

**COURSE OUTLINE**  
**CMSY-136**  
**Integrated Software Applications**  
**1 Credit**

**HOWARD COMMUNITY COLLEGE**

**Description**

After successful completion of this course, the student will be able to use the integration features of Microsoft® Office to copy, paste, link, and embed files from one program to another using Word, Excel, Access, and PowerPoint. Basic through advanced integration skills are covered. This course may be completed in fewer than 14 weeks and may be started at any time during the school year. All of the work may be done outside of class if student has compatible software. Prerequisites: CMSY-101, CMSY-103, CMSY-104, CMSY-116, and CMSY-126 or CMSY-129.

**Overall Course Objectives**

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

1. Complete real-world projects relating to the Microsoft Office suite of products.
2. Integrate multiple software products while completing projects.
3. Demonstrate creative and critical thinking skills while completing projects.
4. Develop independent work habits.
5. Select Internet search engine tools for locating appropriate information.
6. Use multimedia and graphics to enhance document and presentation design, layout, functionality, and appearance.
7. Analyze real-world business problems and then apply appropriate media and strategies to develop total-problem solutions.
8. Integrate and reinforce skills and knowledge acquired in previous courses.

**Major Topics**

- I. Perform research on the Internet to access supportive material and hyperlinks.
- II. Use Word to:
  - A. Create a newsletter
  - B. Prepare tables and use table styles
  - C. Create reports, using WordArt, clip art, and graphics
  - D. Develop diagrams
  - E. Insert hyperlinks
  - F. Develop a brochure
  - G. Implement a mail merge operation
  - H. Save a document as a Web page
- III. Use Excel to:
  - A. Prepare workbooks with appropriate formatting and enhancements
  - B. Create charts
  - C. Add formulas
  - D. Create scenarios
  - E. Use lookup for calculations
  - F. Work with complex formulas
  - G. Create PivotTables
  - H. Set up a budget

- IV. Use Access to:
  - A. Set up tables
  - B. Create customized forms
  - C. Create queries and reports
- V. Use PowerPoint to:
  - A. Create a slide presentation
  - B. Add animation and graphics
  - C. Create a table
  - D. Add charts
- VI. Use Integration to:
  - A. Integrate Word and Excel
  - B. Integrate Word, Excel, and Access
  - C. Integrate Word, Excel, Access, and PowerPoint

### **Course Requirements**

Grading/exams: Specific assignments and procedures for evaluating student performance in the class will be described in the individual class syllabus, but will include the following:

- Projects

### **Other Course Information**

*Call 443-518-4876 between 9 a.m. and 3 p.m. for more information about this course.*  
This course is a business elective.