

Las Positas College  
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## Course Outline for CIS 55

### INTEGRATING OFFICE APPLICATIONS

Effective: Spring 2017

#### I. CATALOG DESCRIPTION:

CIS 55 — INTEGRATING OFFICE APPLICATIONS — 4.00 units

Develop essential workplace application skills using current Microsoft Office including; Word, Excel, PowerPoint, Access, One Note, Outlook, cloud storage and cloud processing. Emphasis is to design, produce and integrate documents, worksheets, databases and professional presentations. The use of Object Linking and Embedding (OLE) to integrate, share, and collaborate data within and between applications,

3.00 Units Lecture 1.00 Units Lab

#### **Strongly Recommended**

CIS 50 - Intro to Computing Info Tech

#### **Grading Methods:**

Letter or P/NP

#### **Discipline:**

	<b>MIN</b>
<b>Lecture Hours:</b>	54.00
<b>Lab Hours:</b>	54.00
<b>Total Hours:</b>	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. CIS50

1. Solve common business problems using appropriate 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;

#### 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. Use cloud storage and processing to publish, share, collaborate
- 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. Manage data with Access
5. Create a presentation with PowerPoint
6. Integrate Office information
7. Use cloud storage and processing to publish, share, collaborate

##### B. Microsoft Word

1. Understand word processing software
2. Create new document and insert text
3. Insert and format graphics
4. Start, save, print a document

5. Change document and paragraph layout
6. Create and modify lists
7. Set and modify tab stops
8. Create, format tables
9. Create a custom Word template
10. Use the spelling and grammar checker, Thesaurus
11. Create a research paper with footnotes, citations, bibliography
12. Format a multi-column newsletter
13. Create mailing labels using Mail Merge
- C. Microsoft Excel
  1. Define spreadsheet software
  2. Create, save, navigate Excel workbook
  3. Construct formulas, functions
  4. Format cells
  5. Chart data
  6. Enter data by range
  7. Format and print a worksheet
  8. Create, sort, filter an Excel table
  9. Navigate a multi-worksheet workbook
  10. Chart, format data
  11. Use Goal Seek for What-if-Analysis
  12. Create, copy relative and absolute cell references
  13. Use conditional formatting
- D. Integrating Word and Excel
  1. Understand Integration
  2. Open multiple programs
  3. Copy Word data into Excel
- E. Microsoft Access
  1. Define database software
  2. Learn terminology
  3. Start Access and open a database
  4. View the database window
  5. Navigate, enter, edit records
  6. Preview and print a datasheet
  7. Plan, create, modify a database
  8. Sort, find, filter records
  9. Create and modify a query
  10. Plan, create a form
- F. Microsoft PowerPoint
  1. Define presentation software
  2. Plan an effective presentation
  3. Create, edit, save a presentation
  4. Create slides of different format
  5. Import text from Microsoft Word
  6. Customize the color scheme and background
  7. Insert, crop and scale a picture or clipart
  8. Use slide commands
  9. Set slide show timings and transitions
  10. 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
- H. One Note
- I. Outlook
- J. Cloud storage, processing

## 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
- B. **Frequency**

1. Weekly laboratory exercises
2. Term project
3. Quizzes
4. Midterm examination
5. Final examination

IX. TYPICAL TEXTS:

1. , Gaskin/Ferrett/Vargas/MaMarks. *GO! with Office 2016 Volume 1*. 1st ed., Pearson, 2016.
2. Cashman, Shelly. *Shelly Cashman Microsoft® Office 365 & Office 2016: Introductory*. 1st ed., Cengage, 2016.

X. OTHER MATERIALS REQUIRED OF STUDENTS:

- A. Current version of Microsoft Office
- B. Mobile storage device: USB drive, cloud storage
- C. Access to the World Wide Web with any major Web browser