CS 65.11B Course Outline as of Spring 2010

CATALOG INFORMATION

Dept and Nbr: CS 65.11B Title: MS OFFICE SUITE, LEVEL 2
Full Title: Microsoft Office Suite, 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	0	4	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 73.10B

Catalog Description:
Course designed to provide an overview of the advanced features and the integration of Microsoft Word, Excel, Access, and PowerPoint programs. Emphasizes preparation of accurately formatted office documents and integration of the MS Office Suite word processing, worksheets, databases, and presentation graphics programs.

Prerequisites/Corequisites:
Course Completion or Current Enrollment in CS 65.11A (or BOT 73.10A)

Recommended Preparation:

Limits on Enrollment:

Schedule of Classes Information:
Description: Course designed to provide an overview of the advanced features and the integration of Microsoft Word, Excel, Access, and PowerPoint programs. Emphasizes preparation of accurately formatted office documents and integration of the MS Office Suite word processing, worksheets, databases, and presentation graphics programs. (Grade or P/NP)
Prerequisites/Corequisites: Course Completion or Current Enrollment in CS 65.11A (or BOT

73.10A)
Recommended:
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. Assemble graphics and tables in Word.
2. Create Word documents with multiple columns and special formats.
3. Organize and format Excel worksheets.
4. Produce queries in Access.
5. Prepare a PowerPoint presentation.
6. Integrate an Excel worksheet into a Word document.
7. Design links to automatically update an Excel workbook or chart in Word.
8. Integrate text from Word into Excel.
9. Import and assemble data from Excel into Access.
10. Design links to automatically update an Excel workbook in Access.
11. Import and assemble an Access table into a Word document.
12. Import and assemble an Excel worksheet into a PowerPoint presentation.
13. Integrate a Word table into a PowerPoint presentation.
14. Prepare files from the Internet for assembly to Word, Access, Excel, and PowerPoint.

Topics and Scope:

1. Using Graphics and Tables in Word
   a. Inserting and formatting graphics
   b. Setting tab stops and using Click and Type
   c. Inserting and modifying text boxes and shapes
   d. Creating and formatting a table
2. Special Document Formats, Columns, and Mail Merge in Word
   a. Using Collect and Paste to gather images and text
   b. Pasting information from the Clipboard Task Pane

c. Creating and formatting columns
d. Using special character and paragraph formatting
e. Creating mailing labels using Mail Merge
f. Creating a Web Page

3. Using Functions and Tables in Excel
   a. Using SUM, AVERAGE, MEDIAN, MIN, and MAX functions
   b. Using COUNTIF and IF functions
   c. Applying conditional formatting
   d. Using the NOW function
   e. Freezing and unfreezing frames
   f. Converting a table to a range of data
   g. Printing large worksheets
   h. Making financial decisions using financial functions and What-If analysis
4. Using Forms, Filters, and Reports in Access
   a. Creating forms to enter and display data in a database
   b. Modifying a form in Design View and in Layout View
   c. Filtering data by selection of one field
   d. Creating a report by using the Report Tool
   e. Keeping data together and printing a report
5. Enhancing a PowerPoint Presentation with Animation, Tables, and Charts
   a. Customizing slide backgrounds and Themes
   b. Animating a slide show
   c. Creating and modifying tables and charts
6. Using Access Data with Other Office Programs
   a. Exporting Access data to Excel
   b. Creating a formula for calculation in Excel
   c. Creating a chart in Excel
   d. Copying Access data to a Word document
   e. Copying Excel data to a Word document
   f. Adding an Excel chart to a PowerPoint presentation
7. Using Tables in Word and Excel
   a. Starting Word and planning the table
   b. Entering data and formatting a table in Word
   c. Creating a table in Word from Excel data
   d. Creating an Excel worksheet from a Word table
8. Using Excel as a Data Source in a Mail Merge
   a. Preparing a Mail Merge document for mailing labels
   b. Selecting the data source for the mailing labels from an Excel worksheet
   c. Producing and saving the merged mailing labels
9. Linking Data in Office Documents
   a. Inserting and linking an Excel object in Word
   b. Revising a linked Excel worksheet and updating the links in Word
   c. Opening a Word document that includes a linked object and uploading the links
10. Creating PowerPoint Presentation Content from Office Documents
   a. Inserting a Word outline into PowerPoint
   b. Importing Excel data into a chart in PowerPoint
   c. Inserting a hyperlink into a PowerPoint slide

Assignment:

1. Completion of exercises and drills.
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, completed on-line.
5. Attendance and participation in classroom and/or online environment.
6. Reading 30 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 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; final project	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 5 - 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