

Course Outline

COURSE: CSIS 2L **DIVISION:** 50 **ALSO LISTED AS:** CSIS 2

TERM EFFECTIVE: Spring 2018 **CURRICULUM APPROVAL DATE:** 09/25/2017

SHORT TITLE: COMPUTERS IN BUSINESS LAB

LONG TITLE: Computers in Business Lab

| Units | Number of Weeks | | Contact Hours/Week | | Total Contact Hours |
|-------|-----------------|----------|--------------------|----------|---------------------|
| 1 | 18 | Lecture: | 0 | Lecture: | 0 |
| | | Lab: | 3 | Lab: | 54 |
| | | Other: | 0 | Other: | 0 |
| | | Total: | 3 | Total: | 54 |

COURSE DESCRIPTION:

Hands-on experience solving practical business problems using word processing software, spreadsheets, database management systems, presentation graphics and Internet applications. Students cannot receive credit for both CSIS 2 and CSIS 2L. Please see a counselor about degree, certificate, and transfer requirements. This course has the option of a letter grade or pass/no pass.

PREREQUISITES:

COREQUISITES:

CREDIT STATUS: D - Credit - Degree Applicable

GRADING MODES

- L - Standard Letter Grade
- P - Pass/No Pass

REPEATABILITY: N - Course may not be repeated

SCHEDULE TYPES:

- 04 - Laboratory/Studio/Activity
- 05 - Hybrid
- 72 - Dist. Ed Internet Delayed
- 73 - Dist. Ed Internet Delayed LAB

STUDENT LEARNING OUTCOMES:

Student will choose appropriate information technology applications and use them to solve common business problems

Measure of assessment: projects, homework, lab exams

Year assessed, or planned year of assessment: 2012

CONTENT, STUDENT PERFORMANCE OBJECTIVES, OUT-OF-CLASS ASSIGNMENTS

Curriculum Approval Date: 09/25/2017

LAB HOURS

WEEK 1

(3 hours) LAB

Internet Technology: Getting Started with Internet Explorer 8

Understanding Web Browsers

Building an international

community

Exploring the Browser

Understanding the status bar

Viewing and Navigating Web Pages

Setting the home page

Using Tabbed Browsing

Understanding URLs

Closing pages when you have

several open tabs

Saving Favorite Web Pages

Creating and organizing favorites

Browsing Safely

Phishing and the SmartScreen Filter

Searching for Information

Blocking pop-ups

Getting Help and

Exiting Internet Explorer

Expanding the power of IE8 using Accelerators

Printing a Web page

Practice: Complete the lab assignment that incorporates the techniques described above.

WEEK 2

(3

hours) LAB

Creating Documents with Word

Understanding Word Processing Software

Planning a document

Exploring the Word Program Window

Starting a Document

Saving a Document

Windows Live and

Microsoft Office Web Apps

Selecting Text

Formatting Text using the Mini Toolbar

Creating a Document Using a Template

Using the Undo, Redo and repeat commands

Viewing and Navigating a
document

Using Word document views

Practice: Complete the lab assignment that incorporates the techniques described above.

WEEK 3

(3 hours) LAB

Editing Documents

Cutting and Pasting Text

Using

keyboard shortcuts

Copying and Pasting Text

Splitting the document window to copy and move items in a long document

Using the Office Clipboard

Copying and moving items between documents

Finding

and Replacing Text

Navigating a document using the go To command

Checking Spelling and Grammar

Inserting text with Autocorrect

Researching Information

Adding Hyperlinks

Practice: Complete the

lab assignment that incorporates the techniques described above.

WEEK 4

(3 hours) LAB

Formatting Text and Paragraphs

Formatting with fonts

Copying Formats Using the Format Painter

Changing Line

and Paragraph Spacing

Formatting with Quick Styles

Aligning Paragraphs

Formatting a document using themes

Working with Tabs

Working with Indents

Clearing formatting

Adding Bullets and

Numbering

Adding borders and Shading

Inserting clip Art

Practice: Complete the lab assignment that incorporates the techniques described above.

WEEK 5

(3 hours) LAB

Formatting Documents

Setting

Document Margins

Changing orientation, margin settings, and paper size

Creating Sections and Columns

- Changing page layout settings for a section
- Inserting Page Breaks
- Controlling automatic pagination
- Inserting Page Numbers
- Moving around in a long documents
- Adding Headers and Footers
- Inserting a Table
- Adding Footnotes and Endnotes
- Inserting Citations
- Managing sources and Creating a Bibliography
- Working with Web sources

Practice: Complete the lab assignment that incorporates the techniques described above.

WEEK 6

(3 hours) LAB

Getting Started with Excel

- Understanding

Spreadsheet Software

- Touring the Excel Window

- Understanding Formulas

- Entering Labels and Values and Using the Sum Button

- Navigating a worksheet

- Editing Cell Entries

- Recovering unsaved changes to

a workbook file

- Entering and Editing a Simple Formula

- Understanding named ranges

- Switching Worksheet Views

- Choosing Print Options

- Printing worksheet formulas

- Scaling to fit

Practice: Complete

the lab assignment that incorporates the techniques described above.

WEEK 7

(3 hours) LAB

Working with Formulas and Functions

- Creating a Complex Formula

- Reviewing the order of

precedence

- Inserting a Function

- Typing a Function

- Using the COUNT and COUNTA functions

- Copying and Moving Cell Entries

- Inserting and deleting selected cells

- Understanding Relative and Absolute

Cell References

- Using a mixed reference

Copying Formulas with Relative Cell References

Using Paste Preview

Using Auto Fill options

Copying Formulas with Absolute Cell References

Using the

fill handle for sequential text or values

Rounding a Value with a Function

Creating a new workbook using a template

Practice: Complete the lab assignment that incorporates the techniques described above.

WEEK 8

(3 hours) LAB

Formatting a Worksheet

Formatting Values

Formatting as a table

Changing Font and Font Size

Inserting and adjusting clip art and other images

Changing Font Styles

and Alignment

Rotating and indenting cell entries

Adjusting Column Width

Changing row height

Inserting and Deleting Rows and Columns

Hiding and unhiding columns and rows

Adding and editing

comments

Applying Colors, Patterns, and Borders

Working with themes and cell styles

Applying Conditional Formatting

Managing conditional formatting rules

Renaming and Moving a

Worksheet

Copying worksheets

Checking spelling

E-mailing a workbook

Practice: Complete the lab assignment that incorporates the techniques described above.

WEEK 9

(3 hours) LAB

Working with

Charts

Planning a Chart

Creating a Chart

Creating sparklines

Moving and Resizing a Chart

Moving an embedded chart to a sheet

Changing the Chart Design

Creating a combination chart

Working

with a 3-D chart

- Changing the Chart Layout

 - Adding data labels to a chart

- Formatting a Chart

 - Changing alignment and angle in axis labels and titles

- Annotating and Drawing on a Chart

 - Adding

SmartArt graphics

- Creating a Pie Chart

 - Previewing a chart

Practice: Complete the lab assignment that incorporates the techniques described above.

WEEK 10

(3 hours) LAB

Getting Started with

Access

- Understanding Relational Databases

- Exploring a Database

- Creating a Database

- Creating a Table

- Creating a table in Datasheet View

- Creating Primary Keys

- Learning about field

properties

- Relating Two Tables

- Enforcing referential integrity

- Entering Data

- Changing from Navigation mode to Edit mode

- Editing Data

- Resizing and moving datasheet columns

Practice: Complete the

lab assignment that incorporates the techniques described above.

WEEK 11

(3 hours) LAB

Using Access

- Building and Using Queries

 - Using the Query Wizard

 - Working with Data in a Query

- Using

Query Design View

- Adding or deleting a table in a query

- Sorting and Finding Data

- Filtering Data

 - Using wildcard characters

 - Applying AND Criteria

 - Searching for blank fields

 - Applying OR

Criteria

- Formatting a Datasheet

Practice: Complete the lab assignment that incorporates the techniques described above.

WEEK 12

(4 hours) LAB

Using Access

- Using Forms

 - Using the Form

Wizard

- Creating a Split Form

- Using Form Layout View

 - Adding Fields to a Form

- Bound versus unbound controls

- Modifying Form Controls

 - Creating Calculations

 - Modifying Tab Order

- Inserting

 - an Image

Practice: Complete the lab assignment that incorporates the techniques described above.

WEEK 13

(3 hours) LAB

Using Reports in Access

- Using the Report Wizard

- Using Report Layout

View

- Reviewing Report Sections

- Applying Group and Sort Orders

- Adding Subtotals and Counts

- Resizing and Aligning Controls

- Precisely moving and resizing controls

- Formatting a Report

- Creating Mailing Labels

Practice: Complete the lab assignment that incorporates the techniques described above.

WEEK 14

(3 hours) LAB

Integrating Word, Excel, and Access

Integrating Data

Among Word, Excel, and Access

- Importing an Excel Worksheet into Access

- Copying a Word Table to Access

- Linking an Access Table to Excel and Word

- Linking an Access Table to Word

- Opening

 - linked files and enabling content

Practice: Complete the lab assignment that incorporates the techniques described above.

WEEK 15

(3 hours) LAB

Creating a Presentation in PowerPoint

Defining

Presentation Software

- Planning an Effective Presentation
 - Understanding copyright
- Examining the PowerPoint Window
 - Viewing your presentation in grayscale or black and white
- Entering Slide

Text

- Saving fonts with your presentation
- Adding a New Slide
- Applying a Design Theme
 - Customizing themes
- Comparing Presentation Views
- Printing a PowerPoint Presentation
 - Windows Live

and Microsoft Office Web Apps

Practice: Complete the lab assignment that incorporates the techniques described above.

WEEK 16

(3 hours) LAB

Modifying a Presentation

- Entering Text in the

Outline Tab

- Setting permissions
- Formatting Text
 - Replacing text and fonts
- Converting Text to SmartArt
 - Choosing SmartArt graphics
- Inserting and Modifying Shapes
 - Changing the size and

position of shapes

- Editing and Duplicating Shapes
 - Understanding PowerPoint objects
- Aligning and Grouping Objects
 - Distributing objects
- Adding Slide Headers and Footers
 - Entering and

printing notes

- Using Proofing and Language Tools
 - Checking spelling as you type

Practice: Complete the lab assignment that incorporates the techniques described above.

WEEK 17

(3 hours)

LAB

Internet Technology: E-Mail

- Communicating with E-Mail
- Compiling an E-Mail Address Book
- Creating and Sending a Message
 - Understanding message headers
- Managing E-Mail Folders
 - Sorting

your mail

- Receiving and Replying to a Message

 - Setting up vacation responses

- Forwarding a Message

 - Flagging or labeling messages

- Sending a Message with an Attachment

 - Reviewing options

when sending messages

- Employing Good EMail Practices

 - Controlling your message

 - Creating distribution lists

Practice: Complete the lab assignment that incorporates the techniques described above.

METHODS OF INSTRUCTION:

Lecture, demonstration, discussion.

OUT OF CLASS ASSIGNMENTS:

Required Outside Hours:

Assignment Description:

Each week, students will read assigned chapters from the text.

They will complete lab assignments in which they must use the features of the MS Office suite that are introduced in the weekly reading material.

METHODS OF EVALUATION:

Writing assignments

Percent of total grade: 15.00 %

Writing assignments: 15% - 20% Essay exams

Problem-solving assignments

Percent of total grade: 25.00 %

Problem-solving demonstrations: 25% - 60% Quizzes Exams

Skill demonstrations

Percent of total grade: 10.00 %

Skill demonstrations: 10% - 20% Class performance Performance exams

Objective examinations

Percent of total grade: 40.00 %

Objective examinations: 40% - 60% Multiple choice True/false Matching items Completion

Other methods of evaluation

REPRESENTATIVE TEXTBOOKS:

Required Representative Textbooks

Beskeen and Cram. Illustrated Microsoft Office 365 & Office 2016: Introductory 1st Edition. Course Technology, 2016.

Reading Level of Text, Grade: Reading level of text, Grade: 12+ Verified by: Verified by: Venable

ARTICULATION and CERTIFICATE INFORMATION

Associate Degree:

CSU GE:

IGETC:

CSU TRANSFER:

Transferable CSU, effective 200370

UC TRANSFER:

Not Transferable

SUPPLEMENTAL DATA:

Basic Skills: N

Classification: Y

Noncredit Category: Y

Cooperative Education:

Program Status: 1 Program Applicable

Special Class Status: N

CAN:

CAN Sequence:

CSU Crosswalk Course Department: CSIS

CSU Crosswalk Course Number: 2L

Prior to College Level: Y

Non Credit Enhanced Funding: N

Funding Agency Code: Y

In-Service: N

Occupational Course: D

Maximum Hours:

Minimum Hours:

Course Control Number: CCC000228729

Sports/Physical Education Course: N

Taxonomy of Program: 051400