

## STANDARDIZED COURSE OUTLINE

### SECTION I

**SUBJECT AREA AND COURSE NUMBER:** CSA 205

**COURSE TITLE:** Advanced Applications

**COURSE CATALOG DESCRIPTION:**

This course concentrates on the most important advanced business applications using Microsoft Office, including word processing with Word, presentation graphics with PowerPoint, spreadsheets with Excel, and the World Wide Web with Internet Explorer. Emphasis is on hands-on practice to produce interesting and useful projects while learning the fundamentals of Microsoft Office. *Formerly listed as CIS 250, not open to students who have successfully completed CIS 250.*

**LECTURE HOURS PER WEEK:** 3

**CREDIT HOURS:** 3

**LAB HOURS PER WEEK (if applicable):** n/a

**PREREQUISITE(S):** CSA105 or passing score on the Microsoft Proficient level exam for Word, Excel, and PowerPoint.

### SECTION II

#### **A. SCOPE:**

This course focuses on advanced creation and editing skills of word processing documents, spreadsheets, and presentations using current Microsoft Office software. The course topics include: Word – skills related to creating documents such as form letters, envelopes and labels, directories, and newsletters including tables, charts, watermarks, templates, and advanced publishing features; Excel – skills related to creating spreadsheets and workbooks including financial functions, hyperlinks, templates, data analysis, data manipulation, and data consolidation; and PowerPoint – skills related to creating slide presentations using visual enhancements and presentation formats.

**This course fulfills a Designated Competency in the area of Continuing Learning/ Information Literacy (CL)**

#### **B. REQUIRED WORK:**

Will vary by instructor. Students will be expected to do all required readings, assignments, tests, and quizzes as outlined by their instructor.

#### **C. ATTENDANCE AND PARTICIPATION:**

Regular attendance, assignment submission timeliness, promptness and class/lab participation will be expected. Instructors will include specific attendance and participation policies requirements in their class syllabi.

**D. METHODS OF INSTRUCTION:**

Methods may include any of the following: lecture, lecture/discussion, small group, collaborative learning, experimental/exploration, distance learning, student presentations, computer demonstrations, or use of technologies such as audio-visual materials, and computer laboratory equipment. Emphasis will be on hands-on computer exercises and problems.

**E. OBJECTIVES, OUTCOMES, and ASSESSMENT**

Students' grades will be based on achievement of learning the objectives and outcomes listed below as measured by the instructor's methods of assessment:

<b>LEARNING OBJECTIVES</b>	<b>LEARNING OUTCOMES</b>	<b>ASSESSMENT METHODS</b>
<b>To demonstrate an understanding of:</b>	<b>Student will:</b>	<b>As measured by:</b>
Advanced skills using word processing software	<ul style="list-style-type: none"> <li>a) Demonstrate recollection of introductory concepts and skills</li> <li>b) Create documents with tables, watermarks, and charts</li> <li>c) Generate form letters, mailing labels, and directories</li> <li>d) Create professional newsletters</li> <li>e) Utilize web integration tools</li> <li>f) Create appropriate solutions to complex case study problems independently and collaboratively using word processing software tools (CL1, CL2, CL3)</li> </ul>	Homework/Lab assignments; Written and/or Oral activities; Practice Projects and Exams using electronic testing software
Advanced skills using spreadsheet software	<ul style="list-style-type: none"> <li>a) Demonstrate recollection of introductory concepts and skills</li> <li>b) Create spreadsheets with financial functions, data tables, and complex calculations</li> <li>c) Create, sort, and query data lists</li> <li>d) Create templates</li> <li>e) Work with multiple worksheets and workbooks</li> <li>f) Utilize web integration tools</li> <li>g) Create appropriate solutions to complex case study problems independently and collaboratively using spreadsheet software tools (CL1, CL2, CL3)</li> </ul>	Homework/Lab assignments; Written and/or Oral activities; Practice Projects and Exams using electronic testing software
Advanced skills using presentation software	<ul style="list-style-type: none"> <li>a) Demonstrate recollection of introductory concepts and skills</li> <li>b) Use visuals to enhance a slide show presentation</li> <li>c) Modify visual elements and presentation formats</li> <li>d) Utilize web integration tools</li> <li>e) Create appropriate solutions to complex case study problems independently and collaboratively using presentation software tools (CL1, CL2, CL3)</li> </ul>	Homework/Lab assignments; Written and/or Oral activities; Practice Projects and Exams using electronic testing software
Advanced skills using database software	<ul style="list-style-type: none"> <li>a) Demonstrate recollection of introductory concepts and skills</li> <li>b) Create forms and reports using multiple tables</li> <li>c) Add special fields to forms</li> <li>d) Modify property settings of forms and reports</li> <li>e) Create appropriate solutions to complex case study problems independently and collaboratively using database software tools (CL1, CL2, CL3)</li> </ul>	Homework/Lab assignments; Written and/or Oral activities; Practice Projects and Exams using electronic testing software

Application Use in Society	a) Evaluate the economic, legal, ethical, and social issues surrounding the use of information and office applications. (CL4)	Homework/Lab assignments; Written and/or Oral activities
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**Core Competency Assessment Artifact**

Assignment from this course that address all of the competencies noted above may be collected to assess student learning across the school.

**F. TEXT(S) AND MATERIALS:**

An appropriate Intermediate Microsoft Office text, such as:

**Text:** *Microsoft Office: Advanced Concepts and Techniques (current edition)*

**Author:** Shelly, Cashman, and Vermaat

**Publisher:** Course Technology

**Electronic Testing Software** – An appropriate electronic testing software that tests the skills of students by requiring them to perform tasks in simulated software platforms

**G. INFORMATION TECHNOLOGY:**

This course is an information technology course and will require extensive computer lab time both for teaching and performing assignments. Students will require network accounts with access to the Internet and current versions of Microsoft Windows, Word, Excel, and PowerPoint as well as file storage space.