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: 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

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.
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:*

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

*Criteria - Performance will be satisfactory when:*

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

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

**Criteria - Performance will be satisfactory when:**

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

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

**Criteria - Performance will be satisfactory when:**

- documents are formatted properly.
- documents are free of typographical errors.
- documents are free of spelling and grammar errors.
- documents are attractively positioned on the page.
- 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:*

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

*Criteria - Performance will be satisfactory when:*

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

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**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

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**Grading Information**

**Grading Rationale**

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

**Grading Scale**

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<th>Grade</th>
<th>Percentage</th>
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<tbody>
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<tr>
<td>C</td>
<td>70-79%</td>
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<tr>
<td>D</td>
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