

CATALOG INFORMATION

Dept and Nbr: CIS 74.11

Title: MS 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	2.00	17.5	Lecture Scheduled	35.00
Minimum	3.00	Lab Scheduled	0	8	Lab Scheduled	0
		Contact DHR	3.50		Contact DHR	61.25
		Contact Total	5.50		Contact Total	96.25
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 70.00

Total Student Learning Hours: 166.25

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 82.22

**Catalog Description:**  
An overview of the integrated program Microsoft Office for beginners, including Microsoft Word, Excel, Access and PowerPoint. Students will be introduced to word processing, spreadsheet, database and presentation software. Information will be included on exchanging data between programs. This course is taught using Windows and Mac operating system platforms.

**Prerequisites/Corequisites:**  
Course Completion of CS 105A ( or CIS 105A or CIS 81.5A or BDP 81.5A) OR Course Completion of CS 5 ( or CIS 5 or BDP 5 or BDP 51) OR Completion of CS 101A or higher (CIS1)

**Recommended Preparation:**  
Eligibility for ENGL 100 or ESL 100

**Limits on Enrollment:**

**Schedule of Classes Information:**  
Description: An overview of the integrated program Microsoft Office for beginners, including Microsoft Word, Excel, Access and PowerPoint. Students will be introduced to word-processing,

spreadsheet, database and presentation software. Information will be included on exchanging data between programs. This course is taught using Windows and Mac operating system platforms. (Grade or P/NP)

Prerequisites/Corequisites: Course Completion of CS 105A ( or CIS 105A or CIS 81.5A or BDP 81.5A) OR Course Completion of CS 5 ( or CIS 5 or BDP 5 or BDP 51) OR Completion of CS 101A or higher (CIS1)

Recommended: Eligibility for ENGL 100 or ESL 100

Limits on Enrollment:

Transfer Credit: CSU;

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

## **ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:**

<b>AS Degree:</b>	<b>Area</b>	Effective:	Inactive:
<b>CSU GE:</b>	<b>Transfer Area</b>	Effective:	Inactive:
<b>IGETC:</b>	<b>Transfer Area</b>	Effective:	Inactive:
<b>CSU Transfer:</b>	Transferable	Effective: Fall 1995	Inactive: Fall 2022
<b>UC Transfer:</b>		Effective:	Inactive:

**CID:**

**Certificate/Major Applicable:**

Certificate Applicable Course

## **COURSE CONTENT**

### **Outcomes and Objectives:**

Students will:

1. Create, edit, and format simple documents in Microsoft Word
2. Create, edit, format and use formulas to create spreadsheets in Microsoft Excel
3. Create and Query a simple database using MS Access
4. Create presentations with text and graphic objects using Microsoft PowerPoint
5. Share documents and information between Office programs

### **Topics and Scope:**

- A. Common elements between programs in Office
  1. Screen contents
  2. Toolbars and menus
  3. Wizards and templates
- B. Word processing in Word
  1. Creating a simple document
  2. Correcting text and spell checking
  3. Formatting a document
  4. Tables
- C. Spreadsheets with Excel

1. Creating simple spreadsheet
  2. Editing and formatting techniques
  3. Applying formulas
  4. Creating charts
- D. Database with Access
1. Organization of database structure
  2. Creating and editing a simple database
  3. Querying a database
  4. Creating reports
- E. Presentations with PowerPoint
1. Creating presentations
  2. Entering and formatting text
  3. Creating and running slide shows
- F. Sharing data between Office programs
1. OLE
  2. Clipboard
  3. Integrated applications
    - a. Embedding an Excel worksheet in a Word document
    - b. Linking an Access database file to a Word document
    - c. Integrating Word, Excel, Access & PowerPoint in an Office Binder

### Assignment:

### 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.

Lab reports, Quizzes, Exams, Lab checklists & excercises

Problem solving  
25 - 50%

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

Projects

Skill Demonstrations  
15 - 25%

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

Multiple choice, True/false, Completion

Exams  
15 - 25%

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

Printed work set to specifications.

Other Category  
15 - 25%

**Representative Textbooks and Materials:**

"Microsoft Office 97 Professional", by Hutchinson & Coulthard - Irwin/McGraw-Hill 1997