

COURSE OUTLINE

MICROCOMPUTER APPLICATIONS I – INTEGRATED OFFICE

COURSE DESCRIPTION: BE186. Microcomputer Applications I – Integrated Office. 1 hour credit. The student will be able utilize and integrate the software applications in the Microsoft Office Suite which includes Word, Excel, Access, and PowerPoint.

Course Relevance: The applications learned in this course will allow students to integrate the software applications in the Microsoft Office Suite for personal and job related tasks.

Required Materials:

Beskeen, D, Duffy, J, & Reding, E. (2002) Integrating Microsoft Office XP, Illustrated Series. Boston, MA: Course Technology, Inc. ISBN: 061904537X

Learning Outcomes: The intention is for the student to be able to

1. Understand components of Microsoft Office XP Suite
2. Integrate the components of the Microsoft Office Suite

Learning PACT

Through the student involvement in this course, they will develop and document their achievement of the following PACT skills:

Primary skills developed and documented:

1. Time Management:
 - By attending classes regularly, prioritizing classroom tasks, and completing assignments according to the course schedule, the student will demonstrate time management skills.
2. Critical Thinking:
 - By applying skills learned in lessons, the student will use techniques to solve specific hands-on cases.
3. Problem Solving:
 - By applying skills learned in lessons, the student will use techniques to solve specific problems.
4. Reading:
 - Through reading materials, following instructions and completing tasks successfully, the student will demonstrate reading ability.
5. Computer Literacy:

- The student will utilize software to create, design and format measurable tasks.
6. Field-Related Technology:
- Through the completion of a variety of projects, the student will demonstrate the skills required for entry-level employment.

Secondary skills (developed but not documented):

Effective relationships
 Ethical Conduct
 Leadership
 Organizational Management
 Listening
 Historical Interpretation

Assessment Tasks:

These learning outcomes and primary learning PACT skills will be demonstrated by:

1. Completing lab assignments by a given deadline to demonstrate knowledge of integration of the Microsoft Office Suite

Course Content:

- I. Themes: Key recurring concepts that run throughout this course:
 - A. Proper use and understanding of integration of the components of Microsoft Office XP suite
 - B. Personal development skills

- II. Issues: Key issues that will be addressed in this course; areas of conflict that must be understood in order to achieve the intended outcome:
 - A. Reading comprehension at or above the 9th grade level
 - B. Following instructions
 - C. Completing tasks to the degree of approval

- III. Concepts: That must be understood to address the issues:
 - A. Reading comprehension
 - B. Task completion
 - C. Time Management

- IV. Skills: Actions that are essential to achieve the course outcomes.
 See course competencies below.
 Course Competencies: At the successful completion of this course, the student will be able to:
 - A. Discuss Microsoft Office
 1. Define the Office Suite
 2. Create a document with Word
 3. Build a worksheet with Excel
 4. Manage data with Access

5. Create a presentation with PowerPoint
 6. Browse the World Wide Web with Internet Explorer
 7. Integrate Office Information
 8. Manage office tasks with Outlook
- B. Integrate Word and Excel
1. Understand integration
 2. Open multiple programs
 3. Copy word data into Excel
- C. Integrate Word, Excel, and Access
1. Merge data between Access and Word
 2. Use mail merge to create a form letter
 3. Export an Access table to Excel
- D. Integrate Word, Excel, Access, and PowerPoint
1. Understand embedding and linking
 2. Insert a Word outline into a PowerPoint presentation
 3. Embed an Excel Chart into a PowerPoint presentation
 4. Link an Excel worksheet to a PowerPoint slide
 5. Update a linked Excel worksheet in PowerPoint
 6. Export a PowerPoint presentation to Word
- E. Integrate office application with Internet Explorer
1. Plan a Web publication
 2. Create a Web page
 3. Format a Web page
 4. Create a Web page from a Word document
 5. Create a Web page from an Access table
 6. Create a Web page from an Excel workbook
 7. Create Web pages from a PowerPoint Presentation
 8. Add hyperlinks
- F. Integrate Word and Excel
1. Link and Excel chart to a Word document
 2. Embed an Excel worksheet
 3. Insert a hyperlink to an Excel files in a Word document
- G. Integrate Word, Excel, and Access
1. Copy an Access table into a Word document
 2. Copy an Access table to Excel
 3. Embed an Excel chart into a Word document
- H. Integrate Word, Excel, Access and PowerPoint
1. Create a PowerPoint presentation from a Word outline

2. Embed a Word table and Excel worksheet into a presentation
3. Create a relationship in an Access database
4. Analyze Access data in Excel
5. Insert Excel data in a Word Document
6. Import Excel data into a PowerPoint presentation

Learning Units:

- I. Introducing Microsoft Office
 - A. Defining the Office Suite
 - B. Creating a document with Word
 - C. Building a worksheet with Excel
 - D. Managing data with Access
 - E. Creating a presentation with PowerPoint
 - F. Browsing the World Wide Web with Internet Explorer
 - F. Integrating Office Information
 - H. Managing office tasks with Outlook

- II. Integrating Word and Excel
 - A. Understanding integration
 - B. Opening multiple programs
 - C. Copying word data into Excel

- III. Integrating Word, Excel, and Access
 - A. Merging data between Access and Word
 - B. Using mail merge to create a form letter
 - C. Exporting an Access table to Excel

- IV. Integrating Word, Excel, Access, and PowerPoint
 - A. Understanding embedding and linking
 - B. Inserting a Word outline into a PowerPoint presentation
 - C. Embedding an Excel Chart into a PowerPoint presentation
 - D. Linking an Excel worksheet to a PowerPoint slide
 - E. Updating a linked Excel worksheet in PowerPoint
 - F. Exporting a PowerPoint presentation to Word

- V. Integrating office application with Internet Explorer
 - A. Planning a Web publication
 - C. Creating a Web page
 - D. Formatting a Web page
 - E. Creating a Web page from a Word document
 - F. Creating a Web page from an Access table
 - G. Creating a Web page from an Excel workbook
 - H. Creating Web pages from a PowerPoint Presentation
 - I. Adding hyperlinks

- VI. Integrating Word and Excel
 - A. Link and Excel chart to a Word document
 - B. Embed an Excel worksheet
 - C. Insert a hyperlink to an Excel files in a Word document

- VII. Integrating Word, Excel, and Access
 - A. Copying an Access table into a Word document
 - B. Copying an Access table to Excel
 - C. Embedding an Excel chart into a Word document

- VIII. Integrating Word, Excel, Access and PowerPoint
 - A. Creating a PowerPoint presentation from a Word outline
 - B. Embedding a Word table and Excel worksheet into a presentation
 - C. Creating a relationship in an Access database
 - D. Analyzing Access data in Excel
 - E. Inserting Excel data in a Word Document
 - F. Importing Excel data into a PowerPoint presentation

Learning Activities:

Learning activities will include lecture, demonstrations, and hand-on exercises.

Grade Determination:

The student will be graded on satisfactory completion of competencies as demonstrated through learning activities and tests.