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**Course Outline for CIS 55B**  
**ADVANCED MS OFFICE SKILLS**  
**Effective: Fall 2007**

**I. CATALOG DESCRIPTION:**

CIS 55B — ADVANCED MS OFFICE SKILLS — 3.00 units

Provide students an opportunity for advanced study using the MS Office software suite. Portions of the course will be devoted to an overview of advanced topics in Word, Excel, PowerPoint and Access. Extends the fundamental knowledge of MS Office to incorporate and emphasize the integration capabilities among the individual applications. This class offers a case-based, problem-solving approach to learning the essentials of how to use the components of the Office suite together to build a portfolio of documents for a company that demonstrate your ability to use and integrate Word, Excel, PowerPoint and Access. This may include business cards, letterhead, brochures, spreadsheets, databases, invoices, presentation reports, web pages and more.

2.00 Units Lecture 1.00 Units Lab

**Grading Methods:**

Letter or P/NP

**Discipline:**

	<b>MIN</b>
<b>Lecture Hours:</b>	36.00
<b>Lab Hours:</b>	54.00
<b>Total Hours:</b>	90.00

**II. NUMBER OF TIMES COURSE MAY BE TAKEN FOR CREDIT: 3**

**III. PREREQUISITE AND/OR ADVISORY SKILLS:**

**IV. MEASURABLE OBJECTIVES:**

**Upon completion of this course, the student should be able to:**

- A. Choose the proper office application needed for a project
- B. Use the Internet or other sources to gather information
- C. Organize and analyze information
- D. Make decisions and reach conclusions
- E. Use computer concepts, skills, and knowledge to complete realistic projects using MS Office
- F. Work independently or with others to arrive at practical solutions

**V. CONTENT:**

- A. Review Microsoft Office
  - 1. Review of Microsoft Windows and Office Basics
  - 2. Using the Internet
  - 3. Computer Concepts
  - 4. Concepts for Microsoft Office Programs
  - 5. Models for Formatted Documents
  - 6. Task Filenames and Descriptions
  - 7. Application Filenames and Descriptions
  - 8. E-mailing Writing Guidelines
  - 9. Letter Writing Guides
  - 10. Proofreader's Marks
- B. Advanced Microsoft Word
  - 1. Advanced Formatting
  - 2. Templates and Wizards
  - 3. Workgroup Collaboration and Web Pages
  - 4. Working with Long Documents
  - 5. Using Charts, Special Effects, and Styles
  - 6. Working on a Group Project
  - 7. Working with Tables, Graphics, and Objects
  - 8. Creating Styles and Automating Mass Mailings
  - 9. Refining Documents.
  - 10. Creating and Formatting Columns.
  - 11. Automating AutoText/Styles/Templates.
  - 12. Collaborating with Others.

13. Performing Mail Merge.
14. Using Drawing Tools and Special Effects.
15. Creating Charts and Diagrams.
16. Integrating Information from Various Sources
- C. Advanced Microsoft Excel
  1. Graphics and Formats
  2. Print Options
  3. Spreadsheet Tools
  4. Advanced Spreadsheet Activities
  5. Multiple Spreadsheets
  6. Spreadsheets and the Web
  7. Ranges and Functions
  8. Creating Charts and Diagrams.
  9. Working with Templates, Large Worksheets, and other File Formats
  10. Using Database Capabilities in Excel
  11. Integrating Information from Various Sources
  12. Creating Special Effects in a Worksheet.
  13. Changing Data in a Workbook.
  14. Formatting and Displaying Worksheets.
  15. Documenting/Protecting Worksheets.
  16. Using Functions to Create/Analyze Data.
  17. Creating Pivot Tables and Pivot Charts.
  18. Hyperlinks and Collaborative Tools.
- D. Advanced Microsoft PowerPoint
  1. Advanced Text, Animation, and Multimedia Features
  2. Enhancing a Presentation With Graphic Elements .
  3. Advanced Presentation Graphic Techniques .
  4. Delivering a Presentation.
  5. Presenting Information Using Tables, Charts, and Organization Charts .
  6. Creating a Custom Presentation for Publication on the Web
  7. Integrating Information from Various Sources
  8. Using Advanced Methods to Create and Work with Presentations.
  9. Using Advanced Methods of Working with Presentation Text.
  10. Adding Visual Elements to Your Presentation.
  11. Creating Drawn Objects.
  12. Linking and Inserting Charts, Worksheets, and Tables.
  13. Working with Custom Slide Shows, Hyperlinks, and Action Buttons.
  14. Using PowerPoint's Collaboration Features.
- E. Advanced Microsoft Access
  1. Table Design and Relationships
  2. Queries and Forms
  3. Reports and Integration
  4. More on Tables, Data Access Pages, and Converting a Database .
  5. Building and Maintaining a Relational Database .
  6. Advanced Forms and Subforms .
  7. Advanced Reports and Queries .
  8. Integrating Between Access and other Office Applications.
  9. Designing a Complex Database.
  10. Making Data Entry Easier and More Accurate.
  11. Managing Data with Useful Form Features.
  12. Making the Input Form More User Friendly.
  13. Displaying Information with Special Reports and Advanced Report Features.
  14. Managing Data with Special Action Queries and Database Utilities.
  15. Analyzing and Summarizing Data.
  16. Filtering Data in a Linked Table Using Parameters and Form Filters.
  17. Using Access on the Web and Hyperlinking to Documents.
- F. Advanced Word, Excel, PowerPoint, Access integration
  1. Linking data through Office
  2. Microsoft Word/Excel to PowerPoint
  3. Microsoft Excel to Microsoft Access
  4. Mail Merge from multi data sources
- G. Advanced Critical Thinking and Problem Solving Projects
  1. Integration and application project
    - a. Provide a realistic simulation based on business practices
    - b. Apply software skills by using various types of software to create documents
    - c. Apply organizational skills.
    - d. Encourage independent thinking.

## VI. METHODS OF INSTRUCTION:

- A. **Lecture** -
- B. Classroom Discussion
- C. Computer demonstrations with overhead display panel
- D. Discussion boards
- E. Lab experience: hands-on lab assignments
- F. PowerPoint presentations
- G. Chat rooms
- H. Read text and other supplemental sources (example, Internet sites)

## VII. TYPICAL ASSIGNMENTS:

- A. Lecture: 1. Supplement review material containing Office Step-by-Step Instructions
- B. Access: Managing Data with Useful Form Features
2. Reading: 1. Read the chapter on Working with Spreadsheets
2. Review Microsoft Skills Assessment website
- C. Hands-on lab assignment; link excel data into a word document

## VIII. EVALUATION:

- A. **Methods**
  1. Exams/Tests
  2. Quizzes
  3. Class Participation

4. Lab Activities
5. Other:
  - a. Methods:
    1. Quizzes and final examination
    2. Graded hands-on lab assignments
    3. Relevant active participation

**B. Frequency**

1. Frequency:
2. Two to three quizzes, examinations (mid-term, final)
3. Weekly hands-on lab assignments to reinforce and demonstrate mastery of the various tools

**IX. TYPICAL TEXTS:**

1. *Carey Mastering Applications in the Real World, Discipline Specific Projects for Microsoft Office.*, Course Technology, 2006.
2. *Fox Essentials Office Level 2.*, Prenhall, 2006.

**X. OTHER MATERIALS REQUIRED OF STUDENTS:**

- A. Mobile storage device: zip disk, flash drives, CD RW
- B. Access to the World Wide Web with any major Web browser