



## COURSE SYLLABUS

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**COURSE: OST 137 OFFICE APPLICATIONS I**

**HOURS: Lecture: 2 Lab/Shop: 2 Work Exp/Clinical: 0 Credits: 3**

### COURSE DESCRIPTION:

This course introduces the concepts and functions of software that meets the changing needs of the community. Emphasis is placed on the terminology and use of software through a hands-on approach. Upon completion, students should be able to use software in a business environment.

**PREREQUISITE(S): NONE**

**COREQUISITE(S): NONE**

### TEXTBOOK(S) & OTHER SPECIAL REQUIREMENTS:

Rutkosky, Nita, Audrey Roggenkamp, Pierce College Puyallup, and Ian Rutkosky. Benchmark Series: Microsoft 365 PowerPoint w/Cirrus 2.0, 1<sup>st</sup> ed. Dubuque, IA: Paradigm, 2023.  
ISBN: 9798765721070

### STUDENT LEARNING OUTCOMES:

Upon successful completion of this course, the student will be able to:

1. Plan and prepare a presentation, including execution of basic skills such as opening, editing, running, saving, and closing a presentation.
2. Modify slides through editing techniques, including inserting, deleting, and rearranging text and rearranging slides and placeholders.
3. Utilize the Help features for assistance with PowerPoint's specialized features.
4. Format slides through the use of design templates, Slide and Title Masters, Format Painter, bullets and numbering, headers and footers, and speaker notes.
5. Create visual appeal using the Drawing toolbar, inserting images, adding animation effects, and adding builds.
6. Add visual elements with WordArt, organization charts and diagrams, charts, tables, scanned images, animated GIFs, and sound and video effects.
7. Share and connect data through the use of copy and paste techniques, action buttons, hyperlinks, and summary slide, as well as importing from and exporting to other Microsoft applications.
8. Link and embed objects from other applications.
9. Maintain presentation files through file maintenance features.
10. Share presentations for collaboration and review with others.
11. Prepare a presentation describing the technology in a different country by using the features we have learned in this class.

**\*\*\*Please refer to the online version of the Richmond Community College Program & Course Catalog and the Student Handbook for current academic and general information.**