I. Description of Course:

1. Department/Course: CAOT - 101B
2. Title: Computer Applications II
3. Cross Reference:
4. Units: 2
   Lec Hrs: 1.5
   Lab Hrs: 1.5
   Tot Hrs: 54.00
5. Repeatability: No
6. Grade Options: Letter Grade, May Petition for Pass/No Pass (GP)
7. Degree/Applicability: Credit, Degree Applicable, Transferable - CSU (T)
8. General Education:
9. Field Trips: Not Required
10. Requisites: Advisory
11. CAOT 101A
12. Catalog Description:
   This course is the second in a three part series covering topics which include how to use word documents, spreadsheets, database management programs, presentation graphics, and how to effectively use personal information manager programs. Students will also learn how to integrate program components.
13. Class Schedule Description:
   In depth coverage of the Microsoft Office Suite.
14. Counselor Information:
   Students will benefit from more in depth hands-on applications involving word documents, spreadsheets, database programs, presentation graphics, information management and integration applications in a Windows environment. This course meets the requirements of the Microsoft Certified Application Specialist exams for Microsoft Office Word, Access, Excel, PowerPoint, and Outlook when used in conjunction with the Shelly Cashman Series Introductory and Post-Advanced Concepts and Techniques books.

II. Student Learning Outcomes
The student will:
1. Create and Edit MS Word documents.
2. Input data and manipulate MS Excel Spreadsheets.
3. Construct and reorganize primary and secondary Access databases.
4. Formulate web based presentations.
5. Maintain Personal Outlook email client profile and contact base.
6. Integrate all components learned from MS. Office Suite at this level.

III. Course Outline:
A. MICROSOFT WORD, Lecture and LAB exercises.
   1. Creating a Document with a Title Page, Table, Chart, and Watermark. (LAB-Creating a formal report).
   2. Generating Form Letters, Mailing Labels, and Directories. (LAB-Creating and editing and merge mailing form letters).
   3. Creating a Professional Newsletter. (LAB-Editing and manipulating a template newsletter ready for publication).
   4. Integration Feature: Linking an Excel Worksheet and Chart to a Word Document. (LAB-Creating and modifying a worksheet that has interactive components).
B. MICROSOFT EXCEL, Lecture and LAB exercises.
   1. Financial Functions, Data Tables, and Amortization Schedules. (LAB-Creating a loan calculator on a spreadsheet.)
   2. Creating, Sorting, and Querying a Table. (LAB-Practice using the DATA/FILTER tools on the Excel Menu with large groups of data).
   3. Creating Templates and Working with Multiple Worksheets and Workbooks. (LAB-Creating a Workspace--tying several workbooks together -MAKING A GRADE BOOK for multiple students taking multiple classes).
C. MICROSOFT ACCESS, Lecture and LAB exercises.
   1. Creating Reports and Forms. (LAB-Modifying a basic form and generating a report).
   2. Multi-Table Forms. (LAB-Taking tables from several databases and linking them).
   3. Using Macros, Switchboards, PivotTables, and PivotCharts. (LAB-This LAB requires the end user to go behind a program database to work with manipulating a large database and producing PivotTables to be displayed as PivotCharts).
   4. SQL Feature: Using SQL (LAB-mini exercises on how to view the programming sequence language behind the MACRO).
D. MICROSOFT POWERPOINT, Lecture and LAB exercises
   1. Creating a Presentation with Custom Backgrounds and SmartArt Diagrams. (LAB-Working with various templates and diagrams on several presentation slides).
   2. Working with Information Graphics. (LAB-Working with various templates and diagrams on several presentation slides to create Graphics).
   3. Collaboration Feature: Collaborating on and Delivering Presentations. (LAB-Sharing a PowerPoint presentation with others).
E. MICROSOFT OUTLOOK, Lecture and LAB exercises
   1. Managing Calendars and Instant Messaging. (LAB-Building on the OUTLOOK Contact database and using the Calendar by making public and private entries).
F. MICROSOFT OFFICE INTEGRATION, Lecture and LAB exercises
   1. Integration Case Studies. (LAB-Project given where students will take all components learned above and formulate a more advanced interactive webpage).

IV. Course Assignments:
A. **Reading Assignments**  
   1. Readings from the Textbook.
B. **Projects, Activities, and other Assignments**  
C. **Writing Assignments**

V. **Methods of Evaluation:**
   A. Interactive Course Management System quizzes.
   B. Interactive LAB work online via Course Management Tool.
   C. Compilation of portfolio of Business Documents showing all components of the Microsoft Office Suite.

VI. **Methods of Instruction:**
   A. Lecture  
   B. Laboratory  
   C. Discussion  
   D. Computer Assisted Instruction  
   E. Collaborative Learning  
   F. Distance Learning

VII. **Textbooks:**
   **Recommended**

   **Supplemental**

VIII. **Supplies:**
   A. USB Flashdrive 2GB for storage device.