

SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO, CANADA

COURSE OUTLINE

COURSE TITLE: INTEGRATED OFFICE SYSTEMS

CODE NO: EDP325

PROGRAM: PROGRAMMER/ANALYST
Computer Engineering

SEMESTER: SIX

DATE: JANUARY 1997

AUTHOR: M. VANLANDEGHEM

APPROVED: _____

DEAN

Joseph C. Kruel

97-01-03

DATE

PC APPLICATIONS -

INTEGRATED OFFICE SYSTEMS

TOTAL HOURS TIME: 64 HOURS

PREREQUISITES: BUS217, BUS326, ENG308, EDP307,
EDP315, EDP319

I PHILOSOPHY/GOALS

In this course students will learn to use A popular software suite to integrate applications to work together easily. Students will learn to share data, documents, and graphics across applications.

Practical "hands-on" applications will be utilized to incorporate and integrate basic database, spreadsheet, word processing and presentation data.

II. STUDENT PERFORMANCE OBJECTIVES

Upon completion of this course the student will be able to:

1. Understand spreadsheet concepts and applications
2. Create, save and print spreadsheets
3. Use formatting and formulas
4. Create Pie, Column and Bar charts
5. Understand the concepts of a database and tables
6. Create a database and tables
7. Understand and use a form to enter data to a table
8. Edit records in a table
9. Create customized Queries and Reports
10. Use data indexing and sorting
11. Create a link between two tables.
12. Use word processor to create and format documents
13. Create tabs, margins and tables
14. Use spell check features
15. Insert, size and move graphics in a document
16. Use presentation program to create slide shows
17. Insert objects on slides
18. Insert, delete and format slides
19. Integrate data between applications

III. TOPICS TO BE COVERED

1. Overview of integrated office systems
2. Understanding and using Microsoft Excel
3. Understanding and Using Microsoft Access
4. Understanding and Using Microsoft Word
5. Understanding and Using Microsoft Presentation
6. Integrating applications

IV. LEARNING ACTIVITIES/REQUIRED RESOURCES

1. Overview of Integrated Office Systems

Learning Activities

Overview

- . Integration stand alone systems
- . Office integration local area network
- . Reason for integration
- . Comparison of other software suites
- . Future requirements
- . Multi-media integration of sound and video

2. Understanding and Using Microsoft Excel

Learning Activities:

- . Overview of Excel concepts and screen layout
- . Move around a spreadsheet, enter data
- . Format data and use formulas
- . Edit data in the worksheet
- . Inserting graphics in a worksheet
- . Save and print the worksheet
- . Create and print charts

Resources:

Text, student practice file, handouts

3. Understand and use Microsoft Access

Learning Activities:

- . What is a database/table
- . Define structure of fields and records
- . Create and save a database and table
- . Add, delete and change records in a database
- . Create and save queries
- . Join tables, create queries and reports
- . Create data entry forms
- . Design and set-up a complete database
- . Generate a data entry form, queries and reports

Resources:

Text, student practice file, handouts

4. Understanding and Using Microsoft Word

Learning Activities

- . Review of Word screen and menu bars
- . Entering data, bold, underline, delete words
- . Moving the cursor
- . Use Spell check
- . Create tabs and change margins
- . Create and format tables
- . Create simple charts
- . Insert, size and move graphics
- . Use Word Art
- . Save and print documents

Resources

Text, Student data disk, handouts

5. Understanding and using Microsoft Presentation

Learning Activities

- . Overview of Presentation program and screen layout
- . Create a presentation using a Wizard
- . Working in slide and outline view
- . Add and modify text on a slide
- . Use color schemes
- . Create, edit and format graphs
- . Insert objects and pictures in a slide
- . Create and run a slide show
- . Create slides with animation

Resources:

Text, practice disk , student handout

6. Integrating applications

Learning Activities

- . Use excel data in a presentation
- . Use a word table in a presentation
- . Use object linking to insert pictures in a database records.
- . Use excel charts in a presentation
- . Use an Excel graph in a word document
- . Project - complete a business plan and presentation with all software learned. The presentation will include text, graphics, charts and tables. Information must be retrieved from all software modules.

Resources:

Students text, data disk, handouts

V. METHOD OF EVALUATION

MICROSOFT EXCEL			20%
MICROSOFT ACCESS			20%
MICROSOFT WORD			20%
MICROSOFT PRESENTATION			20%
PROJECT			20%
			100%

BREAKDOWN:

EXCEL

2 - ASSIGNMENTS	at	5%	10%
1 - Tests	at	10%	10%
		Total	20%

ACCESS

2 - ASSIGNMENTS	at	5%	10%
1 - TESTS	at	10%	10%
		Total	20%

WORD 6

2 - ASSIGNMENTS	at	5%	10%
1 - TEST	at	10%	10%
		Total	20%

Power Point

2 - ASSIGNMENTS	at	5%	10%
1 - TEST	at	10%	10%
		Total	20%

Final Project 20%

Total 100%

Note..

All assignments must be completed satisfactorily to complete the

course. Late hand in penalties will be 2% per day. Assignments that are late will not be accepted after 3 days unless there are extenuating and legitimate circumstances.

GRADING SCHEME

A+ 90 - 100% Outstanding achievement
A 80 - 89% Excellent achievement
B 70 - 79% Average achievement
C 55 - 69% Satisfactory achievement
U Incomplete: Course work not complete at Mid-term.
Only used at mid-term.
R Repeat
X A temporary grade that is limited to instances where special circumstances have prevented the student from completing objectives by the end of the semester. An X grade must be authorised by the Dean, It reverts to an R if not upgraded in an agreed-upon time, less than 120 days.

VI. RESOURCE MATERIALS

Shelly-Cashman Series - MOD55M EXCEL 5
Shelly-Cashman Series - MOD53M ACCESS
Shelly-Cashman Series - MOD54M WORD 6
Shelly-Cashman Series - MOD48M POWER POINT
2 BLANK DISKS

Data files will be supplied by instructor.

VII. SPECIAL NOTES

Students with special needs (e.g. physical limitations, hearing impairments, learning disabilities) are encouraged to discuss required accommodations confidentially with the the instructor.

Your instructor reserves the right to modify the course as he/she deems necessary to meet the needs of students.