

# COMPUTER INFORMATION SYSTEMS 1205

## Office Suite Software and Integration

**This is an information sheet only, not the course syllabus.**

### COURSE DESCRIPTION

Introduction to the integrative aspects of business suite software. Concepts related to the creation and editing of word processing, spreadsheet, database, and graphics files. Includes the principles of document integration as it relates to suite applications and the integration of suite software to build web pages. **Prerequisite:** CIS 1110 or CIS 1130 or CIS 1150 or consent of instructor. (3 credit hours)

### REQUIRED AND RECOMMENDED COURSE MATERIALS

Please follow the instructions below to locate information on the textbook and other materials for this course.

1. From [COD home page](#), click on **myACCESS**.
2. Click on **Search for Credit Classes**.
3. From the **Term** drop-down box select the term.
4. Choose your course from the **Subjects** drop-down menu.
5. In the **Course #** field, enter your course number.
6. In the **Section** field, enter the course section number if known.
7. From the **Course Types** drop-down menu select **Internet/Online**.
8. Scroll to the bottom of the page and click on **SUBMIT**.
9. Click on the **Section Name and Title** link.
10. Click on **[Click here for prices of required textbook\(s\) and supplies](#)** and course material information will be displayed.

Alternatively, you can visit the [COD Bookstore](#) website to find this information.

### **Microsoft Office 2010**

This course uses Microsoft Office 2010. Your version of Office 2010 must include Microsoft Access. If it does not, you can come to campus to complete assignments that require Access 2010.

Do not use Office 2007 or an earlier version of MS Office or the latest MAC version of Office to complete this class. You can purchase the MS Office Professional Academic 2010 version of the software at a student discount rate if you use your COD e-mail address by going to:

<http://www.microsoft.com/student/en/us/default.aspx#discounts>

### COURSE OUTLINE

<b>Unit</b>	<b>Topics</b>
1	Introduction to Microsoft Office 2010 Features
2	In This Word Lab 1: Creating and Editing a Document Lab 2: Revising and Refining a Document Lab 3: Creating Reports and Tables Integration: Word 2010 and Your Web Browser

<b>Unit</b>	<b>Topics</b>
3	In This Excel Lab 1: Creating and Editing a Worksheet Lab 2: Charting Worksheet Data Lab 3: Managing and Analyzing a Workbook
4	Integration: Linking and Embedding between Word 2010 and Excel 2010
5	In This Access Lab 1: Creating a Database Lab 2: Modifying and Filtering a Table and Creating a Form Lab 3: Querying Tables and Creating Reports
6	Integration: Exporting Data Using Access with Word and Excel
7	In This PowerPoint Lab 1: Creating a Presentation Lab 2: Modifying and Refining a Presentation Lab 3: Using Advanced Presentation Features
8	Integration: Copying, Embedding, and Linking Between Word, Excel, and Access
9	Creating a Web Site Using Microsoft Office 2010

**Note:** According to the textbook publisher, each of the above labs should take a student approximately one hour to complete. However, time will vary based on reading level and computer experience.

## **EVALUATION/GRADING**

### **Assignments**

Each of the above units requires that the student complete assignments based on the concepts learned.

### **Exams**

Midterm	Objective	50 pts.
Final	Objective	50 pts.

### **Grading Scale**

A	90%-100%
B	80%-89%
C	70%-79%
D	60%-69%
F	< 60%

## **SATISFACTORY/FAIL OPTION**

The S/F grade option is available to students in this course. Contact the instructor or refer to the syllabus for details and conditions.

## **INCOMPLETE GRADE POLICY**

If you may find that you are unable to complete the course by the end of the semester for some unavoidable reason you may request an Incomplete grade. Contact the instructor or refer to the course syllabus for details.