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

<table>
<thead>
<tr>
<th>Units</th>
<th>Number of Weeks</th>
<th>Contact Hours/Week</th>
<th>Total Contact Hours</th>
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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:

9/28/2017
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

9/28/2017
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
  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
Reading Level of Text, Grade: Reading level of text, Grade: 12+ 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