BIS M20: MICROSOFT OFFICE - INTRODUCTION

Originator

fmasci

Co-Contributor(s)

Name(s)
Sumal, Navreet (nsumal)

College

Moorpark College

Discipline (CB01A)

BIS - Business Information Systems

Course Number (CB01B)

M20

Course Title (CB02)

Microsoft Office - Introduction

Banner/Short Title

Microsoft Office - Intro.

Credit Type

Credit

Honors

No

Start Term

Fall 2020

Formerly

CIS M128

Catalog Course Description

Introduces Microsoft Windows, Word, Excel, PowerPoint and Access. Emphasizes integration features and advanced Object Linking and Embedding (OLE) technology.

Additional Catalog Notes

Student will need access to a computer loaded with Microsoft Office Professional to complete Office exercises.
This course begins preparation for the Microsoft Office User certification exam.

Taxonomy of Programs (TOP) Code (CB03)

0702.10 - *Software Applications

Course Credit Status (CB04)

D (Credit - Degree Applicable)

Course Transfer Status (CB05) (select one only)

B (Transferable to CSU only)

Course Basic Skills Status (CB08)

N - The Course is Not a Basic Skills Course

SAM Priority Code (CB09)

C - Clearly Occupational

Course Cooperative Work Experience Education Status (CB10)

N - Is Not Part of a Cooperative Work Experience Education Program

Course Classification Status (CB11)
Y - Credit Course

Educational Assistance Class Instruction (Approved Special Class) (CB13)
N - The Course is Not an Approved Special Class

Course Prior to Transfer Level (CB21)
Y - Not Applicable

Course Noncredit Category (CB22)
Y - Credit Course

Funding Agency Category (CB23)
B - Partially Developed Using Economic Development Funds

Course Program Status (CB24)
1 - Program Applicable

General Education Status (CB25)
Y - Not Applicable

Support Course Status (CB26)
N - Course is not a support course

Field trips
Will not be required

Grading method
Letter Graded

Alternate grading methods
Student Option- Letter/Pass
Pass/No Pass Grading

Does this course require an instructional materials fee?
No

Repeatable for Credit
No

Is this course part of a family?
No

Units and Hours

Carnegie Unit Override
No

In-Class

Lecture
Minimum Contact/In-Class Lecture Hours
52.5
Maximum Contact/In-Class Lecture Hours
52.5

Activity

Laboratory

Total in-Class

Total in-Class
Total Minimum Contact/In-Class Hours
52.5
Total Maximum Contact/In-Class Hours
52.5

Outside-of-Class

Internship/Cooperative Work Experience

Paid

Unpaid

Total Outside-of-Class

Total Outside-of-Class
Minimum Outside-of-Class Hours
105.0
Maximum Outside-of-Class Hours
105.0

Total Student Learning

Total Student Learning
Total Minimum Student Learning Hours
157.5
Total Maximum Student Learning Hours
157.5

Minimum Units (CB07)
3
Maximum Units (CB06)
3

Entrance Skills
Entrance Skills
Preferred understanding the use of Microsoft Office as an application within the Business Information Environment.

Student Learning Outcomes (CSLOs)

	Upon satisfactory completion of the course, students will be able to:
1	create a basic database using Access software.
2	prepare presentations using PowerPoint software.
3	build spreadsheets using Excel software.
4	prepare business documents using Word Processing software.

Course Objectives

	Upon satisfactory completion of the course, students will be able to:
1	learn to open files using the Windows operating system.
2	edit and save files in multiple formats.
3	move a copy files to different drive locations (main, network, flash, cloud)

4	create and edit Word documents (flyers, reports, newsletters, resumes, and cover letters)
5	create and edit presentations adding special features (illustrations, shapes, transitions, animations, and sound) using Microsoft PowerPoint.
6	create and format worksheets and embedded charts, use formulas, functions and Web queries, apply what-if-analysis, and work with large worksheets using Microsoft Excel.
7	create and maintain an Access database, query tables, and design reports using Microsoft Access.

Course Content

Lecture/Course Content
- **20% - Introduction to Microsoft Office**
  - Apply Windows features as an operating system interface to manage documents and settings for Microsoft Office.
- **20% - Introduction to Microsoft Word**
  - Create, edit, and format documents such as
    - flyers
    - reports
    - newsletters
    - resumes
    - cover letters
- **20% - Introduction to Microsoft Access**
  - create and maintain an Access database using
    - query
    - tables
    - reports
- **20% - Introduction to Microsoft Excel**
  - Create and format worksheets and embedded charts
  - Use formulas, functions and Web queries
  - Apply what-if-analysis
  - Work with large worksheets
- **20% - Introduction to Microsoft PowerPoint**
  - Create and edit presentations
  - Adding special features (illustrations, shapes, transitions, animations, and sound)

Laboratory or Activity Content
None.

Methods of Evaluation

Which of these methods will students use to demonstrate proficiency in the subject matter of this course? (Check all that apply):
Problem solving exercises
Skills demonstrations

Methods of Evaluation may include, but are not limited to, the following typical classroom assessment techniques/required assignments (check as many as are deemed appropriate):
Computational homework
Essay exams
Group projects
Individual projects
Objective exams
Problem-solving exams
Quizzes
Reports/papers
Research papers
Skills demonstrations
Skill tests

Instructional Methodology

Specify the methods of instruction that may be employed in this course
Audio-visual presentations
Computer-aided presentations
Class activities

Class discussions
Distance Education
Demonstrations
Instructor-guided interpretation and analysis
Instructor-guided use of technology
Internet research
Lecture
Small group activities

Describe specific examples of the methods the instructor will use:

- Demonstrate Word, Excel, Access and PowerPoint's frequently used option; such as editing a pre-existing client document for spelling, grammar and punctuation.
- Show how specific tools are available to address common needs of a business, such as
  - using templates for common documents like the company invoice, a quote sheet, letterhead, correspondence.
  - using mail merge for client communications such as holiday greetings, company announcements, and client appreciation letters.
  - using tables for formatting data within a document such as the client's billing statement.
- Use PowerPoint to demonstrate possible examples of documents used in the business environment and how to customize them.
- Lecture on the ability of each program to interaction and embed within each other and inconsistencies within the programs.
- Create lab assignments that can be done in class to show mastery of the topic or area being covered, such as
  - maintaining client billing status
  - creating a mail merge document for the beginning of the year letter to clients.
  - keeping the current status of each clients product/service
  - correcting an existing letter to be sent out by the president

Representative Course Assignments

Writing Assignments

1. Write about an article on how Microsoft Office is migrating to cell phones.
2. Write about the different programs in Microsoft Office 365 and what each one does.

Critical Thinking Assignments

1. Develop a written marketing plan in Word that could be presented to management for a product idea.
2. Use the animation tools in PowerPoint to illustrate how a change in weather patterns affects air quality.
3. Using Excel, create and build a break-even analysis on a proposed business.

Reading Assignments

1. Read an article on plagiarism in colleges and how to avoid it when using content from the Internet or any other sources.
2. Read specific text on MS PowerPoint procedures such as how to create a Master slide.

Skills Demonstrations

1. Use the subtotal function in Excel to summarize data in a report.
2. Create a document using tools and functions in MS Word to create a flyer for an event on campus.

Outside Assignments

Representative Outside Assignments

1. Create your own personal resume suitable for presenting to a potential employer.
2. Research and download government and business documents for additional analysis in appropriate software such as Word, Excel and PowerPoint.
3. Apply classroom assignments to real world business problems using Word, Excel, Access, and PowerPoint.

Articulation

Equivalent Courses at 4 year institutions

University	Course ID	Course Title	Units
San Diego City College	CBTE 180	Microsoft Office	3
College of the Canyons	CAWT 140	Survey Microsoft Office Programs	3
Santa Barbara City College	COMP 101	Microsoft Office	4

Comparable Courses within the VCCCD
CAOT R122 - Microsoft Office

District General Education

A. Natural Sciences

B. Social and Behavioral Sciences

C. Humanities

D. Language and Rationality

E. Health and Physical Education/Kinesiology

F. Ethnic Studies/Gender Studies

Course is CSU transferable
Yes

CSU Baccalaureate List effective term:
FALL 2020

CSU GE-Breadth

Area A: English Language Communication and Critical Thinking

Area B: Scientific Inquiry and Quantitative Reasoning

Area C: Arts and Humanities

Area D: Social Sciences

Area E: Lifelong Learning and Self-Development

CSU Graduation Requirement in U.S. History, Constitution and American Ideals:

IGETC

Area 1: English Communication

Area 2A: Mathematical Concepts & Quantitative Reasoning

Area 3: Arts and Humanities

Area 4: Social and Behavioral Sciences

Area 5: Physical and Biological Sciences

Area 6: Languages Other than English (LOTE)

Textbooks and Lab Manuals
Resource Type
Textbook

Classic Textbook
Yes

Description
Nielsen, Joyce. *Learning Microsoft Office 2016, Level 1e.* Pearson, 2017.

Resource Type
Textbook

Classic Textbook
Yes

Description
Beskeen, David, et al. *Microsoft® Office 365® and Office 2019*. Technology for Success and Illustrated Series.™ Cengage, 2017.

Library Resources

Assignments requiring library resources
Research using the Library's print and online periodical resources on topics related to the Microsoft business environment..

Sufficient Library Resources exist
Yes

Example of Assignments Requiring Library Resources
Read an article in a business periodical or industry publication on a topic such the use of Microsoft Office in a business environment and write a short paper analyzing its usefulness.

Distance Education Addendum

Definitions

Distance Education Modalities
Hybrid (51−99% online)
Hybrid (1−50% online)
100% Online

Faculty Certifications

Faculty assigned to teach Hybrid or Fully Online sections of this course will receive training in how to satisfy the Federal and state regulations governing regular effective/substantive contact for distance education. The training will include common elements in the district-supported learning management system (LMS), online teaching methods, regular effective/substantive contact, and best practices.
Yes

Faculty assigned to teach Hybrid or Fully Online sections of this course will meet with the EAC Alternate Media Specialist to ensure that the course content meets the required Federal and state accessibility standards for access by students with disabilities. Common areas for discussion include accessibility of PDF files, images, captioning of videos, Power Point presentations, math and scientific notation, and ensuring the use of style mark-up in Word documents.
Yes

Regular Effective/Substantive Contact

Hybrid (1%−50% online) Modality:

Method of Instruction	Document typical activities or assignments for each method of instruction
Face to Face (by student request; cannot be required)	Student will have partial course time that is face to face
Asynchronous Dialog (e.g., discussion board)	Discussions will cover various topics on the use of MS Office along with feedback and potential solutions.
Other DE (e.g., recorded lectures)	Lectures will be recorded showing examples of specific tools in MS Office and how they can be used to solve problems and provide useful information.
E-mail	Email can be used for individual interaction with the professor.
Asynchronous Dialog (e.g., discussion board)	Projects assignments and quizzes will test the students ability to use MS Office.

Hybrid (51%–99% online) Modality:

Method of Instruction	Document typical activities or assignments for each method of instruction
Asynchronous Dialog (e.g., discussion board)	Discussions will cover various topics on the use of MS Office along with feedback and potential solutions.
Other DE (e.g., recorded lectures)	Lectures will be recorded showing examples of specific tools in MS Office and how they can be used to solve problems and provide useful information.
E-mail	Email can be used for individual interaction with the professor.
Asynchronous Dialog (e.g., discussion board)	Projects assignments and quizzes will test the students ability to use MS Office.

100% online Modality:

Method of Instruction	Document typical activities or assignments for each method of instruction
Asynchronous Dialog (e.g., discussion board)	Discussions will cover various topics on the use of MS Office along with feedback and potential solutions.
Other DE (e.g., recorded lectures)	Lectures will be recorded showing examples of specific tools in MS Office and how they can be used to solve problems and provide useful information.
E-mail	Email can be used for individual interaction with the professor.
Asynchronous Dialog (e.g., discussion board)	Projects assignments and quizzes will test the students ability to use MS Office.

Examinations

Hybrid (1%–50% online) Modality
Online
On campus

Hybrid (51%–99% online) Modality
Online

Primary Minimum Qualification
COMPUTER INFORMATION SYS

Review and Approval Dates

Department Chair
11/20/2019

Dean
11/22/2019

Technical Review
12/05/2019

Curriculum Committee
01/21/2020

DTRW-I
02/13/2020

Curriculum Committee
MM/DD/YYYY

Board
03/10/2020

CCCCO
MM/DD/YYYY

DOE/accreditation approval date
MM/DD/YYYY