Outline of Instruction

Division: Business  Area: Administrative Professional
Course Number: ADMN 201  Course Name: Integrated Office Software
Prerequisite: CIS 109, CIS 112, WPR 102
Corequisite: None
Hours Required: Class: 60  Credits: 4

Course Description/Purpose

Integrated Office Software provides instruction in the use of current office suite software packages. The course includes simulation exercises designed to develop proficiency in organizing, sorting, managing and presenting information with word processing, spreadsheet, database and presentation software programs. The course also includes complex hands-on projects that represent day-to-day administrative management activities.

Major Units

- Basic Integration
- Productivity Integration
- Power Integration
- Web Page Integration
- Internet Integration
- Office Procedures

Educational/Course Outcomes

Student learning will be assessed by a variety of methods, including, but not limited to, quizzes and tests, journals, essays, papers, projects, laboratory/clinical exercises and examinations, presentations, simulations, portfolios, homework assignments, and instructor observations.

Cognitive Each student will be expected to Identify/Recognize...

- levels of office automation
- the information processing cycle
- vocabulary of various office suite programs
- technology applied to office functions
- computer system components
- process of selecting the appropriate office software package to accomplish specific tasks
- office procedures and practices

Performance Each student will be expected to Demonstrate/Practice...

- ability to use the microcomputer to maximize office productivity through efficient use of office suite software
- ability to use advanced features of word processing software
- ability to link spreadsheets and databases with word processing documents
- ability to link objects in two word processing documents
- ability to link a spreadsheet chart to a slide presentation
- ability to embed a worksheet in a word processing document
- ability to embed a table in a graphics presentation
ability to edit linked and imbedded objects
ability to export data to the Internet
ability to export data from databases to word processing and spreadsheet programs
ability to research, organize, compile, analyze, and present information in written and graphic form by completing a final integrated project
ability to explore the work environment and practice current procedures

Attitudinal Each student will be expected to Believe/Feel/Think...

- an awareness of the impact of integrated office software programs on office productivity and efficiency
- an awareness of the roles of problem solving and focused thinking in the process of integrating software use
- an awareness of the role of good writing skills in creating business correspondence, reports, and presentations
- an awareness of the necessity for continuous learning
- an awareness of current office practices