**CS 65.11 Course Outline as of Fall 2019**

# CATALOG INFORMATION

Dept and Nbr: CS 65.11 Title: MICROSOFT OFFICE
Full Title: Microsoft Office
Last Reviewed: 9/10/2018

| Units | | Course Hours per Week | | Nbr of Weeks | Course Hours Total | |
|---|---|---|---|---|---|---|
| Maximum | 3.00 | Lecture Scheduled | 3.00 | 17.5 | Lecture Scheduled | 52.50 |
| Minimum | 3.00 | Lab Scheduled | 0 | 4 | Lab Scheduled | 0 |
| | | Contact DHR | 0 | | Contact DHR | 0 |
| | | Contact Total | 3.00 | | Contact Total | 52.50 |
| | | Non-contact DHR | 0 | | Non-contact DHR | 0 |

Total Out of Class Hours: 105.00 Total Student Learning Hours: 157.50

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|---|---|
| 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: | CIS 74.11 |

**Catalog Description:**
An introductory course using programs contained in the Microsoft Office Suite. Using Word, students will create and format documents including inserting graphics and mail merging. Using Access, students will create databases and manipulate data with queries and display data with forms and reports. Using Excel, students will create spreadsheets with basic formulas and functions and prepare charts to display the spreadsheet data. Using PowerPoint, basic presentations will be made. Students will also exchange data between programs.

**Prerequisites/Corequisites:**

**Recommended Preparation:**
Eligibility for ENGL 100 or ESL 100; AND Course Completion of CS 5

**Limits on Enrollment:**

**Schedule of Classes Information:**
Description: An introductory course using programs contained in the Microsoft Office Suite. Using Word, students will create and format documents including inserting graphics and mail merging. Using Access, students will create databases and manipulate data with queries and

display data with forms and reports. Using Excel, students will create spreadsheets with basic formulas and functions and prepare charts to display the spreadsheet data. Using PowerPoint, basic presentations will be made. Students will also exchange data between programs. (Grade or P/NP)
Prerequisites/Corequisites:
Recommended: Eligibility for ENGL 100 or ESL 100; AND Course Completion of CS 5
Limits on Enrollment:
Transfer Credit: CSU;
Repeatability: Two Repeats if Grade was D, F, NC, or NP

## ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:

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|---|---|---|---|---|---|
| **AS Degree:** | **Area** | | | Effective: | Inactive: |
| **CSU GE:** | **Transfer Area** | | | Effective: | Inactive: |
| **IGETC:** | **Transfer Area** | | | Effective: | Inactive: |
| **CSU Transfer:** | Transferable | Effective: | Fall 1995 | Inactive: | Fall 2022 |
| **UC Transfer:** | | Effective: | | Inactive: | |

**CID:**

**Certificate/Major Applicable:**
Both Certificate and Major Applicable

## COURSE CONTENT

**Student Learning Outcomes:**
At the conclusion of this course, the student should be able to:
1. Create, edit, format and print moderately complex Word documents.
2. Use Excel to solve moderately complex problems including the effective use of formulas and functions.
3. Design a database, manipulate the data using simple queries, and display data by designing simple forms and reports.
4. Create and display a PowerPoint presentation.

**Objectives:**
Upon completion of the course students will be able to:
1. Create, edit, format, and print simple documents in Microsoft Word.
2. Create, edit, format, and use formulas and functions to create spreadsheets in Microsoft Excel.
3. Use the charting capabilities of Excel to display spreadsheet data.
4. Create a database with the appropriate tables and data types.
5. Use simple queries to extract useful information from the database.
6. Use the Wizard to create simple reports.
7. Design and create forms.
8. Create presentations with text and graphic objects using Microsoft PowerPoint.
9. Share documents and information between Office programs.
10. Choose the appropriate type of software to accomplish a given task.

**Topics and Scope:**

I. Common Elements between Programs in Office
- A. Office button
- B. Ribbon
- C. Tabs
- D. Groups
- E. Wizards
- F. Templates

II. Word Processing in Word
- A. Creating a simple document
- B. Spell check
- C. Formatting
  1. Character
  2. Paragraph
  3. Document
- D. Printing
- E. Tables
- F. Inserting clip art and other graphics
- G. Styles
- H. Find and Replace
- I. Mailings
- J. Headers and Footers

III. Spreadsheets with Excel
- A. User interface with Excel
- B. Rows/Columns/Cells/Cell Contents
- C. Entering - Values/Text/Formulas
- D. Editing
- E. Formatting
- F. Using formulas
  1. Order of precedence
  2. Functions
  3. Absolute references
- G. Charts

IV. Database with Access
- A. Organization of database structure
- B. Creating and editing a simple database
- C. Querying a database
- D. Creating reports

V. Presentations with PowerPoint
- A. Creating presentations
- B. Entering and formatting text
- C. Creating and running slide shows

VI. Sharing Data between Office Programs
- A. OLE [Object Linking and Embedding]
- B. Clipboard
- C. Integrated applications
  1. Embedding an Excel worksheet in a Word document
  2. Linking an Access database file to a Word document
  3. Integrating Word, Excel, Access and PowerPoint in a common document

**Assignment:**

1. Weekly computer problem-solving assignments
2. Quizzes (2-6)
3. Final exam, written and practical component of final exam
4. Reading (20-40 pages per week)
5. Projects reflecting the various 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.

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| 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<br>0 - 0% |

**Problem Solving:** Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

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| Computer problem solving assignments | Problem solving<br>25 - 50% |

**Skill Demonstrations:** All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

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| Projects and practical component of final exam | Skill Demonstrations<br>15 - 25% |

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

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| Quizzes and Exam: Multiple choice, true/false, completion | Exams<br>25 - 50% |

**Other:** Includes any assessment tools that do not logically fit into the above categories.

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| Attendance and participation | Other Category<br>0 - 10% |

**Representative Textbooks and Materials:**
Illustrated Microsoft Office 365 & Office 2016: Introductory, Loose-leaf Version (Illustrated Series). Beskeen, David and Cram, Carol and Duffy, Jennifer. Cengage L. 2016