

**SAN DIEGO COMMUNITY COLLEGE DISTRICT
CITY, MESA, AND MIRAMAR COLLEGES
ASSOCIATE DEGREE COURSE OUTLINE**

SECTION I**SUBJECT AREA AND COURSE NUMBER:** Computer Business Technology 180**COURSE TITLE:** Microsoft Office**Units: 3**
Grade Only**CATALOG COURSE DESCRIPTION:**

This course is designed for students interested in learning a business software suite. This course covers the Microsoft Office Professional suite, which is an integrated collection of software applications (word processing, spreadsheet, database, and presentations) that share data and work in a similar and consistent manner. This course will also provide instruction on how to seamlessly integrate data within and between the programs in an efficient manner.

REQUISITES:**Advisory:**

ENGL 049 with a grade of "C" or better, or equivalent or Assessment Skill Level W5
&
ENGL 048 with a grade of "C" or better, or equivalent or Assessment Skill Level R5
&
CBTE 103 with a grade of "C" or better, or equivalent
&
CBTE 112 with a grade of "C" or better, or equivalent
&
CBTE 161 with a grade of "C" or better, or equivalent

FIELD TRIP REQUIREMENTS: May be required**TRANSFER APPLICABILITY:** Associate Degree Credit & transfer to CSU and/or private colleges and universities**TOTAL LECTURE HOURS:** 32 - 36**TOTAL LAB HOURS:** 48 - 54**STUDENT LEARNING OBJECTIVES:**

Upon successful completion of the course the student will be able to:

1. Create, save, edit, format, retrieve, and print documents in each of the software application packages (Word, Excel, Access, and PowerPoint).
2. Construct tables and web pages in Word.
3. Insert and modify headers and footers, graphics, and hyperlinks in Word documents.
4. Prepare labels and envelopes in Word.
5. Perform calculations in spreadsheets through the use of formulas and functions in Excel.
6. Link related Excel worksheets using 3-D references.
7. Create charts and web pages based on worksheets developed in Excel.

8. Modify existing databases in Access.
9. Create tables, forms, reports, and web pages based on existing databases in Access.
10. Extract records from Access databases using queries and criteria statements and perform calculations in a query.
11. Add transitions, sounds, builds, and graphics to PowerPoint presentations.
12. Modify existing PowerPoint presentations.
13. Publish a PowerPoint presentation to the Web.
14. Integrate Word, Excel, Access, and PowerPoint documents to accomplish tasks in the most efficient manner.

SECTION II

1. COURSE OUTLINE AND SCOPE:

A. Outline Of Topics:

The following topics are included in the framework of the course but are not intended as limits on content. The order of presentation and relative emphasis will vary with each instructor.

I. MICROSOFT WORD

- A. Creating, Editing, Saving, and Printing Word Documents
 1. Opening and exiting Microsoft Word and Windows
 2. Opening and closing an existing Word document
 3. Creating, saving, and printing a Word document
 4. Displaying and moving toolbars
 5. Expanding drop-down menus
 6. Changing the view and previewing the document
 7. Selecting text
 8. Using the Undo and Redo buttons
- B. Formatting Text and Using Help
 1. Formatting characters
 2. Changing fonts
 3. Formatting with Format Painter
 4. Indenting text in paragraphs
 5. Inserting symbols
 6. Changing line spacing
 7. Creating bulleted and numbered lists
 8. Applying borders and shading
 9. Using Help and Office Assistant
- C. Enhancing the Visual Display and Clarity of Documents
 1. Manipulating tabs
 2. Preparing multi-paged documents
 3. Vertically aligning text
 4. Using the Click and Type feature
 5. Inserting the date and time
 6. Highlighting text
 7. Creating newspaper columns
 8. Checking the spelling and grammar of a document
 9. Customizing AutoCorrect
 10. Using the Thesaurus
- D. Working with Multiple Document
 1. Maintaining documents
 2. Working with blocks of text
 3. Inserting one document into another
 4. Cutting and pasting text between windows
 5. Creating and printing envelopes and labels
 6. Changing paper size and orientation
- E. Formatting Documents
 1. Creating sections
 2. Working with headers and footers

3. Inserting page numbering in a document
 4. Finding and replacing text
 5. Using templates
 6. Formatting with predesigned styles
 7. Creating an outline
 8. Inserting WordArt and graphics
- F. Creating and Formatting Tables
1. Creating a table using the Tables and Borders toolbar or the drop-down menu
 2. Entering text in cells
 3. Selecting cells
 4. Deleting a table
 5. Formatting a table with menu or button options as well as AutoFormat
 6. Performing calculations
- G. Integrated Topics
1. Sending a Word document by e-mail
 2. Creating a web page from a Word document
- ## II. MICROSOFT EXCEL
- A. Preparing and Formatting an Excel Worksheet
1. Opening and exiting Microsoft Excel and Windows
 2. Opening and closing an Excel workbook
 3. Creating, saving, and printing an Excel workbook
 4. Planning a workbook and/or worksheet
 5. Using drop-down menus
 6. Entering labels and values
 7. Selecting cells
 8. Previewing a worksheet
 9. Changing column width and row height
 10. Formatting data in cells with drop-down menu or buttons on Formatting toolbar
 11. Formatting cells
 12. Using Help and Office Assistant
- B. Maintaining and Enhancing a Worksheet
1. Inserting/Deleting rows and columns
 2. Formatting a worksheet page (i.e. alignment, shading, borders)
 3. Customizing print jobs
 4. Completing a spelling check
 5. Finding and replacing data in a worksheet
 6. Sorting data
 7. Setting page setup options
 8. Adding graphics to a worksheet
- C. Moving Data Within and Between Worksheets and Workbooks
1. Moving, copying, and pasting cells
 2. Creating a workbook with multiple worksheets
 3. Working with multiple windows
 4. Moving, copying, and pasting data between workbooks
 5. Copying and pasting a worksheet between programs
 6. Formatting with Format Painter
 7. Formatting with Styles
 8. Creating links between cells in worksheets
 9. Grouping and ungrouping worksheets
 10. Using Excel templates
- D. Inserting Formulas in a Worksheet
1. Using the AutoSum button
 2. Writing formulas with mathematical operators
 3. Using absolute and mixed cell references in formulas
 4. Inserting a formula with the Paste function button
 5. Writing formulas with functions
 6. Working with ranges
- E. Creating a Chart in Excel
1. Creating a chart
 2. Deleting a chart

3. Sizing and moving a chart
4. Changing the chart type
5. Changing data in cells
6. Changing the data series
7. Adding chart elements
8. Formatting chart elements
9. Creating links between worksheets and charts

F. Integrated Topics

1. Sending a workbook by e-mail
2. Linking an Excel chart to a Word document
3. Publishing a workbook as a web page
4. Merging Excel data with a Word document to create mailing labels
5. Copying Word data into an Excel worksheet
6. Creating a dynamic link from Excel to Word

III. MICROSOFT ACCESS

A. Creating a Database Table

1. Opening and exiting Microsoft Access and Windows
2. Opening and closing an existing Access file
3. Creating and saving an Access file
4. Organizing data in a database table (naming fields and determining data type)
5. Entering data in a table
6. Modifying and maintaining a database table
7. Creating a database with a Wizard or in the Design view
8. Updating multiple records in a table using Replace
9. Printing a database table

B. Creating Relationships Between Database Tables

1. Creating relationships among tables
2. Displaying related records in a subdatasheet
3. Creating and modifying relationships

C. Performing Queries and Filtering Records

1. Performing queries (i.e. criteria wildcards, AND and OR conditions, functions)
2. Filtering data

D. Creating Forms and Reports

1. Creating a form with a Wizard or in the Design view
2. Adding controls to a form
3. Modifying a forms control
4. Creating a report with a Wizard or in the Design view
5. Adding sorting or grouping levels to a report
6. Adding a calculated control to a report

E. Integrated Topics

1. Creating a database table by importing data from Excel
2. Exporting data from a database table to an Excel workbook
3. Merging data from an Access file with a Word document
4. Creating a data access page

IV. MICROSOFT POWERPOINT

A. Preparing a PowerPoint presentation

1. Opening and exiting Microsoft PowerPoint and Windows
2. Opening and closing an existing PowerPoint presentation
3. Planning a presentation
4. Planning a presentation with the AutoContent wizard
5. Creating, saving, and printing a PowerPoint presentation
6. Viewing a presentation
7. Running a slide show
8. Preparing a presentation in Outline view
9. Managing files in PowerPoint

B. Editing and Formatting a PowerPoint Presentation

1. Applying slide layouts and slide backgrounds
2. Editing slides
3. Formatting a presentation
4. Adding speaker notes

5. Creating summary slides
- C. Adding Animation to Presentations
 1. Adding animation effects to a presentation
 2. Inserting Clip Art in a presentation
 3. Inserting transitions in a slide presentation
 4. Creating hyperlinks in a presentation
 5. Adding art, music and/or videos to the slide presentation
- D. Integrated Topics
 1. Sending a PowerPoint presentation via e-mail
 2. Inserting a Word outline into a PowerPoint presentation
 3. Embedding a Word table into a PowerPoint presentation
 4. Embedding an Excel chart into a PowerPoint presentation
 5. Publishing a presentation to the Web
 6. Saving a PowerPoint presentation as a graphic and then adding it to a Word document
 7. Creating a Word document from a PowerPoint presentation outline
 8. Linking data from an Excel worksheet to a PowerPoint presentation
 9. Creating an organizational chart in Word and importing it into a PowerPoint presentation

B. Appropriate Outside Assignments:

Outside assignments may include, but are not limited to, the following:

- I. 1. Use the World Wide Web to gather statistics such as population of countries, enrollment at specific colleges and within major areas of study, or salary survey results for various job titles; then create spreadsheets and charts illustrating the data.
- II. 2. Download clip art or photographs from the Internet and add them to your graphics library.
- III. 3. Create a database of course offerings in the History Department at a local college including course numbers, course titles, instructors, class times, class size, etc.
- IV. 4. Develop a portfolio of sample business documents created using the software packages in Microsoft Office.
- V. Distance learning students will submit their assignments electronically.

C. Reading Assignments:

Reading assignments are required and may include but, are not limited to, the following:

- I. 1. Read relevant and timely articles in periodicals such as:
- II. PC Computing www.pccomputing.com
- III. Byte www.Byte.com
- IV. Wired www.byte.com
- V. PC Magazine www.pcmagazine.com
- VI. Computer Link www.computerlinkmag.com
- VII. Smart Business www.smartbusinessmag.com
- VIII. PC Today www.pctoday.com
- IX. <http://itmanagement.earthweb.com>
- X. <http://www.cnet.com>
- XI. <http://www.internet.com/home-d.html>
- XII. <http://www.eweek.com>
- XIII. <http://zdnet.co.uk.pcmag>
- XIV. 2. Understand, recall, and implement information from
- XV. articles distributed by the instructor or found on the
- XVI. Internet, such as:
- XVII. "Office 2000 Tips and Tricks Archive" can be accessed at:
- XVIII. <http://www.microsoft.com/office/previous/tips/default.htm>
- XIX. "Office XP Tips: Excel Worksheets, More Keyboard Tricks" can be accessed at:
- XX. <http://www.pcworld.com/howto/article/0,aid,75104,00.asp>
- XXI. "Office XP Tips: Macros 101" can be accessed at:
- XXII. <http://www.pcworld.com/howto/article/0,aid,73644,00.asp>
- XXIII. "Windows Quick Tips" can be accessed at:
- XXIV. <http://www.computerlinkmag.com/articles.cfm?getarticle=169&go=0,84229482>
- XXV. "Office XP Tips: Hyperlink Office XP Documents" can be accessed at:

- XXVI. <http://www.pcworld.com/howto/article/0,aid,77246,00.asp>
XXVII. "Office XP Tips: Share Data Among Apps, Insert Pictures" can be accessed at:
XXVIII. <http://www.pcworld.com/howto/article/0,aid,56624,00.asp>
XXIX. "Small Businesses Struggle with Office Upgrades" can be accessed at:
XXX. <http://www.pcworld.com/news/article/0,aid,83044,00.asp>
XXXI. Distance learning students will access the readings via the internet.

D. Writing Assignments:

Writing assignments are required and may include, but are not limited to, the following:

- I. 1. Use the Letter or Memo Wizard and write your instructor about your progress in the course.
- II. 2. Write a plan for a worksheet for your personal budget for this semester that includes the results you want to see, the information you need to build into the worksheets, and what types of calculations must be performed.
- III. 3. Describe the fields you would expect to find in each of the following databases: telephone directory, college course offerings, restaurant menu, music library.
- IV. 4. Prepare a presentation for a one-hour training session on "Strategies for Managing Time Effectively," that includes a title page, list of strategies for using time wisely, development of each strategy and a closing slide.
- V. Distance learning students will electronically submit their writing assignments.

E. Appropriate Assignments that Demonstrate Critical Thinking:

Critical thinking assignments are required and may include, but are not limited to, the following:

- I. 1. Determine the most appropriate software package to use when creating documents required for situations specified by your instructor.
- II. 2. Choose a layout template and a style for a homepage using the Web Page Wizard and create appropriate links.
- III. 3. Identify business tasks that could be completed most efficiently by integrating data among several software packages in the Microsoft Office suite.
- IV. 4. Apply appropriate character and document formatting to documents to make them more effective and appropriate.
- V. 5. Decide what fields and data types should be included in a new database for a specific situation.
- VI. Distance learning students will submit their assignments electronically.

2. METHODS OF EVALUATION:

A student's grade will be based on multiple measures of performance unless the course requires no grade. Multiple measures may include, but are not limited to, the following:

- I. A. Written response(s) to examinations and assignments (both objective and subjective) that demonstrate knowledge of Microsoft Office suite.
- II. B. Evaluation of documents created in Microsoft Word, Excel, Access, and PowerPoint for appropriate format and content based on the situation/case to which the student is responding.
- III. C. Class participation.
- IV. A final grade of "C" or better indicates that the student has the ability to successfully apply the theory and techniques taught in this course. Skill demonstration is determined by evaluating students' output or results of performing specified tasks.
- V. The instructor shall, in accordance with District policy, provide each student with a written course syllabus that indicates the evaluation factors/procedures to be used in this course.
- VI. Distance learning students will submit their evaluations electronically and receive electronic feedback.

3. METHODS OF INSTRUCTION:

Methods of instruction may include, but are not limited to, the following:

- * Lecture Discussion

- * Computer Assisted Instruction
- * Laboratory
- * Lecture-Lab Combination
- * Audio-Visual
- * Collaborative Learning
- * Distance Education
- * Lecture
- * Distance Education

4. REQUIRED TEXTS AND SUPPLIES:

Textbooks may include, but are not limited to:

TEXTBOOKS:

1. Beskeen, Duffy, Friedrichsen, and Reding. Microsoft Office XP: Illustrated Introductory, -- ed. Course Technology, 2002, ISBN: 0619018968
2. Napier and Judd. Mastering and Using Microsoft Office XP: Introductory Course, -- ed. Course Technology, 2002, ISBN: 0619058056
3. Rutkosky and Flynn. Microsoft Office XP Core Certification: Benchmark Series, -- ed. EMC Paradigm, 2002, ISBN: 0763814490
4. Rutkosky and Seguin. Microsoft Office XP Core Certification Marquee Series, -- ed. EMC Paradigm, 2002, ISBN: 0763814709
5. Shaffer, Carey, Adamski, Finnegan, and Zinnerman. New Perspectives on Microsoft Office XP--First Course, -- ed. Course Technology, 2002, ISBN: 0619020970
6. Shelly, Cashman, and Vermaat. Microsoft Office XP: Introductory Concepts and Techniques, -- ed. Course Technology, 2002, ISBN: 0789562898
7. Toliver and Johnson. Microsoft Office XP: The Select Series, Prentice Hall, 2002, ISBN: 013060240X

MANUALS:

PERIODICALS:

SOFTWARE:

SUPPLIES:

1. Distance learning students require access to a computer running Windows, the current version of Microsoft Office being used in the course, an Internet provider, and an e-mail account.

ORIGINATOR: Karen Schneiter

CO-CONTRIBUTOR(S)

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