SECTION I

SUBJECT AREA AND COURSE NUMBER: CSA 250
COURSE TITLE: Post Advanced Microsoft Office
COURSE CATALOG DESCRIPTION:
This course is a continuation of CSA 205. This extremely advanced course concentrates on the most sophisticated and professional features of Microsoft Office, including advanced word processing with Word, advanced spreadsheets with Excel, advanced presentation graphics with PowerPoint, desktop publishing with Word and other Office elements such as advanced application integration. In addition, more advanced publishing for the World Wide Web with Microsoft Office components is briefly covered. Emphasis is on lots of hands on practice to produce sophisticated and professional projects while learning the skills needed to be proficient in MS Office software. *Formerly listed as CIS 299, not open to students who have successfully completed CIS 299.*

LECTURE HOURS PER WEEK: 3   **CREDIT HOURS:** 3
LAB HOURS PER WEEK (if applicable): n/a
PREREQUISITE(S): CSA205 or passing score on the Microsoft Proficient level exam for Word, Excel, and PowerPoint.

SECTION II

A. SCOPE:

This course focuses on post-advanced creation and editing skills of word processing documents, spreadsheets, and presentations using current Microsoft Office software. The course topics include: An introduction to Macros and Visual Basic for Applications (VBA); Word – skills related to creating documents with online forms, a table of contents, and an index; Excel – skills related to creating spreadsheets with complex problem solving, advanced data manipulations and analysis; and PowerPoint – skills related to creating slide presentations with self-running presentations and custom shapes.

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:

LEARNING OBJECTIVES	LEARNING OUTCOMES	ASSESSMENT METHODS
To demonstrate an understanding of:	Student will:	As measured by:
Advanced skills using word processing software	a) Review intermediate concepts and skills b) Create online forms c) Work with macros and Visual Basic for Applications (VBA) d) Create a table of contents and an index	• Homework/Lab assignments; • Written and Oral activities; • Quizzes and Exams; • SAM testing software; • Projects and Presentations
Advanced skills using spreadsheet software	a) Review intermediate concepts and skills e) Work with macros and Visual Basic for Applications (VBA) f) Perform complex problem solving, and advanced data manipulations and analysis	• Homework/Lab assignments; • Written and Oral activities; • Quizzes and Exams; • SAM testing software; • Projects and Presentations
Advanced skills using presentation software	a) Review intermediate concepts and skills g) Work with macros and Visual Basic for Applications (VBA) h) Create a self-running presentations i) Create and animate custom shapes	• Homework/Lab assignments; • Written and Oral activities; • Quizzes and Exams; • SAM testing software; • Projects and Presentations

F. TEXT(S) AND MATERIALS:

An appropriate Advanced Microsoft Office text, such as:

Text: *Microsoft Office: Post Advanced Concepts and Techniques (current edition)*
Author: Shelly, Cashman, and Vermaat
Publisher: Course Technology

SAM Testing Software - A testing software provided by the Course Technology Publisher 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.