

**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, &amp; 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:**

<b>AS Degree:</b>	<b>Area</b>	<b>Effective:</b>	<b>Inactive:</b>
<b>CSU GE:</b>	<b>Transfer Area</b>	<b>Effective:</b>	<b>Inactive:</b>
<b>IGETC:</b>	<b>Transfer Area</b>	<b>Effective:</b>	<b>Inactive:</b>
<b>CSU Transfer:</b>		<b>Effective:</b>	<b>Inactive:</b>
<b>UC Transfer:</b>		<b>Effective:</b>	<b>Inactive:</b>

**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.