hrs.

Module	Content - Topic areas	Hours per Module:
1	**Enhanced Editing** a) Creating and Using Quick Styles and Quick Parts b) Inserting Formulas c) Working with Charts d) Adding Chart Elements e) Saving a Chart as a Template f) Working with Text Boxes	4
2	**Using Illustrations and Graphics** a) Inserting and Formatting Pictures in a Document b) Inserting and Formatting Shapes, WordArt, and SmartArt c) Inserting and Formatting Clip Art d) Compressing and Resetting Images e) Making Text Graphically Appealing f) Applying and Manipulating Text Boxes g)Inserting and Formatting a Text Box	4
3	**Proofing Documents** a) Using the Spell Checking b) Using the Grammar Feature c) Configuring AutoCorrect Settings d) Inserting and Modifying Comments in a Document e) Viewing Comments f) Hiding and Showing Reviewer Comments	4
4	**Applying References and Hyperlinks** a) Understanding Hyperlinks b) Creating Footnotes and Endnotes c) Creating a Table of Contents d) Formatting and Modifying a Table of Contents e) Adding Selected Text to a Table of Contents f) Updating and Removing a Table of Contents	4
5	**Performing Mail Merges** a) Setting Up Mail Merge b) Using the Mail Merge Wizard c) Setting Up a Main Document Manually d) Executing Mail Merge	4

	e) Creating envelopes and Labels	
6	**Maintaining Documents and Working with Templates** a) Arranging Document Views b) Working with a Master and Subdocuments c) Expanding and Collapsing Subdocuments d) Promoting and Demoting Subdocuments e) Editing an Individual Subdocument f) Working with Templates g) Locating a Template Installed on Your Computer	4
7	**Protecting and Sharing Documents** a) Protecting a Document b) Applying Protection Using the Ribbon c) Managing Document Versions d) Sharing Documents e) Using the Document Inspector f) Checking Accessibility and Compatibility **g)** Sending Documents	4
8	**Using Advanced Options** a) Customizing Word b) Changing Display Options c) Setting Save Options d) Using Advanced Options e) Customizing the Quick Access Toolbar and Ribbon **f)** Utilizing Research Options	4
9	**Using Word HTML Features** a) Saving Files b) Using Auto Format Features c) Linking to a Page or Location d) Pasting, Updating and Browsing Linked Pages and Locations e) Editing and Modifying HTML Files	4
10	**Course Overview, Exam Preparation and Final Exam** a) Course Overview b) Questions and Answers **c)** Final Exam	4

Course Updating: Contents of this course outline are accurate at the time of publication. Revision and updating are performed on an ongoing basis to ensure the

material remains relevant and up to date. The instructor will inform students regarding any changes.

Text books- current text books can be adjusted - substitute text books must meet the learning outcomes.

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Program: Business Administration

Course: MS Excel Level I

Course description

In this course students will gain basic skills needed for creating and editing basic working sheets for a variety of purposes and situations.

Students will learn how to manage and audit numerical reports, analyze data, organize and calculate business information, prepare inventory reports, budgets, invoices and charts.

Course Prerequisites

None

Equipment Required

No specialized equipment is required for this course

For online learning, student must have access to a computer (no older than 4 years), webcam, headphones, and good broadband.

Course Duration

40 hours

Homework Hours

5 -10 hours week

Learning Outcomes:

Upon completion of this course, students will be able to:

1. Outline the purpose and use of basic features of MS Excel.
2. Create and develop Excel worksheets and workbooks.
3. Write a range of fundamental Excel commands.
4. Apply Styles, Themes and Basic and Conditional Formatting.
5. Explain how MS Excel handles numerical information for analysis or tracking purposes.

Textbooks/Materials

Microsoft Excel (most recent edition) Levels 1 & 2

ISBN: 9780763872687

Course outline:

Length of course: 40 hrs.

Module	Content - Topic areas	Hours per Module:
1	**Overview** a) Starting and Working in Excel b) Using Onscreen Tools c) Navigating the Ribbon d) Introducing Backstage e) Changing Excel's Views f) Working with an Existing Workbook Working with Excel's Help System	4
2	**Using Backstage** a) Accessing and Using Backstage View b) Printing with Backstage c) Printing Selected Worksheets with Backstage d) Changing the Excel Environment in Backstage e)Accessing and Using Excel Templates	4
3	**Working with Microsoft Excel** a) Creating Workbooks b) Entering and Editing Basic Data in a Worksheet c) Using Data Types to Populate a Worksheet d) Cutting Copying and Pasting Data e) Editing a Workbook's Keywords f) Saving the Workbook g) Customize the quick access toolbar	4
4	**Formatting Cells and Ranges** a) Inserting and Deleting Cells b) Manually Formatting Cell Contents c) Copying Cell Formatting with the Format Painter d) Formatting Cells with Styles e) Working with Hyperlinked Data f) Apply Conditional Formatting to Cells g)Clearing a Cell's Formatting	4

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5	**Formatting Worksheets** a) Working with Rows and Columns b) Using Themes c) Modifying a Worksheet's Onscreen and Printed Appearance d) Inserting Headers and Footers e) Preparing a Document for Printing f) Setting Margins and Worksheet Orientation	4
6	**Managing Worksheets & Workbooks** a) Organizing Worksheets b) Working with Multiple Worksheets c) Using Zoom and Freeze to Change the Onscreen View d) Finding and Replacing Data e) Sharing worksheet data with other users	4
7	**Working with Data** a) Ensuring Data's Integrity b) Sorting Data c) Filtering Data d) Subtotaling Data e) Setting Up Data in a Table Format f) Apply auto fill in various options	4
8	**Using Basic Formulas and Functions** a) Building Basic Formulas b) Using Cell References in Formulas c) Using Cell Ranges in Formulas d) Summarizing Data with Functions e) Using Formulas to Create Subtotals f) Controlling the Appearance of Formulas	4
9	**Printing** a) Preview a Worksheet b) Printing Current Worksheet c) Printing a Selected Range d) Printing a Page Range e) Printing Multiple Copies	4
10	**Course Overview, Exam Preparation and Final Exam** a) Course Overview b) Questions and Answers c)Final Exam	4

Instructional Methods See program outline

Formative assessments are used throughout the courses (online discussions, quizzes, related activities).

Assessment criteria / completion requirements:

Assessment methods include but are not limited to: Assignments, projects, graded homework, quizzes, and examinations. All grades for course work including the final grade will be given in percentages. The official transcript will reflect percentage. A successful pass for the course is 70%.

Evaluation - Learning outcomes:

Quiz	20 %
Project	40 %
Exam	40 %

Attendance Expectations

At least 80%

Classroom delivery - clock hours are tracked and recorded

Online learning (as part of combined delivery: Attendance for the course is based on evidence of keeping up with the course materials and instructor's directions, participating in ongoing discussion posts, and submission of all required criteria used for evaluation.

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Dress Expectations

In class; neat and casual. If there are guest speakers or field visits, business casual is required.

Online - Not applicable.

Program: Business Administration

Course: MS Excel Level II

Course description	In this course students will gain advanced skills for working in Excel with a wide range of business documents while building and working with financial models, carrying out detailed data analysis and automating tasks by recording macros. Students will learn to use advanced formatting features, create and manipulate charts, work with different types of graphics, use various methods of analyzing, organizing, linking and sharing workbooks.
Course Prerequisites	MS Excel (most recent edition) Level I
Equipment Required	No specialized equipment is required for this course For online learning, student must have access to a computer (no older than 4 years), webcam, headphones, and good broadband.
Course Duration	40 hours
Homework Hours	5 -10 hours week

Learning Outcomes: **Upon completion of this course, students will be able to:**

1. Outline the advanced features of MS Excel
2. Recognize scenarios requiring use of advanced features of MS Excel
3. Know how to use automatic formatting, styles and functions
4. Apply custom formulas and present data to make informed business decisions.
5. Perform calculations using functions and formulas
6. Analyze data with PivotTables and Pivot Charts

Textbooks/Materials Microsoft Excel 2016 Levels 1 & 2

ISBN: 9780763872687

Course outline:

Length of course: 40 hrs.

Module	Content - Topic areas	Hours per Module:
1	**Working with Advanced Filters** a) Creating and Using a Criteria Range b) Showing All Records c) Using Comparison Criteria d) Copying Filtered Records e) Using Database Functions f) Removing Duplicates from a Table	4
2	**Advanced Charting** a) Adding, Removing and Formatting Gridlines b) Formatting and Changing Axis and the Axis Scale c) Formatting the Data Series d) Using a Secondary Axis e) Adding a Trendline f) Creating User-defined Charts g) Creating, Customizing and Removing Sparklines	4
3	**Using Auditing Tools** a) Displaying the Formula Auditing Toolbar, b) Displaying/Removing Dependent and Precedent Arrows c) Removing Tracer Arrows, d) Using Auditing Tools Buttons e) Importing data from a text file or document and internet	4
4	**Using Scenarios & Goal Seeking** a) Using the Scenario Manager b) Creating, Displaying and Editing a Scenario c) Creating a Scenario Summary Report d) Using Goal Seek	4

10	**Course Overview, Exam Preparation and Final Exam** a) Course Overview b) Questions and Answers **c)** Final Exam	4

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Text books- current text books can be adjusted - substitute text books must meet the learning outcomes.

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Program: Business Administration

Course: MS Office Access - Level I

Course description In this course students will learn features of MS Access in order to maintain and manage large amounts of information by using relational databases. Students will examine the basic database concepts, create and modify databases and their various objects. They will learn how to store, link and manage data using a single relational database application and its associated tools

Course Prerequisites None

Equipment Required No specialized equipment is required for this course

For online learning, student must have access to a computer (no older than 4 years), webcam, headphones, and good broadband.

Course Duration 40 hours

Homework Hours 5 -10 hours week

Learning Outcomes: **Upon completion of this course, students will be able to:**

1. Outline concepts of relational database management
2. Identify components of the Microsoft Access
3. Organize, streamline and retrieve data from a database
4. Customize reports to organize the displayed information and produce specific print layouts
5. Share data between Access and other applications.
6. Navigate within the Microsoft Access application environment, create a simple database, and customize Access configuration options.

Textbooks/Materials Microsoft Access (most recent edition) Level 1 + Workbook With 1-year Ebook Access

ISBN: 9780763872663

Course outline:

Length of course: 40 hrs.

Module	Content - Topic areas	Hours per Module:
1	**Database Essentials** a) Working in the Access Window b) Understanding Database Basics c) Using the On-Screen Tools d) Using the Office Button e) Using the Microsoft Office Access Help Button f) Defining Data Needs and Types	4
2	**Create Database Tables** a) Creating a Database b) Creating a Database Table c) Saving a Database Object	4
3	**Work with Tables/Database Records** a) Navigating Among Records b) Entering, Editing, and Deleting Records c) Creating and Modifying Primary Keys d) Finding and Replacing Data e) Attaching and Detaching Documents f) Sorting and Filtering Data within a Table g) Understanding Table Relationships h) Validation Rules	4
4	**Modify Tables and Fields** a) Modifying a Database Table b) Creating Fields and Modifying Field Properties c) Modifying Field Properties d) Creating and Deleting Fields e) Creating and Modifying Multi-valued Fields f) Creating and Modifying Attachment Fields	4

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Text books- current text books can be adjusted - substitute text books must meet the learning outcomes.

Policy Statement: The College has policies on Academic Appeals (including appeal of final grade), Student Conduct, Academic Integrity / Plagiarism; and other educational issues. These and other policies are available on the website and the general policy procedural handbook.

5	**Create Forms** a) Creating a Simple Form b) Creating a Form in Design View c) Creating a Form in Layout View d) Creating a Datasheet Form e) Applying AutoFormat f) Sorting Data within a Form g) Filtering Data within a Form	4
6	**Create Reports** a) Creating a Simple Report b) Using the Report Wizard c) Creating a Report in Design View d) Applying AutoFormat e) Sorting Data Within a Report f) Filtering Data Within a Report	4
7	**Use Controls in Reports and Forms** a) Controls b) Formatting Controls c) Creating Conditional Formatting on Controls d) Arranging Control Layout e) Arranging Control Alignment, Size, and Position f) Defining Control Tab Order	4
8	**Create and Modify Queries** a) Creating a Query b) Creating a Query from a Table c) Creating a Query from Multiple Tables d) Modifying a Query e) Sorting and Filtering Data within a Query	4
9	**Creating Flexible Queries** a) Set the Select Query Properties b) Retrieve Records Based on Input Criteria c) Create Action Queries	4
10	**Course Overview, Exam Preparation and Final Exam** a) Course Overview b) Questions and Answers **c)** Final Exam	4

Instructional Methods See program outline.

Formative assessments are used throughout the courses (online discussions, quizzes, related activities).

Assessment criteria / completion requirements:

Assessment methods include but are not limited to: Assignments, projects, graded homework, quizzes, and examinations. All grades for course work including the final grade will be given in percentages. The official transcript will reflect percentage. A successful pass for the course is 70%.

Evaluation - Learning outcomes:

Quiz	20 %
Project	40 %
Exam	40 %

Attendance Expectations

At least 80%

Classroom delivery - clock hours are tracked and recorded

Online learning (as part of combined delivery: Attendance for the course is based on evidence of keeping up with the course materials and instructor's directions, participating in ongoing discussion posts, and submission of all required criteria used for evaluation.

Attendance is tracked two ways - the first is (clock hours) via online attendance (ie zoom) and tracking of engagement/ completion of tasks.

As part of the delivery methodology students are also required to participate in independent learning activities - for example readings with questions, viewing relevant video with assessments and so on. Teachers estimate the number of hours these sorts of activities would take and credit the time to the clock hours. The instructor and administration keep a record.

Dress Expectations

In class; neat and casual. If there are guest speakers or field visits, business casual is required.

Online - Not applicable.

5	**Solving Problems** a) Using Solver b) Saving a Solution as a Scenario c) Changing a Constraint d) Creating a Solver Report e) Viewing Solutions using Scenarios	4
6	**Using Automatic Formatting & Styles** a) Applying an AutoFormat b) Changing AutoFormat Options c) Extending List Formats and Formulas d) Creating a Style by Example e) Creating a New Style f) Editing an Existing Style g) Merging Styles	4
7	**Using Advanced Formulas and Securing Workbooks** a) Using Formulas to Conditionally Summarize Data b) Using Formulas to Look Up Data in a Workbook c) Adding Conditional Logic Functions to Formulas d) Using Formulas to Format Text e) Using Formulas to Modify Text f) Software Orientation g) Securing Your Work Before Sharing It with Others h) Distributing a Workbook by Email i) Tracking Changes to a Workbook j) Adding Comments to a Workbook	4
8	**Creating Charts and PivotTables** a) Building Charts b) Formatting a Chart with a Quick Style c) Formatting the Parts of a Chart Manually d) Modifying a Chart e) Creating PivotTables f) Creating a PivotChart Report	4
9	**Adding Pictures and Shapes to a Worksheet** a) Inserting Pictures b) Adding Shapes c) Copying or Moving a Graphic d) Formatting Graphics e) Adding Graphic Enhancements Using Picture Tools f) Using Screenshot to Capture and Crop Images	4

Instructional Methods See program outline

Formative assessments are used throughout the courses (online discussions, quizzes, related activities).

Assessment criteria / completion requirements:

Assessment methods include but are not limited to: Assignments, projects, graded homework, quizzes, and examinations. All grades for course work including the final grade will be given in percentages. The official transcript will reflect percentage. A successful pass for the course is 70%.

Evaluation - Learning outcomes:

Quiz	20 %
Project	40 %
Exam	40 %

Attendance Expectations

At least 80%

Classroom delivery - clock hours are tracked and recorded

Online learning (as part of combined delivery: Attendance for the course is based on evidence of keeping up with the course materials and instructor's directions, participating in ongoing discussion posts, and submission of all required criteria used for evaluation.

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As part of the delivery methodology students are also required to participate in independent learning activities - for example readings with questions, viewing relevant video with assessments and so on. Teachers estimate the number of hours these sorts of activities would take and credit the time to the clock hours. The instructor and administration keep a record.

Dress Expectations

In class; neat and casual. If there are guest speakers or field visits, business casual is required.

Online - Not applicable.

Program: Business Administration

Course: MS Office Project - Level I

Course description

Microsoft Project course is aimed at teaching users how to create, modify, update and implement project plans using Microsoft Project.

The skills and knowledge acquired in this course are sufficient for the learner to be able to use Microsoft Project to create a new project, enter and work with tasks and resources, schedule and track a project, manage and monitor project costs, and print effective project information.

Course Prerequisites

None

Equipment Required

No specialized equipment is required for this course

For online learning, student must have access to a computer (no older than 4 years), webcam, headphones, and good broadband.

Course Duration

40 hours

Homework Hours

5 -10 hours week

Learning Outcomes:

Upon completion of this course, students will be able to:

1. Identify the basic features and components of the Microsoft Project environment
2. Explain the key concepts associated with project management and navigate the Project 2016 environment.
3. Explain how to build, maintain, and control project plans
4. Outline how to use resource assignment calculations
5. Demonstrate how to schedule, estimate, coordinate, control, budget, and staff projects.
6. Create and manage tasks and relationships between tasks.

Textbooks/Materials

Microsoft Project (most recent edition) Step by Step

ISBN: 9780735698741

Length of course: 40 hrs.

Module	Content - Topic areas	Hours per Module:
1	**Project Basics** a) MS Project's Opening Screen and User Interface b) Starting Microsoft Project c) Creating a Project Schedule d) Defining Project Calendars e) Entering Tasks and Task Details f) Calendar Options g) Organizing Tasks into Phases h) Linking Tasks i) Documenting Tasks j) Reviewing the Project Schedule's Duration	4
2	**Establishing Resources** a) MS Project's Resource Sheet View b) Establishing People Resources c) Establishing Equipment Resources d) Establishing Material Resources e) Establishing Cost Resources f) Establishing Resource Pay Rates g) Adjusting Resource Working Times h) Adding Resource Notes	4
3	**Resource and Task Assignments – Fundamentals** a) MS Project's Assign Resources b) Assigning Work Resources to Tasks c) Adding More Resource Assignments to Tasks d) Assigning Material Resources to Tasks e) Assigning Cost Resources to Tasks	4
4	**Refining Your Project Schedule** a) MS Project's Change Working Time and Create New Base Calendar Dialog Boxes b) Applying a Task Calendar to an Individual Task c) Changing Task Types d) Splitting a Task	4

10	**Course Overview, Exam Preparation and Final Exam** a) Course Overview b) Questions and Answers **c)** Final Exam	4

Course Updating: Contents of this course outline are accurate at the time of publication. Revision and updating are performed on an ongoing basis to ensure the material remains relevant and up to date. The instructor will inform students regarding any changes.

Text books- current text books can be adjusted - substitute text books must meet the learning outcomes.

Policy Statement: The College has policies on Academic Appeals (including appeal of final grade), Student Conduct, Academic Integrity / Plagiarism; and other educational issues. These and other policies are available on the website and the general policy procedural handbook.

	e) Establishing Recurring Tasks f) Applying Task Constraints g) Reviewing The Project's Critical Path	
5	**Fine-Tuning Tasks** a) MS Project's Tasks Information Dialog Box b) Managing Task Constraints and Dependencies c) Setting Deadline Dates d) Establishing Task Priorities e) Establishing Manually Scheduled Tasks	4
6	**Fine-Tuning Resources** a) Entering Material Resource b) Entering Costs Per Use for Resources c) Assigning Multiple Pay Rates for a Resource d) Applying Different Cost e) Specifying Resource Availability at Different Times f) Resolving Resource Over Allocations Manually g) Resource Leveling Dialog Box h) Leveling Over allocated Resources	4
7	**Project Information: Sorting, Grouping and Filtering** a) MS Project's Sort Dialog Box b) Sorting Data c) Grouping Data d) Filtering Data e) Creating a Custom Filter	4
8	**Project Schedule Formatting – Fundamentals** a) MS Project's Bar Style Dialog Box b) Gantt Chart Formatting c) Drawing in a Gantt Chart d) Changing Text Appearance in a View e) Creating and Editing Tables f) Creating Custom Views	4
9	**Customizing and Printing Project Information** a) Page Setup Dialog Box b) Customizing and Printing a View c) Customizing and Printing Reports	4

Instructional Methods See program outline

Formative assessments are used throughout the courses (online discussions, quizzes, related activities).

Assessment criteria / completion requirements:

Assessment methods include but are not limited to: Assignments, projects, graded homework, quizzes, and examinations. All grades for course work including the final grade will be given in percentages. The official transcript will reflect percentage. A successful pass for the course is 70%.

Evaluation - Learning outcomes:

Quiz	20 %
Project	40 %
Exam	40 %

Attendance Expectations

At least 80%

Classroom delivery - clock hours are tracked and recorded

Online learning (as part of combined delivery: Attendance for the course is based on evidence of keeping up with the course materials and instructor's directions, participating in ongoing discussion posts, and submission of all required criteria used for evaluation.

Attendance is tracked two ways - the first is (clock hours) via online attendance (ie zoom) and tracking of engagement/ completion of tasks.

As part of the delivery methodology students are also required to participate in independent learning activities - for example readings with questions, viewing relevant video with assessments and so on. Teachers estimate the number of hours these sorts of activities would take and credit the time to the clock hours. The instructor and administration keep a record.

Dress Expectations

In class; neat and casual. If there are guest speakers or field visits, business casual is required.

Online - Not applicable.

Course outline:

Program: Business Administration

Course: MS Outlook

Course description

This course teaches students how MS Outlook is structured, and how to use the various modules to coordinate communications and collaborations with others. Modules covered in this courseware include Mail, Calendar, Contacts, Tasks, and Notes. Also included are some features commonly used for collaboration purposes such as creating distribution lists or groups, cleaning up your system, marking junk mail, and how to check the size of your Outlook data file.

Course Prerequisites

None

Equipment Required

No specialized equipment is required for this course

For online learning, student must have access to a computer (no older than 4 years), webcam, headphones, and good broadband.

Course Duration

40 hours

Homework Hours

5 -10 hours week

Learning Outcomes:

Upon completion of this course, students will be able to:

1. Navigate Outlook to read and respond to email.
2. Use the Address Book, format and spell check new messages.
3. Attach files and insert illustrations to messages.
4. Customize read and response options.
5. Use flags, categories, and folders to organize messages.
6. Create and work with Contacts.
7. Create appointments and schedule meetings in Calendar.
8. Create and work with Tasks and Notes.

Textbooks/Materials

Microsoft Outlook (most recent edition) + eBooks(12-mo) + Workbook

ISBN: 9780763876685

Course outline:

Length of course: 40 hrs.

Module	Content - Topic areas	Hours per Module:
1	**Getting Started & E mail Basics** a) MS Outlook's Message Window b) Creating, sending, reading and responding to Messages c) Formatting and Personalizing Messages d) Creating and Formatting Graphic Message Content e) The Insert Tab f) Working with Attachments g) The Attachment Tools Tab h) Saving an Attachment	4
2	**Advanced Tools & Managing E-mail Messages** a) MS Outlook's Message Options b) Managing Automatic Message Content c) Using Advanced Message options d) Working with Voting Options e) Working with Security f) Locating Message g) Printing Multiple Messages h) MS Outlook's Folder List i) Working with Folders j) Using Conversation View k) Managing the Mailbox l) Cleanup Tools m) Managing Junk Mail	4
3	**Working with Contacts** a) MS Outlook's Contacts Window b) Creating and Modifying Contacts c) Sending and Receiving Contacts d) Viewing and Deleting Contacts e) Creating and Manipulating Contact Groups f) Sending a Message to a Contract Group g) MS Outlook's Edit Business Card Window	4

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	h) Using Electronic Business Cards i) Finding Contact Information j) Creating a Secondary Address Book k) Printing Contacts	
4	**Calendar Basics** a) MS Outlook's Appointment Window b) Creating Appointments c) Sending Appointment Options d) Creating an Event e) Printing Appointment Details	4
5	**Managing Meetings** a) MS Outlook's Meeting Window b) Creating a Meeting Request c) Responding to a meeting Request d) Managing a Meeting e) Updating a Meeting Request f) Managing a Recurring Meeting	4
6	**Advanced Calendar Management** a) Outlook Options b) Setting Calendar Options c) Sharing Your Calendar d) Working with Multiple Calendars e) Printing Calendars	4
7	**Managing Tasks** **a)** MS Outlook's Task Window b) Creating New Tasks c) Working with Tasks Options d) Managing and Completing a Task e) Working with Assigned Tasks	4
8	**Categories and Outlook Data Files** a) MS Outlook's Color Categories Window b) Working with Categories c) Working with data Files	4
9	**Managing Notes and Journal Entries** a) MS Outlook's Notes Options b) Working with Notes c) Working with the Journal d) Journal Options	4

Instructional Methods See program outline

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Assessment criteria / completion requirements:

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