

**CUYAMACA COLLEGE**  
**COURSE OUTLINE OF RECORD**

**BUSINESS OFFICE TECHNOLOGY 118 – INTEGRATED OFFICE PROJECTS**

3 hours laboratory, 1 unit

**Catalog Description**

Capstone course for BOT majors who have completed prerequisite courses in all applications of the Microsoft Office suite (Word, Excel, Access, PowerPoint). Students will apply their skills and use cloud computing technologies such as Microsoft OneDrive, Microsoft OneNote, and Google Drive to complete projects that integrate these applications.

**Prerequisite**

“C” grade or higher or “Pass” in BOT 114, 115, 116, 117 or equivalent

**Entrance Skills**

Without the following skills, competencies and/or knowledge, students entering this course will be highly unlikely to succeed:

- 1) Analyze complex documents and apply appropriate word processing features.
- 2) Plan and design a spreadsheet.
- 3) Revise and format a spreadsheet.
- 4) Use simple formulas and functions.
- 5) Create and edit databases and tables.
- 6) Analyze information desired and manipulate data through filters, sorts and queries to obtain desired information.
- 7) Create forms and reports using AutoForm, AutoReport, and/or the Form and Report Wizards.
- 8) Use the Label Wizard.
- 9) Use PowerPoint to create presentations.
- 10) Evaluate and edit presentation material to maximize attractiveness and readability.
- 11) Analyze PowerPoint presentation and review for maximum impact.
- 12) Proofread and edit presentations for accuracy and correctness.
- 13) Apply animation and transition effects to presentations.
- 14) Analyze a given typical office workflow/productivity problem and suggest an effective solution.

**Course Content**

- 1) Review of applicable functions of Word, Access, Excel, PowerPoint and the Internet
- 2) Desktop publishing fundamentals of design to create Word documents
- 3) Review of document formatting considerations
- 4) Create compound documents using embedded and linked objects
- 5) Share and collaborate on documents using cloud computing technologies such as Microsoft OneDrive and Google Drive
- 6) Use Microsoft OneNote to organize and share information in a digital notebook

**Course Objectives**

Students will be able to:

- 1) Use Word, Access, Excel and PowerPoint to complete a variety of projects.
- 2) Assess assigned projects and select efficient application, techniques, and tools for completing them.
- 3) Integrate Word, Access, Excel and PowerPoint for efficient completion of assigned tasks such as merging an Access database with a Word form letter.

- 4) Share and collaborate on documents using cloud computing technologies such as Microsoft OneDrive, Microsoft OneNote, and Google Drive.
- 5) Evaluate selected formats according to specific guidelines to create attractive and effective documents and presentations.
- 6) Proofread and edit documents to 100% accuracy in submitted assignments.

### **Method of Evaluation**

A grading system will be established by the instructor and implemented uniformly. Grades will be based on demonstrated proficiency in subject matter determined by multiple measurements for evaluation, one of which must be essay exams, skills demonstration or, where appropriate, the symbol system.

- 1) Projects, assignments, quizzes, objective performance exams and final exam which measure students' ability to integrate Word, Access, Excel and PowerPoint features to assess and efficiently complete a variety of projects and tasks.
- 2) Projects and assignments which measure students' ability to collaborate with others using cloud computing technologies.
- 3) Projects, assignments, and objective performance exams which measure students' ability to determine appropriate formats to create 100% error-free and attractive documents and presentations.

### **Special Materials Required of Student**

Electronic storage media

### **Minimum Instructional Facilities**

Computer lab with appropriate software

### **Method of Instruction**

- 1) One-on-one individual or group lecture
- 2) Self-paced reading and lab projects

### **Out-of-Class Assignments**

Assigned textbook reading

### **Texts and References**

- 1) Required (representative example): Kinser, et al, *Your Office: Advanced Problem Solving Cases for Microsoft Office 365*, Pearson, 2019.
- 2) Supplemental: None

### **Student Learning Outcomes**

Upon successful completion of this course, students will be able to:

- 1) Use Word, Access, Excel, and PowerPoint to complete a variety of projects.
- 2) Integrate Word, Access, Excel, and PowerPoint for efficient completion of assigned tasks such as merging an Access database with a Word form letter.
- 3) Use cloud computing technologies to collaborate on projects.