

# EASTERN ARIZONA COLLEGE Integrated Business Projects

Course Design

2018-2019

**Course Information**

**Division** Business  
**Course Number** AIS 241  
**Title** Integrated Business Projects  
**Credits** 3  
**Developed by** Dana Barnett  
**Lecture/Lab Ratio** 2 Lecture/2 Lab

**Transfer Status**

ASU	NAU	UA
Non Transferable	Elective Credit	Non Transferable

**Activity Course** No  
**CIP Code** 52.0400  
**Assessment Mode** Pre/Post Test (4 Projects/100 Points)  
**Semester Taught** Spring  
**GE Category** None  
**Separate Lab** No  
**Awareness Course** No  
**Intensive Writing Course** No  
**Diversity and Inclusion Course** No

**Prerequisites**

AIS 238 or instructor approval

**Educational Value**

This course is primarily for business/administrative information services students who have completed the required prerequisites. Students should have basic experience using the major applications of an integrated software package.

**Description**

Reinforces the major office applications found in suite software: word processing, electronic presentations, spreadsheets, and databases. Students use the applications software in real-world situations that show the significance of learning the software and that require decision-making and problem-solving skills. Students will spend 15 hours on the job with an expert and observe how the professional goes about his or her daily tasks.

**Supplies**

None

## **Competencies and Performance Standards**

### **1. Integrate word processing and presentation applications to complete projects in sales and marketing.**

#### ***Learning objectives***

*What you will learn as you master the competency:*

- a. Produce business letters and memos.
- b. Compose routine correspondence.
- c. Format an agenda.
- d. Create attractive conference room signs.
- e. Create tables.
- f. Create forms.
- g. Format a sales manual from rough draft.
- h. Prepare a Table of Contents.
- i. Generate merged documents.
- j. Design certificate, calendar, and brochure.
- k. Create slide shows to run manually and automatically.
- l. Create organization, pie, and bar charts.
- m. Create speaker's notes.
- n. Create a newsletter.
- o. Embed and link files.
- p. Insert a sound clip.
- q. Create hyperlinks in presentations and Web pages.

#### ***Performance Standards***

*Competence will be demonstrated:*

- o in the completion of projects that integrate word processing and presentation applications
- o in the completion of a module test
- o in the completion of the Posttest/Final

*Criteria - Performance will be satisfactory when:*

- o learner produces business letters and memos
- o learner composes routine correspondence
- o learner formats an agenda
- o learner creates attractive conference room signs
- o learner creates tables
- o learner creates forms
- o learner formats a sales manual from rough draft
- o learner prepares a table of contents using specific word processing feature
- o learner generates merged documents
- o learner designs certificate, calendar, and brochure
- o learner creates slide shows to run manually and automatically
- o learner creates organization, pie, and bar charts
- o learner creates speaker's notes

- o learner creates a newsletter
- o learner embeds and links files
- o learner inserts a sound clip
- o learner creates hyperlinks in presentations and Web pages

**2. Integrate word processing and spreadsheet applications to complete projects in financial services.**

***Learning objectives***

*What you will learn as you master the competency:*

- a. Build an inventory spreadsheet with simple formulas and functions.
- b. Build employee records spreadsheet with values, formulas and VLOOKUP functions.
- c. Build multiple spreadsheets for departmental sales workbook.
- d. Use logical functions and financial functions.
- e. Build a petty cash worksheet.
- f. Build a book inventory spreadsheet with a hyperlink to the Internet.
- g. Build spreadsheet for monthly installment calculations.
- h. Use AutoFormat and advanced formatting.
- i. Link data on multiple spreadsheets.
- j. Prepare charts from spreadsheets.
- k. Use drawing tools, including WordArt, callouts, and clip art.
- l. Record and run macros.
- m. Embed spreadsheet data in word processing documents.

***Performance Standards***

*Competence will be demonstrated:*

- o in the completion of projects that integrate word processing and spreadsheet applications
- o in the completion of a module test
- o in the completion of the Posttest/Final

*Criteria - Performance will be satisfactory when:*

- o learner builds an inventory spreadsheet with simple formulas and functions
- o learner builds employee records spreadsheet with values, formulas and VLOOKUP functions
- o learner builds multiple spreadsheets for departmental sales workbook
- o learner uses logical functions and financial functions
- o learner builds a petty cash worksheet
- o learner builds a book inventory spreadsheet with a hyperlink to the Internet
- o learner builds spreadsheet for monthly installment calculations
- o learner uses AutoFormat and advanced formatting
- o learner links data on multiple spreadsheets
- o learner prepares charts from spreadsheets
- o learner uses drawing tools, including WordArt, callouts, and clip art
- o learner records and runs macros

- o learner embeds spreadsheet data in word processing documents

**3. Integrate database and word processing applications to complete projects in purchasing and operations.**

***Learning objectives***

*What you will learn as you master the competency:*

- a. Design a table to store all inventory information.
- b. Update data records.
- c. Design and run simple to advanced queries.
- d. Sort data records.
- e. Design and run reports.
- f. Design custom forms.
- g. Create mailing labels.
- h. Create graphs.

***Performance Standards***

*Competence will be demonstrated:*

- o in the completion of projects that integrate word processing and spreadsheet applications
- o in the completion of a module test
- o in the completion of the Posttest/Final

*Criteria - Performance will be satisfactory when:*

- o learner designs a table to store all inventory information
- o learner updates data records
- o learner designs and runs simple to advanced queries
- o learner sorts data records
- o learner designs and runs reports
- o learner designs custom forms
- o learner creates mailing labels
- o learner creates graphs

**4. Integrate word processing, spreadsheet, and Web applications to complete projects in administrative services.**

***Learning objectives***

*What you will learn as you master the competency:*

- a. Build templates for the income statement and balance sheet.
- b. Create year-end financial statements.
- c. Create a stockholder's report.
- d. Prepare agenda and e-mail.
- e. Merge letter with a database query.
- f. Create a customer mailing.
- g. Prepare a home page for company web site.
- h. Create feature products page with sliding text for company web site.

- i. Create information page with drop list and boxes for company web site.
- j. Create bookmarks and hyperlinks for navigation.

**Performance Standards**

*Competence will be demonstrated:*

- o in the completion of projects that integrate word processing and spreadsheet applications
- o in the completion of a module test
- o in the completion of the Posttest/Final

*Criteria - Performance will be satisfactory when:*

- o learner builds templates for the income statement and balance sheet
- o learner creates year-end financial statements
- o learner creates a stockholder's report
- o learner prepares agenda and e-mail
- o learner merges letter with a database query
- o learner creates a customer mailing
- o learner prepares a home page for company web site
- o learner creates feature products page with sliding text for company web site
- o learner creates information page with drop list and boxes for company web site
- o learner creates bookmarks and hyperlinks for navigation

**5. Produce error-free, attractively formatted documents that represent the quality expected in a real-world situation.**

**Learning objectives**

*What you will learn as you master the competency:*

- a. Format documents appropriately for specific project.
- b. Produce documents that are free of typographical errors.
- c. Produce documents that are free of spelling and grammar errors.
- d. Produce documents that are attractively positioned on the page.
- e. Follow any specific instructions for producing the documents.

**Performance Standards**

*Competence will be demonstrated:*

- o in the completion of projects that integrate word processing and spreadsheet applications
- o in the completion of a module test
- o in the completion of the Posttest/Final

*Criteria - Performance will be satisfactory when:*

- o documents are formatted properly
- o documents are free of typographical errors
- o documents are free of spelling and grammar errors
- o documents are attractively positioned on the page
- o learner has followed any specific instructions for producing the document

**6. Use creativity in adding graphics and other design elements to completed projects.**

***Learning objectives***

*What you will learn as you master the competency:*

- a. Use individuality in designing documents.
- b. Choose appropriate design elements.

***Performance Standards***

*Competence will be demonstrated:*

- o in the completion of projects that integrate word processing and spreadsheet applications
- o in the completion of a module test
- o in the completion of the Posttest/Final

*Criteria - Performance will be satisfactory when:*

- o learner uses individuality in designing documents
- o learner chooses appropriate design elements

***Types of Instruction***

Online Course – textbook guidance, instructor guidance and support with outlines, PowerPoint's and discussion topics

Simulated Work Experience

Observation through job shadowing

***Grading Information***

***Grading Rationale***

Projects = 60%  
Tests = 30%  
Posttest/Final = 10%

***Grading Scale***

A 90-100%  
B 80-89%  
C 70-79%  
D 60-69%  
F <60%