## CS 65.11A Course Outline as of Fall 2010

## **CATALOG INFORMATION**

Dept and Nbr: CS 65.11A Title: MS OFFICE SUITE, LEVEL 1

Full Title: Microsoft Office Suite, Level 1

Last Reviewed: 3/2/2009

Units		Course Hours per Week		Nbr of Weeks	<b>Course Hours Total</b>	
Maximum	1.50	Lecture Scheduled	1.00	17.5	Lecture Scheduled	17.50
Minimum	1.50	Lab Scheduled	0	8	Lab Scheduled	0
		Contact DHR	1.50		Contact DHR	26.25
		Contact Total	2.50		Contact Total	43.75
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 35.00 Total Student Learning Hours: 78.75

Title 5 Category: AA Degree Applicable

Grading: Grade or P/NP

Repeatability: 00 - Two Repeats if Grade was D, F, NC, or NP

Also Listed As:

Formerly: **BOT 73.10A** 

## **Catalog Description:**

Beginning course designed to provide an overview of Microsoft Word, Excel, Access, and PowerPoint programs. Emphasizes preparation of accurately formatted office documents.

# **Prerequisites/Corequisites:**

# **Recommended Preparation:**

Eligibility for ENGL 100 or ESL 100

## **Limits on Enrollment:**

## **Schedule of Classes Information:**

Description: Beginning course designed to provide an overview of Microsoft Word, Excel, Access, and PowerPoint programs. Emphasizes preparation of accurately formatted office

documents. (Grade or P/NP) Prerequisites/Corequisites:

Recommended: Eligibility for ENGL 100 or ESL 100 Limits on Enrollment:

**Transfer Credit:** 

Repeatability: Two Repeats if Grade was D, F, NC, or NP

# **ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:**

AS Degree: Area Effective: Inactive: CSU GE: Transfer Area Effective: Inactive:

**IGETC:** Transfer Area Effective: Inactive:

**CSU Transfer:** Effective: Inactive:

**UC Transfer:** Effective: Inactive:

CID:

## **Certificate/Major Applicable:**

Certificate Applicable Course

# **COURSE CONTENT**

# **Outcomes and Objectives:**

Upon completion of this course, students will be able to:

- 1. Explain the Word, Excel, PowerPoint, and Access windows and narrative dialogue boxes.
- 2. Create Word documents, Excel worksheets, PowerPoint presentations, and Access databases.
- 3. Modify, edit, enhance, and use text, formats, graphics, and Format Painter in all four programs.
- 4. Manage multiple Excel worksheets.
- 5. Using Excel, input data, create formulas, use absolute cell references, and create 3-D pie charts.
- 6. Using Access, compile data, design a database, and create reports.
- 7. Using Access, create queries, use compound criteria in queries, and join tables in queries.
- 8. In PowerPoint, create title and text slides with bullets, graphics, links and ClipArt.

# **Topics and Scope:**

- 1. Creating Documents with Microsoft Word
- 2. Formatting and Organizing Text
  - a. Changing document and paragraph layout
  - b. Creating and modifying lists
  - c. Creating a research paper
- 3. Creating a Worksheet and Charting Data
- 4. Managing Workbooks and Analyzing Data
  - a. Navigating a Workbook and renaming Worksheets
  - b. Entering dates, clearing contents and formats
  - c. Editing and formatting multiple Worksheets at the same time
  - d. Constructing formulas that refer to cells in another Worksheet
  - e. Formatting and printing multiple Worksheets in a Workbook
  - f. Designing a Worksheet for What-if Analysis
  - g. Creating a Line Chart and comparing data
- 5. Getting Started with Access Databases and Tables
  - a. Starting Access, creating and naming a folder, and creating a database from a new blank

#### database

- b. Adding records to a table
- c. Renaming the fields in a table in datasheet view
- d. Modify the design of a table
- e. Adding records to a second table
- f. Adjusting column widths and printing a table
- g. Using the Simple Query Wizard to create a query
- h. Creating and using a form
- i. Creating and printing a Report
- j. Creating a new database using a template
- k. Organizing database objects in the navigation pane
- 1. Creating a new table and changing its design
- m. Using the Access Help System
- 6. Sorting and Querying a Database
  - a. Opening and renaming an existing database while resolving security alerts
  - b. Creating table relationships and enforcing referential integrity
  - c. Sorting records in a table in ascending or descending order
  - d. Sorting records in a table on multiple fields
  - e. Creating a new select query in design view
  - f. Creating a new query from an existing query
  - g. Specifying criteria in a query
  - h. Creating a new table by importing an Excel worksheet
  - i. Specifying numeric criteria in a query
  - j. Using AND or OR criteria in a query
  - k. Creating a query based on more than one table
  - 1. Using Wildcards in a query
  - m. Using calculated fields in a query
  - n. Using group data and calculating statistics in a query
- 7. Getting Started with Microsoft PowerPoint
  - a. Open, view, and save a PowerPoint presentation
  - b. Edit a presentation
  - c. Format a presentation
  - d. Creating headers and footers and printing a presentation
  - e. Starting a new presentation and inserting slides from an existing presentation
  - f. Using Slide Sorter view
  - g. Selecting, moving and deleting slides
  - h. Adding pictures and Clip Art images to slides
  - i. Moving and sizing images
  - j. Accessing PowerPoint Help
- 8. Designing a PowerPoint Presentation
  - a. Formatting slide elements
  - b. Inserting and formatting pictures and shapes
  - c. Applying slide transitions to a Presentation
  - d. Reorganizing presentation text and clearing formats
  - e. Creating and formatting a SmartArt graphic

## **Assignment:**

- 1. Weekly completion of exercises and drills for all programs.
- 2. Submission of assignments to an online drop box.
- 3. Design a final project based on a chosen business problem, synthesizing and applying at least 15 features used in class.

- 4. Multiple choice quizzes or tests, taken only on-line.
- 5. Attendance and participation in classroom and/or online environment.
- 6. Read 15 to 20 pages per week.

## Methods of Evaluation/Basis of Grade:

**Writing:** Assessment tools that demonstrate writing skills and/or require students to select, organize and explain ideas in writing.

None, This is a degree applicable course but assessment tools based on writing are not included because problem solving assessments and skill demonstrations are more appropriate for this course.

Writing 0 - 0%

**Problem Solving:** Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

Homework problems

Problem solving 20 - 50%

**Skill Demonstrations:** All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

Software functions and formatting

Skill Demonstrations 40 - 50%

**Exams:** All forms of formal testing, other than skill performance exams.

Multiple choice, True/false, Matching items, Completion

Exams 10 - 20%

**Other:** Includes any assessment tools that do not logically fit into the above categories.

Attendance/participation

Other Category 0 - 10%

# **Representative Textbooks and Materials:**

GO! with Microsoft Office 2007 Introductory. Pearson/Prentice Hall: 2008