

Essential Office Skills

Where Do I Start?

This curriculum is designed to be flexible based on your interests and needs. There are no prerequisites. The instructor may assess your skills to determine appropriate placement. You may focus on one or several software packages. The software packages are as outlined below.

Some of the curriculum is located on the web. In the address bar type in:

<http://www.iel.spokane.edu>

Click on the "Classes / Schedules" words at the top and then click on "Web Lessons".

On the left side select "Computer Lab".

KEYBOARDING

Using a computer, students learn correct keyboarding techniques. These include keying by touch while keeping their eyes on the copy, keeping fingers down while typing and proper ergonomics.

Certificates are given for:

Basic Keyboarding - 30 words per minute at 95 % accuracy

Advanced Keyboarding - 50 words per minute at 95% accuracy

TEN-KEY

This section is designed to teach a student to use the ten-key pad on the computer by touch.

Certificates are given for Basic 10 Key - 150 keys per minute at 95 % accuracy

WINDOWS

An introduction to the basic functions of Windows, the items on a desktop, Windows applications, and management will be covered. Students will learn to start and shut down their computer, the specialized use of a taskbar, and to work with more than one open application.

Certificates are given for Office Computing Basics - Upon completion of chapter tests at 80% and above.

INTRODUCTION TO WORD PROCESSING

This section is designed to introduce students to the many features, purposes, and uses of Microsoft Word. Microsoft Word teaches basic word processing skills such as (1) saving and retrieving text, (2) updating text, (3) inserting and deleting text, (4) copying and moving text, and (5) finding and replacing text. Basic formatting is also learned; such as, (1) changing the text margins, (2) setting and deleting tab settings, (3) changing the line spacing, (4) adding bullets and numbers, (5) changing font size and style of text. Students learn to perform these functions using drop-down menus, icons, and the ruler bar in both normal and page layout view. Students further learn to set up letters, memos, envelopes, and labels. Students learn to use spell check and the thesaurus, as well as basic proofreading skills.

Students also learn to use such functions as mail merge, templates, beginning desktop publishing, setting columns, using borders and shading, inserting section breaks, adding headers and footers, merging labels, grammar check, auto text, and auto correct. Students learn problem-solving techniques on the computer.

Certificates are given for Word Processing Basics - Upon completion of projects

INTRODUCTION TO SPREADSHEETS

This section is designed to introduce students to the many features, purpose, and uses of Microsoft Excel. Students learn the basic elements of a spreadsheet and how to create spreadsheet and how to create a spreadsheet using simple formulas for addition, subtraction, multiplication, and division. This course teaches students how to insert and delete columns and rows; how to copy, add, and delete cell information; and how to enhance the appearance of a spreadsheet.

Certificates are given for Spreadsheet Basics - Upon completion of projects

INTRODUCTION TO DATABASES

This section is designed to introduce students to the many features and purposes of databases, and uses Microsoft Access. The primary skill learned will be building a table. Students will learn to change the table design of a database, work with records in a database, learn data base forms, and retrieve databases.

Certificates are given for Database Basics - Upon completion of projects

INTRODUCTION TO PRESENTATIONS

This section is designed to introduce students to the many features and purposes of presentations, and uses Microsoft PowerPoint. Students will learn to switch from slide view to outline view, how to add slides and view previous slides, work in both outline and slide view, add headers and footers to a slide, save, print, and retrieve a presentation.

Certificates are given for Presentation Basics - Upon completion of projects

E-MAIL

Students will create an E-mail account and send E-mail messages, retrieve E-mail, and send E-mail with attachments. Specialized vocabulary related to E-mail will be introduced. E-mail will be used ONLY for academic purposes.

INTRODUCTION TO THE INTERNET

Particulars to accessing the Internet, its terminology, and main research methods will be introduced. Students will master writing URL address, performing string searches, and doing and/or extensions to searches. The Internet will be used ONLY for academic purposes.

GED PROGRAMS

Students can access GED prep programs on the computer. These programs are designed to assess a student's strengths and weaknesses. PRE-GED Software is also available.

ESL PROGRAMS

English as a second language (ESL) software and internet links are available to all students signed up in the ESL programs. The computer lab is available for all ESL students.

EMPLOYMENT PROGRAMS

Employment programs are offered to help students improve their skills and knowledge in order to find, apply, hold, and advance in job situations. WOIS and Employment Resume templates are available, as well as a job specialist that is available at scheduled times in the lower lab at AEC 107.