

## OIS 1240 Computer Applications

### Course Description:

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This integrated, project-based course will help students use the software applications Microsoft® Word, Excel, PowerPoint, and Access to solve business problems. Students will use the Internet and e-mail as they research topics and prepare documents using the appropriate software applications. Course topics include technology history, future trends in technology, and the role of technology in a professional environment.

### Scheduling the Credit by Exam:

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The student must complete the credit-by-exam form and pay the fee (\$45) for the exam in the MTC Business Office prior to taking the exam. The student must contact [David Richman](#) by email or by phone at 740-725-4000 to schedule an appointment to take the credit by exam. The student must bring his or her receipt to the scheduled testing appointment.

### Objectives:

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The OIS 1240 CBE test your Microsoft Word, Excel, Access, and PowerPoint skills for a PC. The following MTC IT College Graduate Competency will be assessed as well:

Use basic operating system functions including file management  
Connect to the Internet and use a Web browser to research and obtain information  
Create, send, and receive e-mail and attachments  
Create, edit, and print a professional document using a word processing application  
Create, edit, and print a professional document using a spreadsheet application

Students should be very familiar with the following features:

### Word:

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- Headers/footers
- Margins
- Font selection and manipulation
- Line Spacing
- Formatting Numbers and Bullets
- Columns
- Find and Replace
- Printing options
- Naming conventions
- Paste Functions including OLE
- Citations and Bibliography
- Mail Merge

**Excel:**

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- Headers/footers
- Margins
- Font selection and manipulation
- Formatting cells, columns, and rows
- Calculations
- Formulas
- Labeling tabs
- Charts
- Naming conventions
- Paste Functions including OLE

**Access:**

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- Create, modify, and navigate tables
- Build and modify a basic query
- Export data

**PowerPoint:**

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- Creating Slides
- Templates
- Headers/Footers
- Speaker Notes
- Paste Functions including OLE

**File Management:**

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- Creating folders and subfolders
- Renaming items
- Copying, moving, and deleting items

**Email:**

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- Sending, retrieving, and composing email through MTC student email accounts
- Attachments

**Internet:**

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- Effective search techniques
- Citing URLs correctly using APA
- Multitasking