COLLEGE OF BUSINESS STANDARD COURSE OUTLINE

I. General Information

Course Number: IS 233
Course Title: Office Productivity Software
Units: 3
Prerequisite: none
Course Coordinator: Melody Kiang
SCO prepared by: Melody Kiang
Date prepared/revised: March 21, 2017

II. Catalog Description

Introduction to using Internet and e-mail, Windows, word processing, spreadsheet, and database applications; basic computer literacy. Credit/No Credit grading only.

III. Curriculum Justification(s)

In today’s digital environment, it is pertinent for our students to equip with state-of-the-art information technology to help them accomplish daily operations. To meet this goal, IS 233 has been designed as an introductory course to provide students with computer literacy in software applications that are used in business today. With providing students these skills they will be able to use computer applications for productivity, data analysis and problem solving. Microsoft Office is a very helpful tool widely used in home, office, and schools, to organize, manage, and present information, data, and graphs. In today’s ever-increasing competitive business environment, having Microsoft Office training can improve a person’s productivity and confidence through features such as easy and secure document creation and sharing, spreadsheet data analysis and modeling, simple yet effective data storage and retrieval, remote access, and better presentation of data.

Upon completion, the student will meet the following four specific CBA learning goals:

Learning Goal #4 – Business Functions
Learning Goal #5 – Quantitative and Technical Skills

IV. Course Objectives

This course covers microcomputer applications using Microsoft Office This course will cover the operating systems concepts as well as word processing, spreadsheets, database and graphics presentation packages. Students will acquire basic computer literacy. At the conclusion of this course the student should be able to:

1) Understand and articulate basic computer hardware and software concepts
2) Work effectively within the Windows operating environment
3) Begin and edit a document, use features that improve readability.
4) Format a document, insert and format a table, create a mail merge document.
5) Use a writing style and explore special features. Share and collaborate on a document.
6) Explore the spreadsheet window, create formulas, manage and format worksheets.
7) Use relative, absolute, and mixed cell references in formulas, insert basic math and statistical functions.
8) Use IF, lookup, and PMT functions. Create and use range names in formulas.
9) Select data source, and add and format chart elements. Create and customize sparklines.
10) Freeze rows and columns, design, create, and format tables.
11) Sort and filter data. Use structured references and a total row. Apply conditional formatting and create a new rule.
12) Understand database fundamentals. Understand relational power and create a database with filters.
14) Create and modify single-table and multi-table queries.
15) Create, format, and save a calculated field in a query. Use Expression Builder, build-in, and aggregate functions.
16) Plan, design, create and modify a presentation. Use animation and transitions, run and navigate a slide show.
17) Use template, print and import outlines, and reuse slides. Modify the theme and slide master.
18) Create and modify SmartArt, WordArt, and shapes. Add photo album and video tools.

V. Outline of Subject Matter

Operating System: Latest Version of Windows, Office Fundamentals

Word Processing
   Introduction to Word
   Document Presentation
   Document Productivity
   Collaboration and Research

Excel Spreadsheet
   Introduction to Excel
   Formulas and Functions
   Charts
   Datasets and Tables

Access Database
   Introduction to Access
   Tables and Queries in Relational Database
Customize, Analyze, and Summarize Query Data

PowerPoint Presentation
   Introduction to PowerPoint
   Presentation Development
   Presentation Design
   PowerPoint Rich Media Tools

VI. Methods of Instruction

This course provides students with an in-depth understanding of all the important tools and techniques provided by software that enhance the workplace efficiency and effectiveness such as Microsoft Office. The emphasis is on helping students transfer what they learn in the classroom to the workplace, promoting career readiness.

The preferred method of instruction is through online homework, tutorial, and assessment tools. This course is conducted in a student-centered environment that requires active student participation. This means that the instructions features illustrated lectures, E-book (Hard copy available), hands-on lab activities in simulation environment and projects done in the software. Students are active participants in their own learning experience. After each major topic is introduced through textbook chapter reading and the companion audio PowerPoint presentation. Students will go through skill-based training exercise, a simulated learning environment, to ensure their understanding of the essential concepts. One or more comprehensive chapter projects that reflects real world problem situation are then assigned to confirm the students can effectively apply the learned techniques to solve business problems. The course covers all important Microsoft Office topics you need to understand to effectively perform everyday office operations, business analysis, and presentation functions. To meet the requirement of teaching this course in an online platform we use; MyItLab, an online assessment tool. This software facilitates teaching this course online. MyItLab includes all components necessary to teach this course effectively; Communications, area for content, lectures, E-book, simulations, projects and grade book. It is highly recommended that optional live labs be held throughout the week to assist students who are having trouble with material or online forum.

Extend and Nature of Technology Use

Instructors must assign homework, exercises, and projects that involve the utilization of various Microsoft Office tools and techniques.

The following textbook covers the subject area well, but instructor may select a similar textbook.

Required Texts
VII. Instructional Policies Requirements

A. Assessment Criteria

Homework and Assessment
Students will complete individual homework profiling their competence in various subject matters. Each week students will work on a specific computer skill by completing assigned chapters in the book. For each chapter of Word, Excel, Access, and PowerPoint, students will complete assigned homework in MyITLab. MyITLab skill-based training assignments and grader projects must be completed and submitted to MyITLab. Grading: Student must pass each module with 70% in order to receive credit in this course. Failure to receive 70% in a Module will constitute a No Credit for the student.

Projects
Instructors are strongly encouraged to assign comprehensive projects that require problem solving and the utilization of techniques to solve real-world problems. The students are expected to work individually.

B. Required Statement

In compliance with university policy: Final grades will be based on at least three, and preferably four or more, demonstrations of competence. In no case will the grade on any class tests count for more than one-third of the course grade.

C. Attendance, Withdrawal, Late Assignments

This is an online class. Specific late assignment policies are up to each individual instructor’s discretion. The withdrawal policy is the same as that of the university.

D. Students with Disabilities

The Bob Murphy Access Center (BMAC) provides certification for students with disabilities and helps arrange relevant accommodations: Bob Murphy Access Center. Any student requesting academic accommodations based on a disability is strongly encouraged to register with Disabled Student Services (BMAC) each semester. A letter of verification for approved accommodations can be obtained from BMAC. Please be sure to provide your instructor with BMAC verification of accommodations as early in the semester as possible. The phone number for BMAC is (562) 985 5401. The email address is: bmac@csulb.edu.