

North Hennepin Community College

CIS 1102: Business Computer Systems II

A. COURSE DESCRIPTION

Credits: 3

Lecture Hours/Week: *.*

Lab Hours/Week: *.*

OJT Hours/Week: *.*

Prerequisites:

This course requires the following prerequisite

CIS 1101 - Business Computer Systems I

Corequisites: None

MnTC Goals: None

Emphasis is on an in-depth understanding of the Microsoft Office Suite beyond the fundamentals of CIS 1101. Students will develop their skills with exercise-oriented learning by completing advanced training working with spreadsheets, word processing, presentation graphics, and relational databases. Students will complete an integrated application project incorporating several software applications into one final document. Computer concepts covered include communication networks, operating systems, the internet, database management, data security, computer careers, and background to become a productive, knowledgeable computer consumer and professional. Hands-on experience suitable for professional purposes or personal use will be provided on computers in the Windows environment using the advanced features of the Microsoft Office Suite including Word, Excel, Access, and PowerPoint.

If you believe you have computer experience that is equivalent to the prerequisites of this course, CIS 1101, please contact the instructor for permission to register for this class.

Check with your instructor for the software edition that will be used.

B. COURSE EFFECTIVE DATES: 08/26/1997 - Present

C. OUTLINE OF MAJOR CONTENT AREAS

1. Integration of the software applications: Word, Excel, Access, and PowerPoint
2. Word:
 - insert paragraph border and shading,
 - create and format headers and footers,
 - sum columns in a table with the AutoSum button,
 - create a chart from Word table,
 - add picture bullets,
 - insert a text watermark,
 - mail merge process,
 - letter templates,
 - AutoShape drawing,
 - outline numbered list,
 - address and print mailing labels,
 - merge data records into a directory,
 - format WordArt,
 - insert symbols,
 - format multiple columns,
 - format a drop cap,
 - place a vertical rule between columns,
 - insert and format a text box,
 - insert and format a diagram,
 - use the Format Painter button,
 - add a page border,
 - SmartArt
3. Excel
 - control the color and thickness of outlines and borders,
 - assign a Name to a cell and refer to the cell in a formula using the name,
 - determine monthly payments,
 - use the financial functions (present value) and (future value),
 - add a pointer to a data table,
 - create an amortization schedule,
 - add a hyperlink to a worksheet,
 - protect and unprotect cells in a worksheet,
 - use the formula checking features of excel,
 - create and manipulate a list,
 - delete sheets in a workbook,
 - validate data,
 - use the VLOOKUP function,
 - sort a list,
 - display automatic subtotals,
 - query a list,
 - use ROUND, SUMIF, COUNTIF,
 - etc

4. Access
 - create a report using the Report Wizard,
 - sorting and grouping in a report,
 - add totals and subtotals to a report,
 - change labels and column headings,
 - use multiple tables in a report,
 - use the Form Wizard to create a form,
 - add a calculated field, combo box, and title to a form,
 - use the date, YES/NO, memo, OLE Object, and hyperlink field,
 - update fields and enter data,
 - create a form and subform using the Form wizard,
 - modify a subreport design,
 - move and resize fields and labels,
 - change label alignment and size,
 - change the size mode of a picture,
 - change special effects and colors of labels,
 - etc
5. PowerPoint
 - use visuals in the presentation,
 - Open a Microsoft Word outline as a presentation,
 - add a picture to create a custom background,
 - format text-based content,
 - insert and modify a clip,
 - customize bullets using the slide master,
 - insert and format a table,
 - create and format an organization chart,
 - apply a new design template to a single slide,
 - rearrange slides,
 - add an animation scheme to selected slides,
 - print slides as handouts,
 - add sound effects and hyperlinks to slides,
 - insert a chart, an Excel chart, and a Word table,
 - change the color scheme of a template,
 - etc.

D. LEARNING OUTCOMES (General)

1. Word: create professional looking newsletters and documents with tables, charts, and watermarks; generate form letters and memos with accompanying labels, envelopes, and directories when merged with an Access database. (NHCC ELOs 1, 2, 4)
2. Excel: use of financial functions, use of data tables to make financial projections, amortizations schedules, query a list, use of multiple worksheets to compile summary data, and use the worksheet database to sort and filter data. Create an Excel spreadsheet as a template. (NHCC ELOs 1, 2, 4)
3. Access: preparation of advanced reports adding totals and subtotals, design forms with combo boxes, YES/NO fields, OLE objects, and hyperlinks. Use of multi-table forms such as a master form with a subform. (NHCC ELOs 1, 2, 4)
4. PowerPoint: enhance a slide show with visual elements and create an effective business presentation using custom backgrounds and SmartArt diagrams. Use PowerPoint to present information in graphical format. (NHCC ELOs 1, 2, 4)
5. Integration of Microsoft Office programs with hyperlinks and embedding of data between computer applications while solving a case study using Word, Excel, Access, and PowerPoint. (NHCC ELOs 1, 2, 4)

E. Minnesota Transfer Curriculum Goal Area(s) and Competencies

None

F. LEARNER OUTCOMES ASSESSMENT

As noted on course syllabus

G. SPECIAL INFORMATION

1. Knowledge of Human Cultures and the Physical and Natural World--Through study in the sciences, mathematics, social sciences, humanities, histories, languages, the arts, technology and professions.
2. Intellectual and Practical Skills--Including: Inquiry and analysis; Critical and creative thinking; Written and oral communication; Quantitative literacy; Information literacy; Teamwork and problem solving.
4. Integrative and Applied Learning--Including: Synthesis and advanced accomplishment across general education, liberal studies, specialized studies and activities in the broader campus community.