

**BOT 73.10B Course Outline as of Fall 2000****CATALOG INFORMATION**

Dept and Nbr: BOT 73.10B Title: MS OFFICE SUITE, LEVEL 2

Full Title: Microsoft Office Suite for the Office Professional, Level 2

Last Reviewed: 2/23/2009

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	1.50	Lecture Scheduled	1.00	17.5	Lecture Scheduled	17.50
Minimum	1.50	Lab Scheduled	1.50	4	Lab Scheduled	26.25
		Contact DHR	0		Contact DHR	0
		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:

**Catalog Description:**

Course designed to provide an overview of the integration of MS Word, Excel, Access & PowerPoint programs. Students must have knowledge of Word, Excel & Access before enrolling. Emphasizes preparation of accurately formatted office documents & integration of the MS Office Suite word processing, spreadsheet, database & presentation graphics programs. Formerly BOT 86.16A.

**Prerequisites/Corequisites:****Recommended Preparation:**

Course Completion of CS 65.11A ( or BOT 73.10A)

**Limits on Enrollment:****Schedule of Classes Information:**

Description: Course designed to provide an overview of the integration of MS Word, Excel, Access & Powerpoint programs. Students must have knowledge of Word, Excel & Access before enrolling. Emphasizes preparation of accurately formatted office documents & integration of the MS Office Suite. Formerly BOT 86.16A. (Grade or P/NP)

Prerequisites/Corequisites:

Recommended: Course Completion of CS 65.11A ( or BOT 73.10A)

Limits on Enrollment:

Transfer Credit: CSU;

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

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

<b>AS Degree:</b>	<b>Area</b>	Effective:	Inactive:
<b>CSU GE:</b>	<b>Transfer Area</b>	Effective:	Inactive:
<b>IGETC:</b>	<b>Transfer Area</b>	Effective:	Inactive:
<b>CSU Transfer:</b>	Transferable	Effective: Fall 2000	Inactive: Fall 2010
<b>UC Transfer:</b>		Effective:	Inactive:

**CID:**

**Certificate/Major Applicable:**

Certificate Applicable Course

## **COURSE CONTENT**

**Outcomes and Objectives:**

Student will:

1. Insert an Excel workbook into a Word document.
2. Use linking to automatically update an Excel workbook or chart in Word.
3. Insert text from Word into Excel.
4. Import data from Excel into Access.
5. Use linking to automatically update an Excel workbook in Access.
6. Import an Access table into a Word document.
7. Import an Access table into an Excel workbook.
8. Insert an Excel workbook into a PowerPoint presentation.
9. Insert a Word table into a PowerPoint presentation.
10. Download files from the Internet to insert into Word, Access, Excel, and PowerPoint.

**Topics and Scope:**

1. Insert an Excel file into a Word document.
  - A. Insert a workbook from Excel into a Word document and modify the contents.
2. Use linking to automatically update an Excel workbook or chart in Word
  - A. Link an Excel worksheet to a Word document
  - B. Edit the Excel worksheet to update the Word document
  - C. Embed an Excel worksheet using drag and drop
  - D. Edit embedded Excel worksheets
3. Insert text from Word into Excel

- A. Cut and paste a Word document into an Excel worksheet
- B. Edit an Excel worksheet containing the Word document
- 4. Import data from Excel into Access
  - A. Convert an Excel worksheet to an Access database
  - B. Use an Access table created from an Excel worksheet
- 5. Use linking to automatically update an Excel workbook into Access
  - A. Link an Excel worksheet to an Access database
  - B. Modify the Excel worksheet to update the Access database
  - C. Create Access queries on a database linked to Excel
- 6. Import Access table into a Word document
  - A. Insert a database from Access into Word and modify the contents
- 7. Import Access table into an Excel workbook
  - A. Insert a table from Access into Excel and modify the contents
- 8. Insert an Excel workbook into a PowerPoint presentation
- 9. Insert a Word table into a PowerPoint presentation
- 10. Download files from the Internet to insert into Word, Excel, and PowerPoint
  - A. Download graphics and insert into a Word file
  - B. Download stock quotations from the Internet and insert into an Excel workbook
  - C. Download graphics and insert into a PowerPoint presentation

**Assignment:**

Completion of exercises and drills.

**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 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, Quizzes, Exams

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 - 70%

**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:**

Using Microsoft Office 2000, QUE Publishing, 2000