Course Outline for CIS 55

INTEGRATING OFFICE APPLICATIONS

Effective: Fall 2010

I. CATALOG DESCRIPTION:
   CIS 55 — INTEGRATING OFFICE APPLICATIONS — 4.00 units

   Develop a beginning/intermediate level of skills using the Microsoft Office features of Word, Excel, Access, and PowerPoint to design, produce and integrate: documents, worksheets, databases and professional presentations. The use of Object Linking and Embedding (OLE) to create integrated office documents that promote information sharing and collaboration are covered along with how to create simple integrated office documents on the Web. This course emphasizes workplace communications and information processing skills and standards. Students will complete integrated projects that apply technology to business tasks and represent what is required in an actual business environment using the components of Microsoft Office (Word, Excel, PowerPoint, Access).

   3.00 Units Lecture 1.00 Units Lab

   Strongly Recommended
   CIS 50 - Intro to Computing Info Tech

   Grading Methods:
   Letter or P/NP

   Discipline:

	MIN
Lecture Hours:	54.00
Lab Hours:	54.00
Total Hours:	108.00

II. NUMBER OF TIMES COURSE MAY BE TAKEN FOR CREDIT: 2

III. PREREQUISITE AND/OR ADVISORY SKILLS:

   Before entering this course, it is strongly recommended that the student should be able to:

   A. CIS50

IV. MEASURABLE OBJECTIVES:
   Upon completion of this course, the student should be able to:

   A. Demonstrate the ability to create word processing documents using text and document formatting, special functions, and save, print, and retrieve document functions
   B. Create a spreadsheet file using special functions, data manipulation, charts, link, template, and report features
   C. Create a database structure that includes tables, query, form, and report features
   D. Create a slide presentation using text editing, text formatting, objects, spreadsheet, slide, saving, and printing options
   E. Utilize office applications to publish information on the Web
   F. Use Object Linking and Embedding (OLE), to create integrated Office documents

V. CONTENT:
   A. Microsoft Office Overview
      1. Define the Office Suite
      2. Create a document with Word
      3. Build a spreadsheet with Excel
      4. anage data with Access
      5. Create a presentation with PowerPoint
      6. Integrate Office information
   B. Microsoft Word
      1. Understand word processing software
      2. Start Word
      3. Explore the Word program window
      4. Start, Save, Print a document
      5. Use the Help system
      6. Close a document and exit Word
      7. Editing documents

        28. Create mailing labels
   F. Microsoft PowerPoint
        1. Define presentation software
        2. Start PowerPoint
        3. View the PowerPoint window
        4. Use the AutoContent Wizard
        5. View a presentation
        6. Save a presentation
        7. Get Help
        8. Print and close the file and exit PowerPoint
        9. Plan an effective presentation
      10. Enter slide text
      11. Create a new slide
      12. Enter text in the Outline tab
      13. Add slide headers and footers
      14. Choose a look for a presentation
      15. Check spelling in a presentation
      16. Evaluate a presentation
      17. Open an existing presentation
      18. Draw and modify an object
      19. Edit drawing objects
      20. Align and group object
      21. Add and arrange text
      22. Format text
      23. Import text from Microsoft Word
      24. Customize the color scheme and background
      25. Insert clip art
      26. Insert, crop and scale a picture
      27. Embed a chart
      28. Enter and edit data in the datasheet
      29. Format a chart
      30. Create tables in PowerPoint
      31. Use slide commands
      32. Set slide show timings and transitions
      33. Set slide animation effects
   G. Integrating Word, Excel, Access and PowerPoint
        1. Understand embedding and linking
        2. Insert a Word outline into a PowerPoint presentation
        3. Embed an Excel chart into a PowerPoint slide
        4. Link and Excel worksheet to a PowerPoint slide
        5. Update a linked Excel worksheet in PowerPoint
        6. Export a PowerPoint presentation to Word
        7. Merge data between Access and Word
        8. Use Mail Merge to create a form letter

VI. METHODS OF INSTRUCTION:
   A. **Lecture** -
   B. Classroom discussion
   C. Lab presentation and classroom demonstration
   D. Discussion boards
   E. Reading assignments and student research on the web
   F. PowerPoint presentations
   G. Chat rooms
   H. Hands-on step-by-step laboratory assignments using the world wide web

VII. TYPICAL ASSIGNMENTS:
A. Read chapter Microsoft Word – Using Microsoft Word to create a document B. Hands-on lab assignment, such as: 1. Open a blank document 2. Type the text for a letter business 3. Add a graphic logo in the header

VIII. EVALUATION:
   A. **Methods**

      1. Exams/Tests
      2. Quizzes
      3. Projects
      4. Class Participation
      5. Lab Activities
      6. Other:
         a. Methods
           1. Quizzes and final examination
           2. Graded hands-on lab assignments
           3. Relevant active participation

   B. **Frequency**

      1. Frequency
         a. Weekly laboratory exercises
         b. Term project
         c. Quizzes
         d. Midterm examination
         e. Final examination

IX. TYPICAL TEXTS:
   1. Gaskin/Ferrett/Vargas/MaMarks *GO! with Microsoft Office 2007 Introductory, 2/E.*, Prentice Hall, 2009.
   2. Shelly/Cashman *Microsoft Office 2007: Introductory Concepts and Techniques.*, Course Technology, 2009.

X. OTHER MATERIALS REQUIRED OF STUDENTS:
   A. Mobile storage device: floppy drive, USB drive
   B. Access to the World Wide Web with any major Web browser