CS 65.11A Course Outline as of Spring 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	Course Hours Total	
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: CSU;

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:	Transferable	Effective:	Fall 2000	Inactive:	Fall 2010
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
   l. 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
   l. 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