Las Positas College
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Course Outline for CIS 72B

BASIC OFFICE INTEGRATION

Effective: Spring 2019

I. CATALOG DESCRIPTION:
CIS 72B — BASIC OFFICE INTEGRATION — 1.00 units

Using a project-based approach, students will be introduced to features that enable data to be transferred between programs such as Microsoft Office applications or Google applications. Using the techniques introduced in this course, students will be able to incorporate data and charts created in Excel or Google Sheets into Word or Google Docs documents and PowerPoint or Google Presentations, use worksheet data to create tables in an Access database, and use a Word or Google Docs documents to create presentations.

1.00 Units Lab

Strongly Recommended
CIS 50 - Intro to Computing Info Tech
with a minimum grade of C
or

CIS 8 - Essential Computing Skills
with a minimum grade of C

Grading Methods:
Letter or P/NP

Discipline:
- Computer Information Systems

	MIN
Lab Hours:	54.00
Total Hours:	54.00

II. NUMBER OF TIMES COURSE MAY BE TAKEN FOR CREDIT: 1

III. PREREQUISITE AND/OR ADVISORY SKILLS:

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

A. CIS50
1. Solve common business problems using approporiate Information Technology applications and systems;
2. Demonstrate familiarity with the computing environment, including the hardware, operating system, the user interface, and applications;
3. Demonstrate the possible solution(s) for simple business applications by applying productivity tools including, word processing, spreadsheets, databases, and presentation software;

B. CIS8
1. Perform common file management tasks;
2. Identify types of computers and be able to effectively use the graphical user interface (GUI) to open and close programs and resize or hide program windows;
3. Create documents using word processing software at a basic level
4. Create presentations using presentation software at a basic level;
5. Create spreadsheets using spreadsheet software at a basic level;
6. Use a database program to enter, edit, find, and print data;
7. Use a browser to effectively to search for information on the Internet;

IV. MEASURABLE OBJECTIVES:

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

A. Create, edit, format, and print basic word processing documents
B. Create, edit, format, and print basic worksheets
C. Create formulas to perform basic mathematical calculations
D. Embed and link data stored in an worksheet data and charts into a word processing document
E. Create, edit, and format, presentations
F. Embed and link data stored in an worksheet into a presentation
G. Open an Access database and create tables, forms, queries, and reports

H. Export Access data to an Excel worksheet and word processing document

V. CONTENT:
- A. Create, edit, and format documents in Microsoft Word or Google Docs
  1. Format text
  2. Add graphics and shapes
  3. Insert a table
- B. Create, edit, and format a worksheet using Microsoft Excel or Google Sheets
  1. Entering and formatting labels
  2. Entering and formatting values
  3. Create formulas
  4. Creat a chart
  5. Print a worksheet
- C. Integration Projects--Word Processing and Spreadsheets
  1. Incorporate spreadsheet data and charts into Word or Google Docs documents
- D. Develop an Access database
  1. Enter and modify records in a database
  2. Create forms, reports, and queries
- E. Integration Projects-Word Processing, Spreadsheets, and Database
  1. Export Access data to a workbook
  2. Import worksheet data into Access
  3. Using Access data as a data source for mail merge proces
- F. Create presentations using PowerPoint or Google Presentations
  1. Enter text
  2. Modify slide layouts
  3. Add graphics
- G. Integration Projects--Word Processing, Spreadsheets, Database, and Presentations
  1. Integrate Excel data/charts into PowerPoint presentations
  2. Create presentations from outlines created in Word or Google Docs
  3. Export Access reports as documents

VI. METHODS OF INSTRUCTION:
- A. Hands-on lab assignments
- B. Computer demonstrations

VII. TYPICAL ASSIGNMENTS:
- A. Integration Project I--Microsoft Word and Excel: Read and complete the step-by-step instructions on pages 112-119 to create a form in Word, compile results in Excel, and link the Excel data and chart to the Word form.
- B. Integration Project II--Microsoft Word, Excel and Access: Read and complete the step-by-step instructions on pages 165-194 to import Excel into an Access database and create a report in Word that contains data from Excel and Acess.

VIII. EVALUATION:
Methods/Frequency
- A. Quizzes
  for each chapter
- B. Lab Activities
  weekly hands-on lab assignments

IX. TYPICAL TEXTS:
1. Cram, Carol. *Illustrated Microsoft Office 365 & Office 2016 Projects.* 1st ed., Course Technology, 2016.
2. Gaskin, Shelley, and Nancy Graviett. *Go! with Microsoft Office 2016 Integrated Projects.* 1st ed., Pearson, 2017.
3. Snyder, Courtney. *Google Share.* 1st ed., B.E. Publishing, 2017.

X. OTHER MATERIALS REQUIRED OF STUDENTS:
- A. Portable storage media
- B. GoPrint card