

## COURSE OUTLINE

PC Office Applications

Course Title

IT 105

Dept. & Course No.

### I. COURSE DESCRIPTION

This course provides software skills used in business-related applications. It will provide advanced word processing and spreadsheets and introduce database and presentation software.

II. SEMESTER CREDITS: 3

III. CONTACT HOURS PER WEEK: 2 3 5  
Lecture Lab Total

IV. PREREQUISITE: CS 100

### V. STUDENT LEARNING OUTCOMES:

Upon completion of this course the student will be able, with 65% level of accuracy, to:

### VI. COURSE CONTENT:

1. Create a word processing document.

A. Creating a document using Microsoft Word.

1. Opening the software.
2. Saving / Saving As.
3. Retrieving existing files.
4. Inserting files and graphics.
5. Closing / Exiting the program.

2. Create and design tables.

B. Creating and designing tables.

1. Inserting tables.
2. Adding columns and rows.
3. Modifying table borders and shading.
4. Inserting content.
5. Adjusting cell alignment.
6. Inserting table caption.
7. Sorting table values.
8. Performing mathematical calculations.

3. Work with text boxes and other objects.

C. Working with text boxes and other objects.

1. Inserting ClipArt and other graphics in to a document.
2. Drawing objects using the drawing toolbar.
3. Modifying the shape of an object.
4. Changing the border weight.
5. Adding fill color.
6. Applying shadow effect and 3D settings.
7. Inserting text into the object.
8. Resizing the object.
9. Modifying the layout settings.

4. Apply other customizing features of the word processor.

5. Create a spreadsheet document.

6. Apply advanced formats to worksheets and charts.

7. Print workbooks.

8. Apply other customizing features of the spreadsheet application.

D. Applying other customizing features in Microsoft Word.

1. Preparing mailing labels and envelopes.
2. Creating printed and online forms.
3. Creating templates.
4. Adding / Removing tools from the toolbars.
5. Importing, exporting and integrating Word with other Microsoft Office applications.

E. Creating a spreadsheet document using Microsoft Excel.

1. Opening the software.
2. Retrieving existing files.
3. Inserting content into the worksheet.
4. Sorting the content of the worksheet.
5. Filtering / Extracting data in the worksheet.
6. Deleting content in the worksheet.
7. Inserting rows and columns.
8. Deleting rows and columns.
9. Copying / Cutting data from a cell or range of cells and pasting the information in a new location.
10. Saving / Saving As.
11. Closing / Exiting.

F. Applying advanced formats to worksheet and chart objects.

1. Applying number format to values.
2. Creating custom formats.
3. Using AutoFormat and conditional formatting to format values.
4. Modifying chart layout.
5. Changing font size and color.
6. Applying background color to the chart.
7. Editing the chart intervals and origin.
8. Adding title to the chart.
9. Inserting heading for the x-axis and y-axis.

G. Printing Excel workbooks.

1. Defining the print area.
2. Setting page breaks.
3. Changing page orientation.
4. Modifying page margins.
5. Viewing workbook in Print Preview mode.

H. Applying other customizing features of Microsoft Excel.

1. Creating and saving templates.
2. Using built-in Excel templates.

3. Working with multiple worksheets and workbooks.
4. Importing, exporting and integrating Excel with other Microsoft Office applications.
5. Using built-in functions in Excel.
6. Inserting, editing, and deleting graphics and other objects in a workbook.

9. Create Hyperlinks.

- I. Creating and inserting/editing links.
  1. Inserting/Editing text or graphic links in a worksheet.
  2. Specifying link address.
  3. Testing links.

10. Create, edit, and retrieve databases.

- J. Creating, editing, and retrieving databases using Microsoft Access.
  1. Creating a blank access database.
  2. Creating table objects in the database.
  3. Creating query objects in the database.
  4. Creating report objects in the database.
  5. Creating form objects in the database.
  6. Saving and closing the database.
  7. Opening an existing database.
  8. Editing objects in the database.
  9. Saving and closing the database.

11. Modify table design.

- K. Modifying the design and applying customizing formats and data validations to database table.
  1. Choosing / Customizing the InputMask for the table.
  2. Setting up validation rules.
  3. Entering validation text for the error message.
  4. Setting default values for fields.
  5. Editing required properties settings.
  6. Creating lookup fields.

12. Create other objects in the database.

- L. Creating forms, queries, and reports.
  1. Using existing objects to generate forms.
  2. Switching to design view and modifying form layout.
  3. Using existing objects to generate queries.
  4. Switching to design view and specifying criteria to filter displayed data.
  5. Using existing objects to generate reports.
  6. Switching to design view and modifying the report layout.



13. Create, edit, and retrieve presentations.

- M. Creating, editing, and retrieving presentations using Microsoft PowerPoint.
1. Creating a blank presentation.
  2. Selecting style and layout to use.
  3. Inserting text.
  4. Inserting graphics.
  5. Inserting hyperlinks.
  6. Inserting other multimedia elements in the presentation.
  7. Integrating other Microsoft Office applications in the presentation.
  8. Creating transition between slides.
  9. Adding animations / sound effects.
  10. Saving and closing the presentation.
  11. Opening existing presentation.
  12. Editing objects in the presentation.
  13. Saving and closing the presentation.

## VII. MATERIALS AND EQUIPMENT:

- A. Student computer with Windows OS and Microsoft Office
- B. Projector
- C. Routine classroom materials
- D. 1 USB storage device (at least 1GB)—student-furnished

## VIII. TEXTS AND REFERENCES:

- A. Required Text:  
Beskeen, Cram, Duffy, Friedrichsen, and Wermers. Microsoft Office 2007 -- Illustrated Series, Second Course. Boston, MA: Course Technology.

## IX. METHOD OF INSTRUCTION:

- A. Lecture
- B. Demonstration
- C. Hands on Experience
- D. Questions and Answers (Discussion)

## X. METHOD OF EVALUATION:

A. Description		Points	B. Transmutation of percent to letter grade	
Exercises / Assignments		40%	90-100 -----	A
Quizzes		10%	80-89 -----	B
Chapter Tests		15%	70-79 -----	C
Midterm Exam / Project		15%	65-69 -----	D
Final Exam / Project		20%	0-64 -----	F
Total-----		100%		

## TASK LISTING SHEET

**IT 105 PC Office Applications**

Course No. & Title

Credits: 2 1 48  
Lecture Lab Total Lab Hrs.

### Task

### Time

**SLO #1.....3 hours**

1. Start Microsoft Word and create a word processor file.
2. Use the different menus in the word processor.
3. Use the different tools and toolbars in the word processor.
4. Use horizontal/vertical scroll bars.
5. Print the file.
6. Import graphics into the file.
7. Import external files into the document.
8. Save a file, close, and retrieve an existing file.
9. Exit program properly.

**SLO #2.....3 hours**

1. Insert table into a word processor file.
2. Format the borders for the table.
3. Format the fill colors for the table.
4. Add additional rows and columns to the table.
5. Resize the table's rows and columns.
6. Adjust cell alignment.
7. Insert text into the table.
8. Insert graphics into the table.
9. Insert other objects into the table.
10. Add table caption.

**SLO #3.....3 hours**

1. Draw objects in the documents using the drawing toolbar.
2. Group/Ungroup objects.
3. Rotate and resize objects.
4. Change border weight for the objects.
5. Modify fill color for objects.
6. Change the shape of objects.
7. Type text into the objects.
8. Change object layout and position.
9. Apply shadow and 3D effect to objects.

**SLO #4.....3 hours**

1. Insert spreadsheet object into the document.
2. Insert presentation object/file into the document.
3. Insert an external word file into the document.
4. Insert/Use database program to create labels (mail merge).

**SLO #5.....3 hours**

1. Start Microsoft Excel and create a spreadsheet file.
2. Use the different menus in the spreadsheet program.
3. Use the different tools and toolbars in the spreadsheet program.
4. Use horizontal/vertical scroll bars.
5. Enter data into the spreadsheet.
6. Insert graphics into the file.
7. Insert/Delete rows and columns in the spreadsheet.
8. Cut/Copy data from a cell or a range of cells to a new location.
9. Import external files into the document.
10. Print the file.
11. Save a file, close, and retrieve an existing file.
12. Exit program properly.

**SLO #6.....6 hours**

1. Use SUM, AVERAGE, MIN, MAX, and other functions in Excel to write formulas.
2. Use relative and absolute cell referencing in formulas.
3. Apply conditional formatting.
4. Use logical functions such as the IF function.
5. Insert chart into the file.
6. Edit and format chart title and labels.
7. Change plots orientation and color.
8. Change chart background color and other properties.
9. Change chart style.
10. Change chart location.
11. Modify chart data series and other properties.
12. Save chart.
13. Print chart.

**SLO #7.....3 hours**

1. Set print area.
2. Set sheet orientation.
3. Set sheet margins.
4. View workbook in Print Preview mode.
5. Print workbook.

**SLO #8.....3 hours**

1. Save the file as a web page.
2. Choose interactive or static option.
3. Choose location for the published files.
4. Name the new HTML files.
5. Save the files.
6. Preview the files using a web browser.



**SLO #9.....3 hours**

1. Create links to files on the Internet/Intranet.
2. Create links to files on your computer.
3. Create links to other worksheets of files.
4. Create links to specific cells on the current worksheet.
5. Save links.
6. Test links.

**SLO #10.....3 hours**

1. Start Microsoft Access and create a database file.
2. Use the different menus in the database program.
3. Use the different tools and toolbars in the database program.
4. Use the horizontal/vertical scroll bars.
5. Create and save tables in the database.
6. Create and save queries in the database.
7. Create and save reports in the database.
8. Create and save forms in the database.
9. Print the database file (report).
10. Close database program.

**SLO #11.....3 hours**

1. Start Microsoft Access and open an existing database file.
2. Open existing table objects.
3. Modify field names.
4. Modify field data types.
5. Insert field description.
6. Insert validation rules.
7. Insert validation text.
8. Modify required property settings.
9. Set other field properties.
10. Save the table.
11. Save changes to the database.
12. Close the database.
13. Close Microsoft Access.

**SLO #12.....6 hours**

1. Start Microsoft Access and open an existing database file.
2. Create new table object.
3. Set field names.
4. Set field properties.
5. Set primary keys.
6. Save the table object.
7. Create new query object.
8. Set sorting options.
9. Set display options.
10. Create criteria.
11. Save the query object.
12. Create new report object.

13. Set report style.
14. Set the data source for the report.
15. Modify other display properties.
16. Close the database.
17. Exit Microsoft Access.

**SLO #13.....6 hours**

1. Start Microsoft PowerPoint and create a presentation file.
2. Select the style and layout to use.
3. Use the different menus in the presentation program.
4. Use the different tools and toolbars in the presentation program.
5. Use the horizontal/vertical scroll bars.
6. Insert text into the presentation.
7. Insert graphics into the presentation.
8. Insert other objects into the presentation.
9. Apply slide transition to the slide.
10. Create custom animations and apply sound effects to the content of the slide.
11. Insert new slides.
12. Save the presentation.
13. Preview the slideshow.
14. Print slides.
15. Close presentation program.

**TOTAL.....48 hours**



**Palau Community College**  
**IT 105- PC Office Applications**  
**Course Learning Outcomes**

During the course experience, the **Course Learning Outcomes** (CLOs) will be assessed through the use of signature assignments. A rating scale will be used to determine the students' proficiency level of each CLO using specifically aligned assignments. The numerical ratings of 4, 3, 2 and 1 are not intended to represent the traditional school grading system of A, B, C, D and F. The descriptions associated with each of the numbers focus on the level of student performance for each of the course learning outcomes listed below.

**Rating Scale:**    4-----Exceeds Expectations  
                           3-----Meets Expectations  
                           2-----Developing  
                           1-----Below Expectations

CLO #1:

Numerical Value	Generate extensive and properly formatted Microsoft Word documents that include texts, graphics, tables, mathematical formulas, and other supported objects.
4	Perform all of the following tasks accurately and completely: <ul style="list-style-type: none"> <li>• Modify a page by adjusting page margins, inserting section and page breaks, modifying tab stops, adding headers, footers, page numbers, current date and time.</li> <li>• Modify text format by creating bulleted and numbered lists, using columns to format columnar text, adjusting font type, size, color, highlight, and other special effects.</li> <li>• Enter and format text in a table structure and create formulas to calculate values in the table.</li> <li>• Import graphics and other objects into a document and publish the file to be used on the Internet or Intranet.</li> <li>• Create personal templates and attach personal templates to new documents,</li> </ul>
3	Perform the tasks mentioned above with mixed quality, but most are adequate and complete.
2	Perform the tasks mentioned above with mixed quality, but most are inadequate or incomplete.
1	Perform the tasks mentioned above inaccurately or incompletely.

CLO #2:

Numerical Value	Plan and develop elaborate spreadsheets that utilize complex built-in functions and features of Microsoft Excel.
4	Perform all of the following tasks accurately and completely: <ul style="list-style-type: none"> <li>• Modify a spreadsheet display and format by adjusting page margins, inserting and modifying page breaks, adding headers and footers, inserting / deleting columns and rows, applying cell alignment options and data formats, and importing graphics and other external files in to the document.</li> <li>• Create formulas using built-in arithmetic and statistical functions, IF function, and other logic functions that utilizes 3D, relative and absolute cell referencing.</li> <li>• Insert, modify, and format chart objects.</li> <li>• Publish Microsoft Excel documents to be used on the Internet or Intranet.</li> </ul>
3	Perform the tasks mentioned above with mixed quality, but most are adequate and complete.
2	Perform the tasks mentioned above with mixed quality, but most are inadequate or incomplete.
1	Perform the tasks mentioned above inaccurately or incompletely.

## CLO #3:

Numerical Value	Plan, design, and develop relational databases using Microsoft Access that are flexible, expandable, and mitigate redundant information.
4	Perform all of the following tasks accurately and completely: <ul style="list-style-type: none"> <li>• Outline and diagram databases with acceptable field names and data types</li> <li>• Establish primary keys</li> <li>• Set essential validation properties</li> <li>• Create relationships between tables</li> </ul>
3	Perform the tasks mentioned above with mixed quality, but most are adequate and complete.
2	Perform the tasks mentioned above with mixed quality, but most are inadequate or incomplete.
1	Perform the tasks mentioned above inaccurately or incompletely.

## CLO #4:

Numerical Value	Plan, design, and generate Microsoft Access database queries that select, update, and display information accurately.
4	Perform all of the following tasks accurately and completely: <ul style="list-style-type: none"> <li>• Structure and generate appropriate queries with multiple fields from different tables</li> <li>• Create calculated fields</li> <li>• Set sort options/properties</li> <li>• Define customized criteria to dictate what information to display</li> </ul>
3	Perform the tasks mentioned above with mixed quality, but most are adequate and complete.
2	Perform the tasks mentioned above with mixed quality, but most are inadequate or incomplete.
1	Perform the tasks mentioned above inaccurately or incompletely.

## CLO #5:

Numerical Value	Create substantial or multiple presentations that integrates texts, graphics, animations, other Microsoft Office files, and various objects supported by Microsoft PowerPoint.
4	Perform all of the following tasks accurately and completely: <ul style="list-style-type: none"> <li>• Create a presentation to successfully convey a message using: <ul style="list-style-type: none"> <li>○ Texts</li> <li>○ Graphics</li> <li>○ Animations</li> <li>○ Videos</li> <li>○ Music/Sound</li> <li>○ Transitions</li> </ul> </li> </ul>
3	Perform the tasks mentioned above with mixed quality, but most are adequate and complete.
2	Perform the tasks mentioned above with mixed quality, but most are inadequate or incomplete.
1	Perform the tasks mentioned above inaccurately or incompletely.