

**MIAMI-DADE COMMUNITY COLLEGE**  
**OST1920 - Workshop**

Course Description

This one-credit workshop offers students in the Office Administration program the opportunity to learn the concepts, terminology, and basic functions of an office software program.

*1 credit*

Course Competencies for Option 1 (Access):

Competency 1: At the successful completion of this course, the student will be able to demonstrate knowledge of Access by

- a. Start the database software and identify its components.
- b. Define the terminology used in database.
- c. Create a simple database structure.
- d. Edit and add records to a database structure.
- e. Create a Database Structure and Save it.
- f. Add and Edit records in the database structure
- g. Create and use tables and forms.
- h. Sorting Tables.
- i. Create a new Query.
- j. Use a Query to display fields and records and print.
- k. Perform Calculations on a Query.
- l. Exit the Program.

Course Competencies for Option 2 (Excel, Level 1):

Competency 1: At the successful completion of this course, the student will be able to demonstrate basic knowledge of Excel by

- a. Determining the use of electronic spreadsheet versus journals or ledgers.
- b. Identifying basic spreadsheet concepts and definitions.
- c. Discussing the spreadsheet screen making selections from pull-down menus, icons, and dialog boxes.
- d. Moving the cell pointer within the spreadsheet.
- e. Making entries: labels, values, and formulas.
- f. Creating and save a simple spreadsheet.
- g. Discussing the basic editing functions.
- h. Previewing work before printing.
- i. Using on-line help.
- j. Exiting the spreadsheet program.

Course Competencies for Option 3 (Excel, Level 2):

Competency 1: At the successful completion of this course, the student will be able to demonstrate advanced knowledge of Excel by

- a. Working with Ranges: Typing or Pointing at Ranges, Naming Ranges, Printing Ranges, Formatting Ranges, Erasing Ranges, and Using Ranges within Formulas.
- b. Copying/Cutting and Pasting using the Clipboard.
- c. Working with Spreadsheet Tabs.
- d. Using the “What If” Analysis.
- e. Absolute and Relative Cell Addressing.
- f. Working with Formulas that Link Cells from other Spreadsheet Tabs.
- g. Using @ Function Formulas such as: SUM, AVERAGE, COUNT, MIN, MAX, NOW, DATE, AND PUT.
- h. Creating Simple Charts.
- i. Saving and Retrieving Files with a Password.
- j. Creating and Printing Graphics.
- k. Manipulating simple database functions.

Course Competencies for Option 4 (Photoshop):

Competency 1: At the successful completion of this course, the student will demonstrate knowledge of Photoshop by

- a. Composing on-screen descriptions.
- b. Performing Photoshop automated tasks.
- c. Manipulate color-correction effects.
- d. Demonstrate editing features.
- e. Apply mask features.
- f. Demonstrate viewing features.
- g. Use guides and grids for aligning artwork.
- h. Use palette enhancements.

Course Competencies for Option 5 (PowerPoint, Level 1):

Competency 1: At the successful completion of this course, the student will be able to create a presentation by

- a. Starting the program and identify the components tools on the screen.
- b. Selecting a new slide from a list of templates.
- c. Viewing and editing the slide master.
- d. Adding titles, bullets, and clipart to slides.
- e. Saving the first slide and adding and saving new slides.
- f. Formatting borders, fills, fonts, and special effects.
- g. Adding notes (lecturer notes) to the slides.
- h. Using the view icons such as: slide view, outline view, slide sorter view, note pages view, and slide show.
- i. Using the spell checker.

- j. Printing the slides and note pages.
- k. Closing and opening a saved presentation.
- l. Showing the slides with the slide show.
- m. Exiting the program.

Course Competencies for Option 6 (PowerPoint, Level 2):

Competency 1: At the successful completion of this course, the student will be able to modify a presentation by

- a. Formatting Text.
- b. Modifying Color schemes.
- c. Modifying Slide Backgrounds.
- d. Using Clipart.
- e. Using Auto Shapes.
- f. Aligning, Grouping, and Stacking Objects.
- g. Identifying the Presentation Masters.
- h. Using Microsoft Graphics.
- i. Using the Organization Chart Application.
- 1. Inserting a Word Table.
- k. Demonstrating knowledge of Multimedia Objects.
- l. Using WordArt.

Course Competencies for Option 7 (Web Page):

Competency 1: At the successful completion of this course, the student will be able to structure and develop a web page by

- a. Using a Web Editor.
- b. Understanding Domain Name Concepts.
- c. Structuring A Web- Site.
- d. Using Images and Graphic Formats.
- e. Using File Transfer Protocol.
- f. Creating and Using Tables.
- g. Creating and Using Forms.
- h. Storage of Pages on the web.
- i. Announcement of pages to the various search engines.

Course Competencies for Option 8 (Microsoft Word, Level 1):

Competency 1: At the successful completion of this course, the student will be able to operate the word processing software by

- a. Loading the program from Windows= program manager.
- b. Naming the parts of the word processor screen.
- c. Making selections from menus and dialog boxes by using either the mouse or the keyboard.
- d. Typing and saving a simple document.

- e. Starting a new document and display multiple documents on the screen.
- f. Opening an existing document
- g. Moving around the document and making corrections.
- h. Formatting character size, font, appearance, changing line spacing and margins.
- i. Previewing and print a document.
- j. Using the spell checker and thesaurus functions.
- k. Exiting the program.

Course Competencies for Option 9 (Microsoft Word, Level 2):

**Competency 1:** At the successful completion of this course, the student will be able to enhance a saved document by

- a. Formatting a document.
- b. Working with Text Alignment and Indentation.
- c. Adding and Editing Text Boxes and Graphic Lines.
- d. Working With File Management through File Options.
- e. Opening Several Documents, Displaying Multiple Documents, and Switching Between Documents.
- f. Using The Undo Function and the Undelete Function.
- g. Selecting Text, Working with Blocked Text, Blocked Text, Block Functions such as Cut and Paste, Copy and Paste, Print Blocks, Delete Blocks, and Save Blocks.
- h. Using Temporary Indents.
- i. Using The Search and Replace Function.
- j. Creating Numbered or Bulleted Lists.
- k. Creating and Using Columns.
- l. Using Clipart in Documents.

The mission of Miami-Dade Community College is to provide accessible, affordable, high quality education by keeping the learner's needs at the center of decision making and working in partnership with its dynamic, multi-cultural community.

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