COURSE DESCRIPTION:

Prerequisite: CIS 110
Corequisite: None

This course is designed to improve the proficiency in the utilization of software applications used in business offices through a hands-on approach. Emphasis is placed on in-depth usage of software to create a variety of documents applicable to current business environments. Upon completion, students should be able to master the skills required to design documents that can be customized using the latest software applications. Course Hours Per Week: Class, 2; Lab, 2. Semester Hours Credit, 3.

LEARNING OUTCOMES:

A. Learn, review, and apply Word, Excel, Power Point, Access, Publisher, Outlook, One Note, and Office Web Apps commands.
B. Develop job knowledge and skills
C. Apply document themes and styles
D. Work with comments and track changes
E. Create effective Word document.
F. Paste an Excel chart in a report
G. Create presentations with Power Point
H. Link Excel chart in Power Point presentations.
I. Work with Access objects
J. Create effective Publications.
K. Schedule and change appointments and change calendar views.
L. Create Notebooks
M. Create documents using Web Computing with Office Web Apps
N. Work independently with limited supervision.

OUTLINE OF INSTRUCTION:

I. Business Documents with Word
   A. Block Letters
   B. Memos
   C. Multiple-Page Documents
   D. Unbound Reports with Track Changes
   E. Leftbound Reports with Cover Pages
II. Presentations with PowerPoint
   A. Create Presentations Using Themes
   B. Work with Tables and Graphics
   C. Add Transition and Animations
   D. Print Notes, handouts, and Slides

III. Spreadsheets with Excel
   A. Create Worksheets
   B. Insert Formulas and Functions
   C. Print Worksheets
   D. Insert 3-D Cell References

IV. Integrating Word, PowerPoint, and Excel
   A. Integrate two or three or the applications in a job.

V. Create Publications Using Templates
   A. Work with Text Boxes and Picture Placeholders
   B. Customize Templates
   C. Create a Template from a blank Page

VI. Databases with Access
   A. Create and Modify Tables
   B. Create Simple Queries
   C. Create and Customize Forms

VII. Information Management with Outlook
   A. Getting Started with Outlook and E-mail
   B. Create and Manage Contacts
   C. Use Calendar to Schedule Appointments
   D. Use Notes and Journal

VIII. Digital Notebooks with OneNote
   A. Create Notebooks
   B. Collect and Organize Content
   C. Access and Print Content

IX. Web Computing with Office Web Apps
   A. Excel and PowerPoint on the SkyDrive
   B. OneNote on the SkyDrive

X. Integrating All Microsoft Office Applications
   A. Create effective document using:
      1. Word
      2. PowerPoint
      3. Excel
      4. Access
5. Publisher
6. Use Outlook to maintain contact lists and manage tasks
7. Use OneNote to maintain and share company files on the SkyDrive

REQUIRED TEXTBOOK:

This will be announced in class.