

**CS 165.31 Course Outline as of Fall 2009****CATALOG INFORMATION**

Dept and Nbr: CS 165.31      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	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 all Office applications.

**Prerequisites/Corequisites:****Recommended Preparation:**

Course Completion of CS 160.11A (formerly BOT 162.1A) and CS 161.11A (formerly BOT 162.3A) and CS 163.11A (formerly BOT 162.4A) and CS 162.11A (formerly BOT 162.5A)

**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 all Office applications. (P/NP Only)

Prerequisites/Corequisites:

Recommended: Course Completion of CS 160.11A (formerly BOT 162.1A) and CS 161.11A (formerly BOT 162.3A) and CS 163.11A (formerly BOT 162.4A) and CS 162.11A (formerly BOT 162.5A)

Limits on Enrollment:

Transfer Credit:

Repeatability: Two Repeats if Grade was D, F, NC, or NP

## **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>
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<b>CSU Transfer:</b>	<b>Effective:</b>	<b>Inactive:</b>
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<b>UC Transfer:</b>	<b>Effective:</b>	<b>Inactive:</b>
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**CID:**

**Certificate/Major Applicable:**

Both Certificate and Major Applicable

## **COURSE CONTENT**

### **Outcomes and 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, Access) by establishing links, embedding material, and creating hyperlinks.

### **Topics and Scope:**

1. Getting started with Microsoft Office
  - A. Using the ribbon
  - B. Starting, finding and opening Office documents
2. Using the Command and Menu bars
  - A. Using the Command bars
  - B. Customizing the Menu bar
  - C. Formatting tool tips
3. Using Office Art, WordArt, and Drawing
  - A. Using WordArt and OfficeArt
  - B. Use drawing tools and Paint
  - C. Establishing Themes among Word, Excel, Access, and PowerPoint
4. Using linking, embedding, and hyperlinks

- A. Using linking and embedding among Word, Excel, Access, and PowerPoint
- B. Formatting hyperlinks in text and images
- C. Adding screen tips
- 5. Internet Explorer
  - A. Integrate Word and Excel in web pages
  - B. Create and format web pages
- 6. Sharing data between Word and Excel
  - A. Linking Excel worksheets and charts to Word documents
  - B. Creating Word tables from Excel worksheets
- 7. Sharing data between Word and Powerpoint
  - A. Linking Word text to PowerPoint slides
  - B. Creating PowerPoint presentations from Word outlines
- 8. 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
- 9. Sharing Access data with Excel and Word
  - A. Sharing Access data with Excel
  - B. Sharing Access data with Word

### Assignment:

Completion of exercises and drills.

Completion of quizzes.

Completion of project to show integration of applications.

### 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 - 60%

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

Objective exams (multiple choice, true-false).

Exams  
10 - 30%

**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:**

Instructor prepared materials