CSIT 123: INTEGRATED OFFICE SOFTWARE

1. Course Information

Subject
CSIT - Computer Science/ Information Technology

Course Number
123

School
Science, Technology, Engineering, Mathematics

Course Title
Integrated Office Software

2. Hours

Semester Hours
3.00000

Lecture
3

Lab
0

Practicum
0

3. Catalog Description

For display in the online catalog
This course is designed to teach the skills necessary to design, produce and integrate documents, worksheets, databases and professional presentations. The course will emphasize a hands-on project-oriented approach to problem solving. Students will use the MS Office Suite on a personal computers in a Windows environment. Working knowledge of Microsoft Windows is suggested. Open lab time work is required.

4. Requisites

Prerequisites
NONE

Corequisites
NONE

5. Course Type

Course Fee Code
3

Course Type for Perkins Reporting
vocational (approved for Perkins funding)

6. Justification

Describe the need for this course
This is a required course in all AS and AAS Business Degrees. This is an elective in the Computer Science/Information Technology AAS Degree.

7. General Education

Will the college submit this course to the statewide General Education Coordinating Committee for approval as a course, which satisfies a general education requirement?
Yes

General Education Category
Technology

General Education Status
Approved

8. Consistency with the Vision and Mission Statements, the Academic Master Plan, and the strategic initiatives of the College

Please describe how this course is consistent with Ocean County College's current Vision Statement, Mission Statement, Academic Master Plan, and the strategic initiatives of the College:

	Add item
1	Demonstrating the college's commitment to offer comprehensive educational programs that develop intentional learners of all ages. (Mission Statement)
2	Seeking to ensure that students will thrive in an increasingly diverse and complex world. (Vision Statement)
3	Preparing students for successful transfer to other educational institutions and/or for entrance into the workforce. (Academic Master Plan)
4	Seeking to empower students through the mastery of intellectual and Practical Skills. (Academic Master Plan)
5	Challenging students to transfer information into knowledge and knowledge into action. (Academic Master Plan)

9. Related Courses at Other Institutions

Comparable Courses at NJ Community Colleges

Institution
Bergen CC

Course Title
Microsoft Office

Course Number
INF-114

Number of Credits
3

Comments
Marquis for Office 2016 Paradigm

Institution
Camden County College

Course Title
Personal Computer Applications

Course Number
CIS-101

Number of Credits
3

Comments
Microsoft Office 365: Office 2016 intro
9781305870017 Cengage

Institution

Mercer County CC

Course Title

Introduction to PC Business Applications

Course Number

CIS 112

Number of Credits

3

Institution

Middlesex County College

Course Title

Computer Applications and Systems

Course Number

CSC-105

Number of Credits

3

Transferability of Course

Georgian Court University

Course Code, Title, and Credits	Transfer Catagory	If non-transferable; select status
Ec, Elective Credit, 3 cr.	Elective	

Kean University

Course Code, Title, and Credits	Transfer Catagory	If non-transferable; select status
CPS1032, Microcomputer Applications, 3 cr.	Mathematics	

Monmouth University

Course Code, Title, and Credits	Transfer Catagory	If non-transferable; select status
IT100, Information Technology, 3 cr.	Technological Literacy	

Rowan University

Course Code, Title, and Credits	Transfer Catagory	If non-transferable; select status
INTR99088, General Education Course, 3 cr.	General Education Course	

Rutgers - New Brunswick, Mason Gross School of the Arts

Course Code, Title, and Credits	Transfer Catagory	If non-transferable; select status
EC01198110, Elective Credit, 3 cr.	Elective	

Stockton University

Course Code, Title, and Credits	Transfer Catagory	If non-transferable; select status
CSIS1180, Microcomputers and Applications, 3 cr.	Computer Science	

10. Course Learning Outcomes

Learning Outcomes

	Students who successfully complete this course will be able to:
CLO1	Describe and illustrate the hardware and software requirements for integrated office software.
CLO2	Recognize and use various Windows features (menus, title bars, dialog boxes, cascading menus, dragging and dropping, pop-up menus, icons, taskbar and tool bars.)
CLO3	Use Windows to save and retrieve files, maintain directories and use MS Office Suite application software.
CLO4	Describe file management, word processing, spreadsheet and charting concepts.
CLO5	Identify an application using database, graphics, word processing, spreadsheet and presentation software.
CLO6	Create and edit documents with appropriate use of fonts.
CLO7	Format documents with appropriate styles and themes to improve the appearance of a document.
CLO8	Import graphics and use tables in a document.
CLO9	Work with multiple documents to transfer data between documents.
CLO10	Automate work by use of templates.
CLO11	Produce a professional looking document project utilizing word processing techniques.
CLO12	Create, edit and format a workbook and worksheet.
CLO13	Use formulas, functions, and financial functions in a worksheet.
CLO14	Work with multiple worksheets.
CLO15	Select and use appropriate charts and graphs in a worksheet.
CLO16	Produce a professional looking spreadsheet project utilizing worksheet techniques.
CLO17	Integrate the document and spreadsheet projects.
CLO18	Manage shared data among applications.
CLO19	Describe the basic concept of relational database, and design simple database tables.
CLO20	Create, maintain, and query a database management system.
CLO21	Create and use database forms.
CLO22	Produce a database project utilizing the database techniques presented.
CLO23	Create a presentation containing text, graphics, database, and spreadsheet data.
CLO24	Use multi-media content, animation and transition for the presentation.
CLO25	Integrate word processing, spreadsheets and database into a presentation.
CLO26	Produce and present a professional slide show, utilizing graphs, clip art, charts and special features.

11. Topical Outline

(include as many themes/skills as needed)

	Major Themes/ Skills	**Assignments (Recommended but not limited to)**	**Assessments (Recommended but not limited to)**	**Course Learning Outcome(s)**
TO1	Introduction to Computers & Windows • Components of a Computer • Computer Software • Application Software Packages (Office Family) • Communications & Networks • Using Windows • Using Explorer • File, Disk Concepts and Maintenance • Microsoft Shortcut Bar • Using Windows Help	Hands-on operations with Windows environment. Create, move, search files and folders	Test	CLO1-CLO5

TO2	Word Processing • Creating and Editing a Document o Changing Fonts o Formatting a Document o Correcting Errors • Formatting Documents o Paragraph Formatting o Working with multiple open documents o Using the Thesaurus o Using Spelling and Grammar Checkers o Find and Replace • Improving Appearance of a Document o Adding Tables o Adding and Editing graphic objects • Creating Professional Documents o Using Mail Merge o Using Reference Tools o Using Templates	Create a complex Word document with provided materials according to given format and style	Hands-on in-class test	CLO6-CLO11
TO3	Excel Spreadsheets • Creating, Editing and Formatting a Worksheet o Autoformat o Custom Formats • Using Formulas o Hierarchy o Autosum • Using Functions o Statistical o Financial o Logical o Math • Creating Charts and Graphs o Types of Charts o Modifying a Chart • Working with Multiple Worksheets	Create a workbook with multiple worksheets including financial functions and graphs/charts Format a workbook with business style and quality	Hands-on in-class test	CLO12-CLO18
TO4	Access Database • Creating a Database o Fields o Keys o Wizards o Manual • Maintaining a Database o Changing Views o Editing Tables o Entering and Editing Data • Creating Forms o Wizards o Viewing Data o Editing Data • Querying a Database o Sorting o Selection Criteria o Using Functions • Creating Reports o Wizards o Printing • Managing Shared Data among Applications	Design a simple database with relational tables Create a database, perform data entry. Create forms, queries and reports using Access	Test or hands-on in-class test	CLO19-CLO22

TO5	PowerPoint Presentation • Creating a Presentation o Creating a Title Slide o Changing Text Style and Fonts o Creating Remaining Slides o Moving between Slides o Viewing the Presentation in Slide Sorter View o Correcting Errors o Using Online Help • Enhancing the Presentation o Adding Graphical Objects to a Slide o Adding Text to an Object o Using Graphs and Tables o Adding Special Effects o Running an Automatic Slide Show o Adding Sound to a Presentation	Produce a comprehensive presentation using all the PowerPoint features and make the presentation to class if possible.	Hands-on in-class test	CLO23-CLO26

12. Methods of Instruction

In the structuring of this course, what major methods of instruction will be utilized?
o Class lecture
o Discussion
o Demonstrations
o Labs and online
o Presentations

13. General Education Goals Addressed by this Course (this section is to fulfill state requirements)

Information

Communication-Written and Oral
Yes

Related Course Learning Outcome
CLO1-CLO26

Related Outline Component
TO1-TO5

Assessment of General Education Goal (Recommended but not limited to)
Hands-on in-class test

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_____

_____

Technological Competency
Yes

Related Course Learning Outcome
CLO1-CLO26

Related Outline Component
TO1-TO5

Assessment of General Education Goal (Recommended but not limited to)
Hands-on in-class test

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Independent/Critical Thinking
Yes

Related Course Learning Outcome
CLO11, CLO16, CLO19, CLO22, CLO26

Related Outline Component
TO1-TO5

Assessment of General Education Goal (Recommended but not limited to)
Hands-on in-class test

14. Needs

Instructional Materials (text etc.):
New Perspectives on Microsoft Office 2013. ISBN 978-1-285-16764-0

Technology Needs:
MS Windows 7/10; MS Office 2013

Human Resource Needs (Presently Employed vs. New Faculty):
Presently Employed

15. Grade Determinants

The final grade in the course will be the cumulative grade based on the following letter grades or their numerical equivalents for the course assignments and examinations

A: Excellent

B+: Very Good

B: Good

C+: Above Average

C: Average

D: Below Average

F: Failure

I: Incomplete

R: Audit

For more detailed information on the Ocean County College grading system, please see Policy #5154.

16. Board Approval

History of Board approval dates
Revised: December 1990; February 27, 1996; April 30, 1996; December 1998; May 4, 2004; Feb. 28, 2006; March 8, 2006
Board of Trustees Approval Date: December 11, 2006
Board of Trustees Approval Date: March 26, 2012
Board of Trustees Approval Date: February 25, 2013

Board of Trustees Approval Date: November 03, 2016