

Course Information Form (CIF)

Course Code: CTC 290

Course Title: Integrated Software

Department: Business/Computer Science and Technologies

Effective Date: Summer 2026

PCS Code: 1.2 - Occupational/Technical Instruction

CIP Code: 11.0601

Repeatability: 0

Credit Hours

Catalog Notation: 2-0-2

Credit Hour Distribution:

Lecture: 2

Lab: 0

Clinical: 0

Total: 2

General Course Information

Catalog Description

Preparation for the contemporary workplace by using current application software to solve problems typically encountered in a business environment. Emphasis is on a mastery of Microsoft Office suite to complete multi-layered projects.

General Course Objectives

This course concentrates on developing the student's ability to consolidate skills and apply them to real life situations by incorporating office simulations. Activities include integration of software applications.

Minimum Placement Levels

English	Reading	Math
None	None	None

Prerequisites

Credit in CIS 134, CIS 135, and CIS 138 with grades of C or higher

Methods of Evaluation

A minimum of 3 application projects using Microsoft Word. A minimum of 1 application project using Microsoft PowerPoint. A minimum of 3 application projects using Microsoft Excel. A minimum of 4 integrated software projects using Microsoft Word, Excel, and Access.

Instructional Materials and Additional Supplies

None.

Course Content

General Learning Outcomes (GLOs)

- Technology: Students will demonstrate the ability to evaluate, select, and appropriately use current and emerging tools.

Course Segments and Student Learning Outcomes

Course Segment	Learning Outcomes	Lecture Hours	Lab Hours	Clinical Hours
Microsoft Word	1. Use Word features, including but not limited to: set and modify tabs; modify and apply styles; change paragraph spacing; insert and modify images; create and modify tables; and apply custom formatting.	4	0	0
Microsoft Excel	1. Use Excel features, including but not limited to: create and modify formulas; create and modify functions: SUM, AVERAGE, MIN, MAX, IF, VLOOKUP, COUNT, COUNTIF; apply and modify formatting; create named cell ranges; create data validation; insert and modify Headers/Footers; create absolute cell references; create and modify a chart; apply conditional formatting; and apply cell protection.	5	0	0
Microsoft PowerPoint	1. Create and modify a PowerPoint presentation using bulleted lists, images, transitions, animations, and themes.	1	0	0
Microsoft Office Applications Integration	1. Complete projects simulating real life situations integrating Word, Excel, and Access, including: create a custom theme in Word that is applied to all files in projects; create and modify tables, queries, forms, and reports in Access; create relationships between tables in Access; create custom labels in Access; create business letters in Word using mail merge and an Access data source file; create and modify a budget in Excel using formulas and functions; create agendas and memos in Word; and create a flier in Word using data from an Excel budget.	20	0	0

Total Contact Hours

Lecture Hours	Lab Hours	Clinical Hours
30	0	0