

COMPUTER INFORMATION SYSTEMS 1205

Office Suite Software and Integration

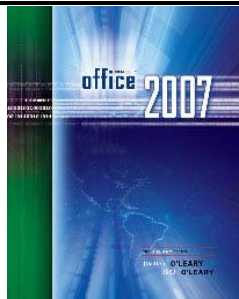
This is an information sheet only, not the course syllabus.

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)

This course uses Microsoft's current version of its integrated software, Office System 2007. You will not be able to complete the course using an earlier version of this software. If you need to enroll in a course that uses Microsoft Office 2003, please consider the CIS 1205 section offered through the Center for Independent Learning.

COURSE MATERIALS



Required Textbook:

Microsoft Office 2007 Series

By Timothy J. O'Leary and Linda O'Leary
McGraw-Hill Higher Education, 2008.

ISBN: 978-0-07-351916-6

Visit the textbook publisher's web site:

[Textbook Publisher Web Site](#)

Version of Office 2007

The website below explains that the student version is no longer available. However, should another offer become available, Microsoft may use this link to re-direct you to that site:

http://www.theultimatesteal.com/store/msshus/ContentTheme/pbPage.End_of_lifesp

If you would like to purchase this version of Office, please visit this web site for student pricing:

[Microsoft Office 2007 Ultimate](#)

COURSE OUTLINE

Unit	Topics
1	Introduction to Microsoft Office 2007 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 2007 and Your Web Browser

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 2007 and Excel 2007
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 2007

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.

EXAMS

Midterm	Objective and Project-Based	100 pts.
Final	Objective and Project-Based	100 pts.

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.