

EASTERN ARIZONA COLLEGE

Advanced Office Applications

Course Design
2019-2020

Course Information

Division Business
Course Number AIS 238
Title Advanced Office Applications
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 Final Exam (20 Questions/40 Points)
Semester Taught Spring
GE Category None
Separate Lab No
Awareness Course No
Intensive Writing Course No
Diversity and Inclusion Course No

Prerequisites

CMP 101 or CMP 103 or instructor approval

Educational Value

- A. To General Education: Become familiar with document processing techniques in the desktop and cloud computing environment.
- B. To Major/Program: Assist students to obtain sufficient knowledge about the document processing and procedures in the desktop and cloud environment, to achieve an acceptable position in the administrative professional field, and assist in their efforts to obtain an entry-level position that will insure job and educational advancement.
- C. Other: To be used as an application for home computer uses such as; design forms, create spreadsheets, manage large lists and even write books in the cloud environment.

Description

In this project-oriented course, students create documents suitable for professional and personal purposes in the desktop and cloud environment. Prior knowledge of word processing, spreadsheet, and presentation applications is essential. Activities will include using the common Office applications Word, Excel and PowerPoint. Students will also learn to use many of the other Office apps found in Office 365 such as OneDrive, OneNote, Sway, Teams, Forms, Stream and SharePoint.

Supplies

None

Competencies and Performance Standards

- 1. Use the online version and desktop versions of Word to create or modify Word files, templates, styles, and charts.**

Learning objectives

What you will learn as you master the competency:

- Create a document from an existing Word template.
- Apply and modify existing styles and create new styles.
- Apply a theme and create a new template from an existing document.
- Create a chart using Word.
- Format a chart using Word.
- Create a form letter.
- Merge letters with records from the data source.
- Work with an online document.
- Track changes in a document.
- Use comments in a document.
- Compare and combine documents.

Performance Standards

Competence will be demonstrated:

- in the completion of assigned projects
- in the completion of assigned discussion questions
- on the post test

Criteria - Performance will be satisfactory when:

- learner creates a document from an existing Word template
- learner applies and modifies existing styles and creates new styles
- learner applies a theme and creates a new template from an existing document
- learner creates a chart using Word
- learner formats a chart using Word
- learner creates a form letter
- learner merges letters with records from the data source
- learner works with an online document
- learner tracks changes in a document
- learner uses comments in a document
- learner compares and combines documents

- 2. Use the online and desktop versions of Excel to create Excel files and work with templates and charts.**

Learning objectives

What you will learn as you master the competency:

- Enter labels and values and use AutoSum.

- b. Edit cell entries.
- c. Save a workbook as a template.
- d. Enter and edit simple formulas.
- e. Create range names.
- f. Switch worksheet views.
- g. Create a chart.
- h. Change the chart design.
- i. Format a chart.
- j. Move and resize a chart.

Performance Standards

Competence will be demonstrated:

- o in the completion of assigned projects
- o in the completion of assigned discussion questions
- o on the post test

Criteria - Performance will be satisfactory when:

- o learner enters labels and values and use AutoSum
- o learner edit cell entries
- o learner saves a workbook as a template
- o learner creates range names
- o learner enters and edits simple formulas
- o learner creates range names
- o learner switches worksheet views
- o learner creates a chart
- o learner changes the chart design
- o learner formats a chart
- o learner moves and resizes a chart

3. Use the online and desktop versions of PowerPoint to create presentations.

Learning objectives

What you will learn as you master the competency:

- a. Describe PowerPoint.
- b. Select a design template.
- c. Create a presentation outline.
- d. Format text on a variety of slide types.
- e. Insert graphic images.
- f. View a presentation.
- g. Apply animation and slide transition effects.

Competence will be demonstrated:

- o in the completion of assigned projects
- o in the completion of assigned discussion questions
- o on the post test

Criteria - Performance will be satisfactory when:

- learner describes PowerPoint
- learner selects a design template
- learner creates a presentation outline
- learner format text on a variety of slide types
- learner inserts graphic images
- learner views a presentation
- learner applies animation and slide transition effects

4. Use OneDrive for saving, organizing, sharing, and collaboration of files.

Learning objectives

What you will learn as you master the competency:

- a. Upload files or folders to OneDrive.
- b. Share files from OneDrive.
- c. Protect files in OneDrive.
- d. Backup files in OneDrive.
- e. Access files in OneDrive from mobile devices.

Performance Standards

Competence will be demonstrated:

- in the completion of assigned projects
- in the completion of assigned discussion questions
- on the post test

Criteria - Performance will be satisfactory when:

- learner uploads files or folders to OneDrive
- learner shares files from OneDrive
- learner protects files in OneDrive
- learner backs up files in OneDrive
- learner accesses files in OneDrive from mobile devices

5. Use OneNote to gather ideas, sketches, webpages, photos, videos, and notes.

Learning objectives

What you will learn as you master the competency:

- a. Create a OneNote Notebook.
- b. Take notes with OneNote.
- c. Record a lecture in OneNote.
- d. Convert handwriting to text in OneNote.
- e. Sync a Notebook to the cloud.

Performance Standards

Competence will be demonstrated:

- in the completion of assigned projects
- in the completion of assigned discussion questions

- o on the post test

Criteria - Performance will be satisfactory when:

- o learner creates a OneNote Notebook
- o learner takes notes with OneNote
- o learner records a lecture
- o learner converts handwriting to text
- o learner syncs a Notebook to the cloud

6. Use Sway to create presentations.

Learning objectives

What you will learn as you master the competency:

- a. Add content from various applications to build a Sway story.
- b. Design a Sway.
- c. Publish a Sway.
- d. Share a Sway.

Performance Standards

Competence will be demonstrated:

- o in the completion of assigned projects
- o in the completion of assigned discussion questions
- o on the post test

Criteria - Performance will be satisfactory when:

- o learner adds content to build a Sway story
- o learner designs a Sway
- o learner publishes a Sway
- o learner shares a Sway

7. Use Forms to create surveys and quizzes.

Learning objectives

What you will learn as you master the competency:

- a. Create a new survey.
- b. Add question types to a survey.
- c. Preview a complete survey.
- d. Share a survey.
- e. View survey results in Excel.
- f. Create a new quiz.
- g. Add question types to a quiz.
- h. Preview a complete quiz.
- i. Share a quiz.
- j. View quiz results in Excel.

Performance Standards

Competence will be demonstrated:

- in the completion of assigned projects
- in the completion of assigned discussion questions
- on the post test

Criteria - Performance will be satisfactory when:

- learner creates a new survey
- learner adds question types to a survey
- learner previews a complete survey
- learner share a survey
- learner views survey results in Excel
- learner creates a new quiz
- learner adds question types to a quiz
- learner previews a complete quiz
- learner shares a quiz
- learner view quiz results in Excel

8. Use Stream to upload, view, organize and share videos.

What you will learn as you master the competency:

- a. Upload a video to Stream.
- b. Apply permission and privacy settings for the video.
- c. Share a video.
- d. Organize videos with groups.

Performance Standards

Competence will be demonstrated:

- in the completion of assigned projects
- in the completion of assigned discussion questions
- on the post test

Criteria - Performance will be satisfactory when:

- learner uploads a video to Stream
- learner Applies permission and privacy settings for the video
- learner shares a video
- learner organizes videos with groups

9. Use SharePoint to create sites to share documents and information within a group.

Learning objectives

What you will learn as you master the competency:

- a. Build an intranet site with pages, documents and lists.
- b. Display important visuals, news and updates with group.
- c. Discover, follow and search for sites, files and people.
- d. Sync and store files in the cloud so they can securely edited by others.

Performance Standards

Competence will be demonstrated:

- in the completion of assigned projects
- in the completion of assigned discussion questions
- on the post test

Criteria - Performance will be satisfactory when:

- learner builds an intranet site with pages, documents and lists
- learner displays important visuals, news and updates with group
- learner discovers, follow and search for sites, files and people
- learner syncs and store files in the cloud so they can securely edited by others

Types of Instruction

Internet-based instruction which includes reading material, watching videos, and students sharing information with each other.

Grading Information

Grading Rationale

Exams or Quizzes = 40%

Assignments = 50%

Final Exam = 10%

Grading Scale

- A 90-100%
- B 80-89%
- C 70-79%
- D 60-69%
- F 59% or below