

Las Positas College
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Course Outline for CIS 72B
SPREADSHEET INTEGRATION W/ WD PROC
Effective: Fall 2010

I. CATALOG DESCRIPTION:

CIS 72B — SPREADSHEET INTEGRATION W/ WD PROC — 1.00 units

Basic usage of spreadsheet software in document reporting and presentation. Integration of spreadsheets with Word, PowerPoint, and Access.

1.00 Units Lab

Strongly Recommended

CIS 50 - Intro to Computing Info Tech
and

CIS 88A - Introduction to Microsoft Word

Grading Methods:

Letter or P/NP

Discipline:

	<u>MIN</u>
Lab Hours:	54.00
Total Hours:	54.00

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
- B. CIS88A

IV. MEASURABLE OBJECTIVES:

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

- A. Create and edit basic word processing documents
- B. Define a spreadsheet;
- C. Recognize and use spreadsheet terminology;
- D. Perform spreadsheet operation such as editing, retrieving, saving and printing;
- E. Create formulas to perform basic mathematic calculations;
- F. Print worksheets;
- G. Embed and link data stored in an Excel worksheet into a Word document;
- H. Create a PowerPoint presentation
 - I. Embed and link data stored in an Excel worksheet into a PowerPoint presentation;
- J. Open an Access database and use queries to located desired data;
- K. Generate Access reports;
- L. Export data to Excel;
- M. Create an Excel chart based on data exported from Access.

V. CONTENT:

- A. Creating and editing documents in Microsoft Word
 - 1. Formatting text
 - 2. Creating columns
 - 3. Inserting graphics
- B. Entering data into an Excel worksheet
 - 1. Entering and formatting labels
 - 2. Entering and formatting values
 - 3. Creating formula
 - 4. Print a worksheet
- C. Creating presentations using PowerPoint
 - 1. Enter text
 - 2. Modify slide layouts

- 3. Add graphics
- D. Linking Excel data to:
 - 1. Word documents
 - 2. PowerPoint presentations
- E. Embedding Excel Data
 - 1. Word documents
 - 2. PowerPoint presentations
- F. Opening an Access database
 - 1. Entering and modifying records in a database
 - 2. Exporting data to Excel
 - 3. Creating a chart in Excel

VI. METHODS OF INSTRUCTION:

- A. Hands-on lab assignments
- B. Computer demonstrations

VII. TYPICAL ASSIGNMENTS:

A. Excel Project 1: Projected Budget for Fire Mountain Camp 1. Read Overview and Project Activities on page 52. 2. Complete the following hands-on sections: a. Enter and Enhance Labels b. Calculate Totals c. Ask "What if?" Questions d. Format and Print the Budget B. Integration Project 1: Status Report for Evergreen Wellness Clinic 1. Read Overview and Project Activities on page 198. 2. Complete the following hands-on sections: a. Format the Report in Word b. Compile Source Materials c. Add Excel and PowerPoint Objects d. Add a Report from Access

VIII. EVALUATION:

A. **Methods**

- 1. Lab Activities
- 2. Other:
 - a. Methods
 - 1. Completion of assignments showing ability to:
 - a. create properly formatted Word documents;
 - b. create properly formatted Excel worksheets;
 - c. create and properly format PowerPoint presentations;
 - d. enter, edit, find, and report data stored in an Access database; and
 - e. integrate Excel data into Word documents and PowerPoint presentations, and export Access data into Excel for analysis.

B. **Frequency**

- 1. Frequency
 - a. Weekly hands-on lab assignments

IX. TYPICAL TEXTS:

- 1. Cram, Carol *Microsoft Office 2007—Illustrated Projects*. 1st ed., Course Technology, 2008.
- 2. Blanc/ Vento *Performing with Projects for the Entrepreneur: Microsoft® Office 2007*. 1st ed., Course Technology, 2009.

X. OTHER MATERIALS REQUIRED OF STUDENTS:

- A. Portable storage media
- B. GoPrint card