

Bossier Parish Community College Syllabus

Course Prefix and Number: CIS 115

Credit Hours: 3-3-0

Course Title: Software Applications

Course Prerequisites: CIS 105

Textbook: Microsoft Office 2007: Advanced Concepts and Techniques, by Shelly, Cashman, and Vermaat, 2008, Thompson Course Technology.

Course Description: Continuation of techniques to store, manipulate, and process data. Hands-on use of an integrated software application is a significant component of this course. Additional case studies and software integration projects are employed throughout the course.

Learning Outcomes:

At the end of this course the student will

- A. create and edit MS Word files that incorporate tables, charts, merged documents, and newsletters.
- B. create and edit MS Excel files that incorporate advanced formatting, working with worksheet databases, applying advanced functions, and linking multiple documents.
- C. create and edit MS Access files that incorporate advanced form techniques including sub forms, hyperlinks, macros, wizards, and Switchboard.
- D. create and edit MS PowerPoint files that incorporate advanced techniques to modify existing presentations.

Course Objectives:

Students will have mastered the material in this project when they can:

1. For MS Word (A)
 - Add a border and shading to a paragraph
 - Center page contents vertically on a page
 - Insert a section break
 - Insert a Word document into an open document
 - Create and format a header and footer different from the previous header and footer
 - Modify and format a Word table
 - Sum columns in a table using the AutoSum button
 - Select and format nonadjacent text
 - Create a chart from a Word table and modify the chart in Microsoft Graph
 - Add picture bullets to a list

- Create and apply a character style
- Use the Draw Table feature to create a table
- Insert a text watermark
- Reveal formatting
- Explain the merge process
- Use the Mail Merge task pane and the Mail Merge toolbar
- Use a letter template
- Insert and format an AutoShape on a drawing canvas
- Create and edit a data source
- Insert and edit merge fields in a main document
- Use an IF field in a main document
- Create an outline numbered list
- Merge and print form letters
- Sort data records
- Address and print mailing labels and envelopes
- Merge all data records to a directory
- Change page orientation
- Modify table properties
- Create and format a WordArt drawing object
- Insert a symbol into a document
- Insert and format a floating graphic
- Format a document into multiple columns
- Format a character as a drop cap
- Insert a column break
- Place a vertical rule between columns
- Insert and format a text box
- Use the Paste Special command to link items in a document
- Balance columns
- Insert and format a diagram
- Use the Format Painter button
- Add a page border
- Enhance a document for online viewing

2. For MS Excel (B)

- Control the color and thickness of outlines and borders
- Assign a name to a cell and refer to the cell in a formula by using the assigned name
- Determine the monthly payment of a loan using the financial function PMT
- Use the financial functions PV (present value) and FV (future value)
- Create a data table to analyze data in a worksheet
- Add a pointer to a data table
- Create an amortization schedule
- Analyze worksheet data by changing values
- Add a hyperlink to a worksheet element
- Use names and the Set Print Area command to print sections of a worksheet
- Set print options
- Protect and unprotect cells in a worksheet
- Use the formula checking features of Excel
- Hide and unhide cell gridlines, rows, columns, sheets, and workbooks
- Create and manipulate a list
- Delete sheets in a workbook
- Validate data
- Add computational fields to a list
- Use the VLOOKUP function to look up a value in a table
- Use the Toggle Total Row in a list
- Print a list
- Use a data form to display, add, and delete records and change field values in a worksheet list
- Sort a list on one field or multiple fields
- Display automatic subtotals
- Use Group and Outline features to hide and unhide data
- Query a list
- Apply database functions, the SUMIF function and the COUNTIF function to generate information from a list
- Save a workbook in different file formats
- Create and use a template
- Use the ROUND function
- Utilize custom format codes
- Define, apply, and remove a style
- Use the Research task pane to find a synonym
- Add a worksheet to a workbook
- Create formulas that use 3-D references
- Draw a 3-D Cylinder chart
- Use WordArt to create a title and create and modify lines and objects
- Assign comments to cells
- Use the Research task pane to research a topic
- Add a header or footer, change margins, and insert a page break
- Use the Find and Replace commands
- Search for files and create and use a workspace file

- Consolidate data by linking workbooks
- 3. For MS Access (C)
 - Create a report using the Report Wizard
 - Use sorting and grouping in a report
 - Move controls
 - Change properties
 - Add totals and subtotals to a report
 - Align and format controls
 - Remove controls
 - Change labels and column headings
 - Use multiple tables in a report
 - Remove unwanted controls
 - Understand report design considerations
 - Use the Form Wizard to create a form
 - Add a calculated field, combo boxes, and a title to a form
 - Understand form design considerations
 - Use date, memo, OLE, and hyperlink fields
 - Use the Input Mask wizard
 - Update fields and enter data
 - Change row and column size
 - Create a form with a subform using the Form wizard
 - Modify a subform design
 - Modify a form 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
 - Add a form title and fine-tune the form
 - Change tab stops and tab order
 - Use the form to view data and Web pages
 - Use Date and Memo fields in a query
 - View object dependencies
 - Create, add actions to, run, copy, and modify macros
 - Create a switchboard and switchboard pages
 - Modify switchboard pages
 - Use a switchboard
 - Import data and create a query
 - Create a PivotTable
 - Change properties in a PivotTable
 - Use a PivotTable
 - Create a PivotChart and add a legend
 - Change the chart type and organization of a PivotChart
 - Remove drop areas in a PivotChart
 - Assign axis titles and chart title in a PivotChart
 - Use a PivotChart

4. For MS PowerPoint (D)

- Create presentations using visuals
- 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
- Create a presentation using the AutoContent Wizard
- Create and scale a WordArt element and add it to a slide
- Add sound effects and hyperlinks to slides
- Insert a chart, an Excel chart and a Word table
- Revise and customize individual slides
- Use the Thesaurus
- Modify a presentation template by changing the color scheme
- Add information to the slide master Footer Area
- Add an action button and action setting
- Apply transition effects to a presentation
- Rehearse presentation timings and run a slide show with hyperlinks
- Print speaker notes and save slide presentations as Rich Text Format outlines

Course Requirements:

- A. Students are expected to attend classes regularly; excessive unexcused absences constitute grounds for suspension.
- B. Students must have access to *Microsoft Office 2007 Professional*. The software is available to the student on campus either in the computer lab during scheduled class times or in the Technology Resource Center houses on the second floor of the BPCC library.

Course Grading:

- A. Letter grades will be assigned based on a ten point grading scale (89.50-100 = 'A', 79.50-89.49='B', 69.50-79.49='C', 59.50-69.49='D', 0-59.49='F').
- B. Students are required to complete a minimum of **two** assignments per project, except for Project 6 for (Word, Excel, or Access).
- C. Students are required to complete a performance exam per application.