



El Camino College
COURSE OUTLINE OF RECORD – Approved

I. GENERAL COURSE INFORMATION

Subject and Number: Computer Information Systems 2
Descriptive Title: Office Applications
Course Disciplines: Computer Information Systems
Division: Business

Catalog Description:

In this course, students are introduced to the Windows operating system and the capabilities of the computer. The file management system, spreadsheets, presentation and database software, email management, and beginning through advanced word processing topics will be taught in a hands-on environment. Operation of the computer as a general purpose office tool will be emphasized. This course uses Microsoft Word, Access, Excel, PowerPoint, and Outlook.

Conditions of Enrollment:

You have no defined prerequisites.

Course Length: X Full Term Other (Specify number of weeks):
Hours Lecture: 2.00 hours per week TBA
Hours Laboratory: 3.00 hours per week TBA
Course Units: 3.00

Grading Method: Letter
Credit Status: Associate Degree Credit

Transfer CSU: X **Effective Date:** 5/16/2016
Transfer UC: No

General Education:

El Camino College:

CSU GE:

IGETC:

II. OUTCOMES AND OBJECTIVES

A. COURSE STUDENT LEARNING OUTCOMES (The course student learning outcomes are listed below, along with a representative assessment method for each. Student learning outcomes are not subject to review, revision or approval by the College Curriculum Committee)

1. SLO #1 Basic Windows Operations

Students will be able to utilize the Windows operating system and file management tool to manage files, folders and storage media.

2. SLO # 2 Introduction to Word processing

Students will be able to create, save, copy, modify and format a word processing document. Students will also be able to create documents using advanced features of Word such as mail merge, document collaboration and multipage reports.

3. SLO #3 Basic Spreadsheet, Database, and Presentation Development

Students will be able to create, save, copy, modify and format a spreadsheet worksheet, create formulas and charts, create and use a database, and design presentation slides.

4. SLO #4 Basic Email and Contact Management

Students will be able to send/receive email, schedule calendar events, manage tasks, manage contacts, take notes and create a journal.

The above SLOs were the most recent available SLOs at the time of course review. For the most current SLO statements, visit the El Camino College SLO webpage at <http://www.elcamino.edu/academics/slo/>.

B. Course Student Learning Objectives (The major learning objective for students enrolled in this course are listed below, along with a representative assessment method for each)

1. Identify and describe a typical computer and its operational capabilities. Distinguish between a computer's primary and secondary storage devices and media.

Other (specify)

Performance exams; lab assignments

2. Demonstrate the ability to use the Windows operating system, and to manage files and folders using various storage media.

Other (specify)

Performance exams; lab assignments

3. Demonstrate the ability to use word-processing software to design and create documents, including letters, flyers, reports, and research papers.

Other (specify)

Performance exams; lab assignments

4. Demonstrate the ability to use spreadsheets, a database, and presentation software.

Other (specify)

Performance exams; lab assignments

5. Demonstrate the ability to use an email management application.

Other (specify)

Performance exams; lab assignments

III. OUTLINE OF SUBJECT MATTER (Topics are detailed enough to enable a qualified instructor to determine the major areas that should be covered as well as ensure consistency from instructor to instructor and semester to semester.)

Lecture or Lab	Approximate Hours	Topic Number	Major Topic
Lecture	1	I	Computer terminology A. The Computer as a productivity tool B. The PC versus the Mac C. Networks and the Internet D. Operating systems and application software
Lecture	2	II	Basic hardware and file management concepts A. Processing hardware B. Input and output devices C. Storage devices and media D. The Windows file management system E. Files and Folder organization F. Compressed files
Lecture	20	III	Word processing A. Document creation B. Document formatting and editing C. Tables and multipage reports D. Page layout and design E. Templates, themes and styles F. Mail Merge G. Collaboration and data integration H. Automation and Customization
Lecture	6	IV	Spreadsheets A. Worksheet creation and formatting B. Formulas and functions C. Number and Text formats
Lecture	4	V	Database Concepts A. Tables B. Forms and reports C. Queries
Lecture	2	VI	Presentation software A. Presentation creation B. Bullets C. Media, animations, and transitions
Lecture	1	VII	Email A. Email accounts B. Email communication methods C. Email folders D. The personal calendar, appointment and event schedules
Lab	2	VIII	Operating systems concepts and commands A. The windows interface B. Windows personalization

			C. Files and folder management
Lab	2	IX	File management A. Folders and sub folders B. File maintenance C. File organization D. Compression
Lab	3	X	Microsoft Word introduction A. The Word window B. Document creation C. Paragraph and line spacing
Lab	3	XI	Document formatting A. Indentation B. Bulleted and numbered lists C. Search and Navigation tools D. Find and Replace tool
Lab	6	XII	Tables and multipage reports A. Tables B. Table styling C. Sectioning documents D. Page numbers, headers and footers
Lab	6	XIII	Page layout and design A. Columns B. Drop caps C. Pictures D. WordArt E. SmartArt
Lab	3	XIV	Templates, themes and styles A. Template library B. Themes C. Styles
Lab	3	XV	Mail Merge A. Data sources B. Placeholder fields and main document C. Content Merge
Lab	3	XVI	Data Integration and Collaboration A. Document Review techniques B. Document comparison tools C. Change tracking
Lab	3	XVII	Customization and Automation A. Shapes B. Watermarks C. Macros
Lab	4	XVIII	Excel Introduction A. The Excel window B. Workbooks C. Data entry D. Formulas

Lab	5	XIX	Workbook formatting A. Functions B. Number formats C. Cell formats
Lab	2	XX	PowerPoint Introduction A. The PowerPoint window B. Presentations C. Bulleted lists D. Text formatting
Lab	2	XXI	Media and special effects A. Shapes and pictures B. Table formatting C. Transitions and animations D. Video
Lab	4	XXII	Microsoft Access Introduction A. The Microsoft Access window B. Tables C. Queries
Lab	1	XXIII	User Interfaces A. Reports B. Forms
Lab	1	XXIV	Outlook Introduction A. Email accounts B. The email message C. Email communication techniques D. File attachments
Lab	1	XXV	Concepts and applications A. Personal calendars B. Appointments and events C. Schedules D. Calendar Sharing
Total Lecture Hours		36	
Total Laboratory Hours		54	
Total Hours		90	

IV. PRIMARY METHOD OF EVALUATION AND SAMPLE ASSIGNMENTS

A. PRIMARY METHOD OF EVALUATION:

Skills demonstrations

B. TYPICAL ASSIGNMENT USING PRIMARY METHOD OF EVALUATION:

Open a new, blank document, and then save the document as Prairie Letter in the location specified by your instructor. If necessary, change the Zoom level to 120%.

1. Type the following return address, using the default paragraph spacing, and replacing [Your Name] with your first and last names:[Your Name]Prairie Public Health Consultants 6833 Erickson Lane Des Moines, IA 50301
2. Type November 7, 2016 as the date, leaving a blank paragraph between the last line of the return address and the date.
3. Type the following inside address, using the default paragraph spacing and leaving the appropriate number of blank paragraphs after the date: Dr. Anna Witinski 4643 University Circle Ames, IA 50010
4. Type Dear Dr. Witinski: as the salutation.
5. To begin the body of the letter, type the following paragraph:
Enclosed please find the surveys I have collected so far. I hope to have another 200 for you in a week, but I thought you would like to get started on these now. After you have had a chance to review the surveys, please call or email me with your answers to these questions:
6. Add the following questions as separate paragraphs, using the default paragraph spacing: Do you need help tabulating the survey responses? Should we consider expanding the survey to additional schools? Should we rephrase any of the survey questions?
7. Insert a new paragraph before the second question, and then add the following as the new second question in the list: Have you hired a student to help you with your analysis?
8. Insert a new paragraph after the last question, and then type the complimentary closing
Sincerely, (including the comma).
9. Leave the appropriate amount of space for your signature, type your full name, insert a manual line break, and then type Program Administrator.
10. Type Enclosure in the appropriate place.
11. Use the Spelling and Grammar task panes to correct any errors. Instruct the Spelling task pane to ignore the recipient's name and address.
12. Italicize the four paragraphs containing the questions.
13. Remove the paragraph spacing from the first three lines of the return address. Do the same for the first two paragraphs of the inside address.
14. Center the four paragraphs containing the return address, format them in 16-point font, and then add the Fill - Black, Text 1, Shadow text effect.
15. Save the document, preview it, and then close it.
16. Create a new, blank document, and create an envelope. Use Dr. Witinski's address as the delivery address. Use the return address shown in Step 1. Add the envelope to the document. If you are asked if you want to save the return address as the new return address, click No.

17. Save the document as Witinski Envelope in the location specified by your instructor, and then close the document.

C. COLLEGE-LEVEL CRITICAL THINKING ASSIGNMENTS:

1. After earning their certifications as physical and occupational therapists, Joe Carson and Denise Blackstone decided to start a service called Home Care Therapy for people who need physical and occupational therapy in their homes. They have been using Windows on desktops to schedule client appointments and spreadsheet software to track client progress. They recently purchased new laptop computers to use when working with clients face to face. They hired you to help them transfer their files to an external hard drive which they will share. They stated that they may have duplicate files between their machines. They would also like you to develop a master spreadsheet listing every client folder and the files contained within them.
2. Use the Mail Merge feature to create a letter to customers (mailing list provided) that invites the customers to the grand opening of a business's new location. Design and create an attractive letterhead and compose a letter that includes information about the time, date, and location (you invent the details, including the name and type of business). Individualize each letter using each customer's name in the body of the letter. Create an email list containing email addresses of all of the customers, and compose an email telling them that an invitation is coming.

D. OTHER TYPICAL ASSESSMENT AND EVALUATION METHODS:

Quizzes
Class Performance

V. INSTRUCTIONAL METHODS

Demonstration
Laboratory
Lecture
Multimedia presentations

Note: In compliance with Board Policies 1600 and 3410, Title 5 California Code of Regulations, the Rehabilitation Act of 1973, and Sections 504 and 508 of the Americans with Disabilities Act, instruction delivery shall provide access, full inclusion, and effective communication for students with disabilities.

VI. WORK OUTSIDE OF CLASS

Study
Answer questions
Skill practice

Estimated Independent Study Hours per Week: 4

VII. TEXTS AND MATERIALS

A. UP-TO-DATE REPRESENTATIVE TEXTBOOKS

Freund/Hoisington/Last/Pratt/Sebok/Vermatt. Shelly Cashman Series: Microsoft Office 365: Office 2016 Introductory. 17th ed. Cengage, 2017.

B. ALTERNATIVE TEXTBOOKS

C. REQUIRED SUPPLEMENTARY READINGS

D. OTHER REQUIRED MATERIALS

VIII. CONDITIONS OF ENROLLMENT

A. Requisites (Course and Non-Course Prerequisites and Corequisites)

Requisites	Category and Justification
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B. Requisite Skills

Requisite Skills

C. Recommended Preparations (Course and Non-Course)

Recommended Preparation	Category and Justification
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D. Recommended Skills

Recommended Skills

E. Enrollment Limitations

Enrollment Limitations and Category	Enrollment Limitations Impact
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Course created by Monica Chaban on 10/23/2014.

BOARD APPROVAL DATE: 02/17/2015

LAST BOARD APPROVAL DATE: 12/17/2018

Last Reviewed and/or Revised by: M. Chaban

Date: 10/10/2018

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