

BOT 162.6 Course Outline as of Fall 2000**CATALOG INFORMATION**

Dept and Nbr: BOT 162.6 Title: INTEGRATING MS OFFICE
 Full Title: Integrating MS Office: Word, PowerPoint, Access, & Excel
 Last Reviewed: 4/24/2017

Units	Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	0.50	Lecture Scheduled	0.50	17.5	Lecture Scheduled 8.75
Minimum	0.50	Lab Scheduled	0	1	Lab Scheduled 0
		Contact DHR	0		Contact DHR 0
		Contact Total	0.50		Contact Total 8.75
		Non-contact DHR	0		Non-contact DHR 0

Total Out of Class Hours: 17.50

Total Student Learning Hours: 26.25

Title 5 Category: AA Degree Applicable
 Grading: P/NP Only
 Repeatability: 34 - 4 Enrollments Total
 Also Listed As:
 Formerly:

Catalog Description:

In integration of MS Office students will explore & customize the office Shortcut Bar, start an Office document, find & open an Office document, customize the Office Assistant, explore Command bars, use OfficeArt & WordArt, link & embed objects, create hyperlinks, use the Office Binder, and share data among all Office applications. (Formerly BOT 86.51).

Prerequisites/Corequisites:

Windows and two MS Office software applications.

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

Description: In integration of MS Office students will explore & customize the office Shortcut Bar, start an Office document, find & open an Office document, customize the Office Asst., explore Command bars, use OfficeArt & WordArt, link & embed objects, create hyperlinks, use the Office Binder, & share data among all Office applications. (P/NP Only)

Prerequisites/Corequisites: Windows and two MS Office software applications.

Recommended:

Limits on Enrollment:

Transfer Credit:

Repeatability: 4 Enrollments Total

ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:

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

IGETC:	Transfer Area	Effective:	Inactive:
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CSU Transfer:	Effective:	Inactive:
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UC Transfer:	Effective:	Inactive:
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CID:

Certificate/Major Applicable:

Not Certificate/Major Applicable

COURSE CONTENT

Outcomes and Objectives:

The student will be able to:

1. Customize the Office Shortcut bar
2. Use OfficeArt and WordArt to develop creative documents
3. Use the Office Binder to develop a complex document of continuous pages from multiple Office programs
4. Share data among MS Office programs (Excel, PowerPoint, Word, Access) by establishing links, embedding material, and creating hyperlinks

Topics and Scope:

1. Getting started with MS Office
 - A. Exploring and customizing the Office Shortcut bar
 - B. Starting, finding and opening Office documents
2. Using the Office Assistant
 - A. Customizing the Office Assistant
 - B. Closing the Office Assistant
3. Using the Command and Menu bars
 - A. Using the Command bars
 - B. Customizing the Menu bar
4. Using Office Art & WordArt
 - A. Using OfficeArt
 - B. Using WordArt
5. Using linking, embedding, and hyperlinks
 - A. Using linking & embedding
 - B. Using hyperlinks
6. Using the Office Binder

- A. Creating and saving binders
 - B. Using binder templates
 - C. Exploring binder options
7. Sharing data between Word & Excel
- A. Linking Excel worksheets & charts to Word documents
 - B. Creating Word tables from Excel worksheets
8. Sharing data between Word & Powerpoint
- A. Linking Word text to PowerPoint slides
 - B. Creating PowerPoint presentations from Word outlines
9. Sharing data between Excel & Powerpoint
- A. Linking Excel worksheets & charts to PowerPoint slides
 - B. PowerPoint slides
 - C. Linking PowerPoint slides to Excel worksheets
10. Sharing Access data with Excel & Word
- A. Sharing Access data with Excel
 - B. Sharing Access data with Word

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 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.

Application problems.

Problem solving
20 - 50%

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

Software functions.

Skill Demonstrations
10 - 70%

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

None

Exams
0 - 0%

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

Attendance, class participation, staying on task

Other Category
5 - 30%

Representative Textbooks and Materials:
Office, ComputerPrep, 1998.