



MOS-100 Microsoft Office Specialist (MOS) – Course Syllabus

Description:

This Microsoft Office Specialist (MOS) course provides students valuable, relevant knowledge that can be used in any professional setting. Microsoft Office is the most widely used suite of business software in the world today. Students who earn a Microsoft Office Specialist (MOS) certification demonstrates their knowledge of the Office applications and shows that they are ready to make an immediate impact on an organization. From simulation-based learning and testing to expanded, in-application auto-graded projects through the advanced level, this course leaves no objective untouched. By the end of this course, students will be prepared to take the MOS Certification Exams: MO-100 (Word), MO-200 (Excel), MO-300 (PowerPoint), MO-400 (Outlook), and MO-500 (Access) exams.

Textbook: The Shelly Cashman Series Collection, Microsoft® Office 365 & Office 2019 – Cable, Freund, Monk, Sebok, Starks, and Vermaat - ISBN-13: 9780357119167

Course objectives:

Throughout the course, you will meet the following goals:

- Gain enough knowledge and skill to pass the MO-100 (Word) Exam.
- Gain enough knowledge and skill to pass the MO-200 (Excel) Exam.
- Gain enough knowledge and skill to pass the MO-300 (PowerPoint) Exam.
- Gain enough knowledge and skill to pass the MO-400 (Outlook) Exam.
- Gain enough knowledge and skill to pass the MO-500 (Access) Exam.

Contents:

Concepts 1: Impact of Digital Technology.
Concepts 2: Web Browsing and Information Literacy.
Concepts 3: Computer Hardware.
Concepts 4: Operating Systems and File Management.
Concepts 5: Application Software.
Concepts 6: Safety and Security.
Concepts 7: Digital Media.
Concepts 8: Software Development and Programming.
Concepts 9: Web Development.
Concepts 10: Networking.
Concepts 11: Digital Communication.
Windows 1: Introduction to Windows 10.
Windows 2: Working with the Windows 10 Desktop.
Windows 3: File and Folder Management.
Windows 4: Personalizing Your Work Environment.
Windows 5: Advanced Personalization and Customization.

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Windows 6: Advanced Searching Techniques.
Windows 7: Microsoft Edge.
Windows 8: Mastering Digital Media.
Windows 9: Understanding Security, Networking, and Utilities.
Mac 1: Getting Started with Mac OS X.
Word 1: Creating and Modifying a Flyer.
Word 2: Creating a Research Paper.
Word 3: Creating a Business Letter.
Word 4: Creating a Multipage Document.
Word 5: Creating a Resume and Sharing Documents.
Word 6: Using Mail Merge.
Word 7: Creating a Newsletter.
Word 8: Using Collaboration, Integration, and Charts.
Word 9: Creating a Reference Document.
Word 10: Creating an Online Form.
Word 11: Enhancing an Online Form and Using Macros.
PowerPoint 1: Creating and Editing Presentations with Pictures.
PowerPoint 2: Enhancing Presentations with Shapes and SmartArt.
PowerPoint 3: Inserting WordArt, Charts, and Tables.
PowerPoint 4: Customizing Slide Masters and Presentations.
PowerPoint 5: Collaborating and Adding Animation.
PowerPoint 6: Formatting Tables and Charts.
PowerPoint 7: Adding Media and Enhancing SmartArt.
PowerPoint 8: Creating Photo Albums and Delivering Presentations.
Excel 1: Creating a Worksheet and a Chart.
Excel 2: Formulas, Functions, and Formatting.
Excel 3: Working with Large Worksheets, Charting, and What-If Analysis.
Excel 4: Financial Functions, Data Tables, and Amortization Schedules.
Excel 5: Working with Multiple Worksheets and Workbooks.
Excel 6: Creating, Sorting, and Querying a Table.
Excel 7: Creating Templates, Importing Data, and Working with SmartArt, Images, and Screenshots.
Excel 8: Working with Trendlines, Pivot Table Reports, PivotChart Reports, and Slicers.
Excel 9: Formula Auditing, Data Validation, and Complex Problem Solving.
Excel 10: Data Analysis with Power Tools and Creating Macros.
Excel 11: User Interfaces, Visual Basic for Applications (VBA), and Collaboration Features in Excel.
Access 1: Databases and Database Objects: An Intro.
Access 2: Querying a Database.
Access 3: Maintaining a Database.
Access 4: Creating Reports and Forms.
Access 5: Multiple-Table Forms.
Access 6: Advanced Report Techniques.
Access 7: Advanced Form Techniques.
Access 8: Macros, Navigation Forms, and Control Layouts.
Access 9: Administering a Database System.

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Access 10: Using SQL.
Access 11: Database Design.
Outlook 1: Managing Email Messages with Outlook.
Outlook 2: Managing Calendars with Outlook.
Outlook 3: Managing Contacts and Personal Contact Information with Outlook.
Outlook 4: Creating and Managing Tasks with Outlook.
Outlook 5: Customizing Outlook.
Publisher 1: Creating a Flyer.
Publisher 2: Publishing a Trifold Brochure.
Publisher 3: Designing a Newsletter.
Publisher 4: Creating a Custom Publication from Scratch.
Publisher 5: Using Business Information Sets.
Publisher 6: Working with Publisher Tables.
Publisher 7: Advanced Formatting and Merging Publications with Data.
Publisher 8: Generating Data-Driven Catalogs.
Publisher 9: Sharing and Distributing Publications.
Publisher 10: Editing Large-Scale Publications.
Publisher 11: Advanced Features in Publisher.

Grading Scale

A = 95-100%
B = 88-94.9%
C = 80-87.9%
D = 70-79.9%
F = Below 70%

Grade Weighting

Chapter Quizzes..... 70%
Final Exam 30%
100%