

Las Positas College
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Course Outline for CIS 55B
ADVANCED MS OFFICE SKILLS
Effective: Fall 2018

I. CATALOG DESCRIPTION:

CIS 55B — ADVANCED MS OFFICE SKILLS — 2.00 units

Using a project-based, problem-solving approach, this course focuses on advanced features and integration of the core applications in the Microsoft Office suite (Word, Excel, PowerPoint, and Access).

1.50 Units Lecture 0.50 Units Lab

Strongly Recommended

CIS 55 - Integrating Office Applications
with a minimum grade of C

Grading Methods:

Letter or P/NP

Discipline:

- Computer Information Systems

	MIN
Lecture Hours:	27.00
Expected Outside of Class Hours:	54.00
Lab Hours:	27.00
Total Hours:	108.00

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. CIS55

1. Demonstrate the ability to create word processing documents using text and document formatting, special functions, and save, print, and retrieve document functions
2. Create a spreadsheet file using special functions, data manipulation, charts, link, template, and report features
3. Create a database structure that includes tables, query, form, and report features
4. Create a slide presentation using text editing, text formatting, objects, spreadsheet, slide, saving, and printing options
5. Use Object Linking and Embedding (OLE), to create integrated Office documents

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 appropriate application(s) to organize and analyze information
- C. Use computer concepts, skills, and knowledge to complete realistic projects using Microsoft Office applications
- D. Work independently or with others to arrive at practical solutions to address business problems

V. CONTENT:

- A. Review of Microsoft Office Suite common features
- B. Integrating Word and Excel
 1. Insert text for another Word document
 2. Insert Word text into an Excel worksheet
 3. Insert and format Word tables
 4. Insert and format Excel charts
 5. Link Excel data and charts to Word documents
 6. Update linked data
- C. Integrating Word and PowerPoint
 1. Create a Word outline
 2. Import a Word outline into a PowerPoint presentation

3. Create and print presentation notes and handouts
4. Save a PowerPoint presentation as an outline (RTF)
5. Modify a Word document in Outline view
- D. Integrating Word and Access
 1. Create an Access database; enter and edit records
 2. Export an Access table into a Word document
 3. Use Access data as a data source for a Word mail merge process
 4. Use mail merge in Access
- E. Integration Excel and Access
 1. Import Excel data into Access
 2. Sort and filter data in Access
 3. Export Access data into an Excel worksheet
 4. Import Access data into an Excel worksheet
- F. Integrating Excel and PowerPoint
 1. Link Excel charts to a PowerPoint presentation
 2. Apply slide transitions and use document inspector
 3. Modify illustration in PowerPoint
 4. Copy objects from PowerPoint presentation into an Excel workbook
- G. Integrating Publisher and Access
 1. Create and format a Publisher publication
 2. Use Access as a data source for a Publisher mail merge process
 3. Insert Access data fields into a Publisher publication
 4. Set field properties in an Access Table
 - a. Define an input mask
 - b. Set a default value
- H. Integrating Word, Excel, Access, and PowerPoint
 1. Create Combo Boxes and Option Groups in an Access form
 2. Create PivotTable and PivotCharts in Excel
 - a. Filter PivotTables
 - b. Drill-down indicator
 3. Using Excel Functions, e.g., IF, PMT
 4. Generate and update a table of contents in Word
 5. Embed Excel data in a Word document

VI. METHODS OF INSTRUCTION:

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

VII. TYPICAL ASSIGNMENTS:

- A. Hands-on lab activities
 1. Project 1C--Integrating Word and Excel: In this Mastering Integration project, prepare a proposal for Adamantine Jewelry to expand into China. You will:
 - a. create a Word document
 - b. copy Word text into an Excel worksheet
 - c. modify an Excel worksheet
 - d. preview and print Word and Excel files
 2. Project 2E--Integrating Word and PowerPoint: In this Critical Thinking project, prepare a presentation using the following information:
 - a. Open the Word file i02E_Staff_Orientation. Promote, demote, and move items so that the items display in a more logical order. Save the file.
 - b. Import the Word document into PowerPoint. Modify the presentation by inserting or deleting slides, applying a theme, changing the slide layout, applying character spacing, applying text shadow, and inserting and modifying at least one SmartArt graphic or shape. Add speaker's notes to at least two slides. Save the presentation.
 3. Capstone Project 4--Integrating Word, Excel, Access, and PowerPoint
 - a. In this capstone case, you will import Excel data into an Access database, create an Access report, create PivotTable and PivotChart reports, use Mail Merge to generate letters and envelopes, and create a PowerPoint presentation that includes a linked PivotChart.

VIII. EVALUATION:

- A. **Methods**
 1. Quizzes
 2. Projects
 3. Lab Activities
- B. **Frequency**
 1. Chapter quizzes
 2. Weekly hands-on lab assignments to reinforce and demonstrate mastery of concepts covered in each chapter
 3. Capstone projects--a minimum of four projects that combine concepts from multiple chapters and require students to use critical thinking skills to determine how to accomplish the tasks outline in the projects

IX. TYPICAL TEXTS:

1. Gaskin, Shelly, and Alan Shapiro. *GO! with Microsoft Office 2016 Discipline Specific Projects*. 1st ed., Pearson Higher Education, 2017.
2. Gaskin, Shelley, and Nancy Graviett. *GO! with Microsoft Office 2016 Integrated Projects*. 1st ed., Pearson Higher Education, 2017.
3. Fruend, Steven, Mary Last, Philip Pratt, Susan Sebok, and Misty Vermaat. *Microsoft® Office 365 & Office 2016: Advanced*. 1st ed., Cengage Learning, 2017.

X. OTHER MATERIALS REQUIRED OF STUDENTS:

- A. Mobile storage device, e.g., flash drive, external hard drive, cloud storage
- B. Access to the World Wide Web with any major Web browser