

CS 165.31 Course Outline as of Fall 2017**CATALOG INFORMATION**

Dept and Nbr: CS 165.31 Title: MS OFFICE INTEGRATION

Full Title: Microsoft Office Integration

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	2	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: 00 - Two Repeats if Grade was D, F, NC, or NP

Also Listed As:

Formerly: BOT 162.6

Catalog Description:

Students will customize options and integrate Microsoft Office applications, start Office documents, find and open Office documents, explore Command bars, use OfficeArt and WordArt, link and embed objects, create hyperlinks, insert Word tables into Excel and PowerPoint, insert Excel charts into Word and PowerPoint, and share data among Office applications.

Prerequisites/Corequisites:**Recommended Preparation:**

Course completion of CS 5 OR Course completion of CS 60.11A and CS 61.11A and CS 62.11A

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

Description: Students will customize options and integrate Microsoft Office applications, start Office documents, find and open Office documents, explore Command bars, use OfficeArt and WordArt, link and embed objects, create hyperlinks, insert Word tables into Excel and PowerPoint, insert Excel charts into Word and PowerPoint, and share data among Office

applications. (P/NP Only)

Prerequisites/Corequisites:

Recommended: Course completion of CS 5 OR Course completion of CS 60.11A and CS 61.11A and CS 62.11A

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:
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CSU Transfer:	Effective:	Inactive:
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UC Transfer:	Effective:	Inactive:
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CID:

Certificate/Major Applicable:

Both Certificate and Major Applicable

Approval and Dates

Version:	05	Course Created/Approved:	2/28/2000
Version Created:	2/21/2017	Course Last Modified:	12/1/2021
Submitter:	Dave Harden	Course last full review:	4/24/2017
Version Status:	Approved (Changed Course)	Prereq Created/Approved:	4/24/2017
Version Status Date:	4/24/2017	Semester Last Taught:	Fall 2020
Version Term Effective:	Fall 2017	Term Inactive:	Fall 2022

COURSE CONTENT

Student Learning Outcomes:

At the conclusion of this course, the student should be able to:

1. Share data between programs to increase efficiency and reduce errors.
2. Compare benefits of linking and embedding data elements.
3. Apply Excel charts to Word and PowerPoint files without re-entering data.

Objectives:

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

1. Create Word tables to link as embedded objects in Excel and PowerPoint.
2. Use OfficeArt and WordArt to develop creative documents.
3. Create Excel charts to link as embedded in Word and PowerPoint.
4. Share data among Microsoft Office programs (Excel, PowerPoint, Word) by establishing links, embedding material, and creating hyperlinks.

Topics and Scope:

- I. Getting started with Microsoft Office
 - A. Using the ribbon
 - B. Starting, finding and opening Office documents
- II. Using the Command and Menu bars
 - A. Using the Command bars
 - B. Customizing the Menu bar
 - C. Formatting tool tips
- III. Using OfficeArt, WordArt, and Drawing
 - A. Using WordArt and OfficeArt
 - B. Use drawing tools and Paint
 - C. Establishing Themes among Word, Excel, and PowerPoint
- IV. Using linking, embedding, and hyperlinks
 - A. Using linking and embedding among Word, Excel, and PowerPoint
 - B. Formatting hyperlinks in text and images
 - C. Adding screen tips
- V. Internet Explorer
 - A. Integrate Word and Excel in web pages
 - B. Create and format web pages
- VI. Sharing data between Word and Excel
 - A. Linking Excel worksheets and charts to Word documents
 - B. Creating Word tables from Excel worksheets
- VII. Sharing data between Word and Powerpoint
 - A. Linking Word text to PowerPoint slides
 - B. Creating PowerPoint presentations from Word outlines
- VIII. Sharing data between Excel and Powerpoint
 - A. Linking Excel worksheets and charts to PowerPoint slides
 - B. PowerPoint slides
 - C. Linking PowerPoint slides to Excel worksheets

Assignment:

1. Completion of exercises and drills
2. Completion of quizzes (1 - 2)
3. Completion of project to show integration of applications
4. Participation in class discussions

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.

Integration project	Problem solving 20 - 50%
Skill Demonstrations: All skill-based and physical demonstrations used for assessment purposes including skill performance exams.	
Exercises and drills	Skill Demonstrations 10 - 60%
Exams: All forms of formal testing, other than skill performance exams.	
Completion of quizzes	Exams 10 - 30%
Other: Includes any assessment tools that do not logically fit into the above categories.	
Attendance, class participation	Other Category 5 - 30%

Representative Textbooks and Materials:
 Instructor prepared materials

OTHER REQUIRED ELEMENTS

STUDENT PREPARATION

Matric Assessment Required:	X	Exempt From Assessment
Prerequisites-generate description:	NP	No Prerequisite
Advisories-generate description:	U	User-Generated Text
Prereq-provisional:	N	NO
Prereq/coreq-registration check:	N	No Prerequisite Rules Exist
Requires instructor signature:	N	Instructor's Signature Not Required

BASIC INFORMATION, HOURS/UNITS & REPEATABILITY

Method of instruction:	02	Lecture
	72	Internet-Based, Delayed Interaction
	71	Internet-Based, Simultaneous Interaction
Area department:	CS	Computer Studies
Division:	72	Arts & Humanities
Special topic course:	N	Not a Special Topic Course
Program status:	1	Both Certificate and Major Applicable
Repeatability:	00	Two Repeats if Grade was D, F, NC, or NP
Repeat group id:		

SCHEDULING

Audit allowed:	N	Not Auditable
Open entry/exit:	N	Not Open Entry/Open Exit
Credit by exam:	N	Credit by examination not allowed
Budget code: Program:	0000	Unrestricted
Budget code: Activity:	0701	Computer & Information Science

OTHER CODES

Discipline:	Office Technologies	
Basic skills:	N	Not a Basic Skills Course
Level below transfer:	Y	Not Applicable
CVU/CVC status:	Y	Distance Ed, Not CVU/CVC Developed
Distance Ed Approved:	Y	Exclusively online or other technology based instruction
Emergency Distance Ed Approved:	N	None
Credit for Prior Learning:	N	Agency Exam
	N	CBE
	N	Industry Credentials
	N	Portfolio
Non-credit category:	Y	Not Applicable, Credit Course
Classification:	Y	Career-Technical Education
SAM classification:	C	Clearly Occupational
TOP code:	0514.00	Office Technology/Office Computer Applic
Work-based learning:	N	Does Not Include Work-Based Learning
DSPS course:	N	Not a DSPS Course
In-service:	N	Not an in-Service Course