EASTERN ARIZONA COLLEGE
Advanced Office Applications
Course Design
2016-2017

**Course Information**

**Division**  Business  
**Course Number**  AIS 238  
**Title**  Advanced Office Applications  
**Credits**  3  
**Developed by**  Dana Barnett/Revised by Tammy Campbell  
**Lecture/Lab Ratio**  2 Lecture/2 Lab  

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<th>Transfer Status</th>
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**Activity Course**  No  
**CIP Code**  52.0400  
**Assessment Mode**  Pre/Post Test (50 Questions/50 Points)  
**Semester Taught**  Fall  
**GE Category**  None  
**Separate Lab**  No  
**Awareness Course**  No  
**Intensive Writing Course**  No  

**Prerequisites**  
CMP 101 or CMP 103 or instructor approval  

**Educational Value**  
A.  To General Education: Become familiar with advanced document processing techniques and equipment as the need arises in life, and learn about opportunities in the area of word processing and office technology.  

B.  To Major/Program: Assist students to obtain sufficient knowledge about the document processing equipment and procedures, to achieve an acceptable position in the office technology 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 complex forms, create spreadsheets, manage large lists and even write books.  

**Description**  
In this project-oriented course, students create documents suitable for professional and personal purposes. Prior knowledge of word processing, spreadsheet and database applications is essential. Activities will include merging, macros, templates, sorting, calculated tables, file management, styles, fill-in forms, and graphic use.
Supplies
None

Competencies and Performance Standards

1. Work with templates, styles, and charts.
   
   **Learning objectives**
   What you will learn as you master the competency:
   
a. Create a document from an existing Word template.
b. Apply and modify existing styles and create new styles.
c. Apply a theme and create a new template from an existing document.
d. Create a chart using Word.
e. Format a chart using Word.
f. Work with sections in Word.

   **Performance Standards**
   Competence will be demonstrated:
   
o in the completion of assigned projects
o in the completion of assigned lab scenarios
o in the completion of unit tests
o on the post test

   **Criteria - Performance will be satisfactory when:**
   
o learner creates a document from an existing Word template
o learner applies and modifies existing styles and creates new styles
o learner applies a theme and creates a new template from an existing document
o learner creates a chart using Word
o learner formats a chart using Word
o learner works with sections in Word

2. Create form letters and work in groups.
   
   **Learning objectives**
   What you will learn as you master the competency:
   
a. Create a form letter.
b. Merge letters with records from the data source.
c. Work with an online document.
d. Track changes in a document.
e. Use comments in a document.
f. Compare and combine documents.

   **Performance Standards**
   Competence will be demonstrated:
   
o in the completion of assigned projects
o in the completion of assigned lab scenarios
o in the completion of unit tests
on the post test

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

3. **Use templates, range names, and lookup functions.**

**Learning objectives**

*What you will learn as you master the competency:*
- a. Open an Excel template.
- b. Customize a template.
- c. Save a workbook as a template.
- d. Enter data in a customized template.
- e. Create range names.
- f. Ensure data integrity.
- g. Use lookup functions.
- h. Protect a worksheet and save it as a template.

**Performance Standards**

*Competence will be demonstrated:*
- in the completion of assigned projects
- in the completion of assigned lab scenarios
- in the completion of unit tests
- on the post test

*Criteria - Performance will be satisfactory when:*
- learner opens an Excel template
- learner customizes a template
- learner saves a workbook as a template
- learner enters data in a customized template
- learner creates range names
- learner ensures data integrity
- learner uses lookup functions
- learner protects a worksheet and saves it as a template

4. **Import data and use Excel as a database.**

**Learning objectives**

*What you will learn as you master the competency:*
- a. Import data into Excel.
- b. Reorganize data from external sources.
c. Analyze data with Excel database tools.
d. Use database functions.

**Performance Standards**

*Competence will be demonstrated:*
- in the completion of assigned projects.
- in the completion of assigned lab scenarios.
- in the completion of unit tests.
- on the post test.

**Criteria - Performance will be satisfactory when:**
- learner imports data into Excel.
- learner reorganized data from external sources.
- learner analyzes data with Excel database tools.
- learner uses database functions.

5. **Summarize data and make business decisions.**

**Learning objectives**

*What you will learn as you master the competency:*

a. Modify PivotTable reports.
b. Create a PivotTable report.
c. Compare dates and round numbers.
d. Apply business decisions with logical operators.
e. Insert comments and document a worksheet.

**Performance Standards**

*Competence will be demonstrated:*
- in the completion of assigned projects
- in the completion of assigned lab scenarios
- in the completion of unit tests
- on the post test

**Criteria - Performance will be satisfactory when:**
- learner modifies PivotTable reports
- learner creates a PivotTable report
- learner compares data and rounds numbers
- learner applies business decisions with logical operators
- learner inserts comments and documents a worksheet

6. **Design and build a relational database.**

**Learning objectives**

*What you will learn as you master the competency:*

c. Validate Access data input.
d. Create indexes and change sort order.
e. Create relationships between Access tables.
f. Create queries, forms, and reports from related tables.

**Performance Standards**

*Competence will be demonstrated:*

- in the completion of assigned projects
- in the completion of assigned lab scenarios
- in the completion of unit tests
- on the post test

*Criteria - Performance will be satisfactory when:*

- learner customizes table fields using Access
- learner structures data input in Access
- learner validates Access data input
- learner creates indexes and changes the sort order
- learner creates relationships between Access tables
- learner creates forms, queries, and reports from related tables

7. Automate data entry with forms.

**Learning objectives**

*What you will learn as you master the competency:*

a. Create forms with subforms.
b. Create forms with special views.
c. Build a form in design view.
d. Add controls to forms.
e. Use advanced formatting tools.

**Performance Standards**

*Competence will be demonstrated:*

- in the completion of assigned projects
- in the completion of assigned lab scenarios
- in the completion of unit tests
- on the post test

*Criteria - Performance will be satisfactory when:*

- learner creates forms with subforms
- learner creates forms with special views
- learner builds a form in design view
- learner adds controls to a form
- learner uses advanced formatting tools

8. Customize data output with reports.

**Learning objectives**

*What you will learn as you master the competency:*

- Create forms with subforms.
- Create forms with special views.
- Build a form in design view.
- Add controls to forms.
- Use advanced formatting tools.
a. Build reports based on queries.
b. Export a report and create a labels report.
c. Create a subreport using design tools.
d. Summarize report data.
e. Create a report with an interactive filter.

**Performance Standards**

*Competence will be demonstrated:*
- in the completion of assigned projects
- in the completion of assigned lab scenarios
- in the completion of unit tests
- on the post test

*Criteria - Performance will be satisfactory when:*
- learner builds reports based on queries
- learner exports a report and creates a labels report
- learner creates a subreport using design tools
- learner summarizes report data
- learner creates a report with an interactive filter

9. **Enhance a presentation with advanced table, chart, and animation techniques.**

**Learning objectives**

*What you will learn as you master the competency:*

a. Format tables in PowerPoint.
b. Modify a table using the drawing borders feature.
c. Create and modify a pie chart.
d. Applying custom animation effects.

**Performance Standards**

*Competence will be demonstrated:*
- in the completion of assigned projects
- in the completion of assigned lab scenarios
- in the completion of unit tests
- on the post test

*Criteria - Performance will be satisfactory when:*
- learner formats tables using PowerPoint
- learner modifies a table using the drawing borders feature
- learner creates and modifies a pie chart
- learner applies custom animation effects

10. **Deliver custom presentations.**

**Learning objectives**

*What you will learn as you master the competency:*

a. Use graphic elements to enhance a slide.
b. Work with grouped objects.
c. Insert hyperlinks and action buttons.
d. Create and deliver custom slide shows.

Performance Standards

Competence will be demonstrated:
- in the completion of assigned projects
- in the completion of assigned lab scenarios
- in the completion of unit tests
- on the post test

Criteria - Performance will be satisfactory when:
- learner uses graphic elements to enhance a slide
- learner works with grouped objects
- learner inserts hyperlinks and action buttons
- learner creates and delivers custom slide shows

11. Create templates, photo albums, and web pages.

Learning objectives

What you will learn as you master the competency:

a. Create a template by modifying slide masters.
b. Edit a presentation using comments as well as find and replace text.
c. Create a photo album.
d. Share files with other users.

Performance Standards

Competence will be demonstrated:
- in the completion of assigned projects
- in the completion of assigned lab scenarios
- in the completion of unit tests
- on the post test

Criteria - Performance will be satisfactory when:
- learner creates a template by modifying slide masters
- learner edits a presentation with comments as well as by finding and replacing text
- learner creates a photo album
- learner shares files with other users

Types of Instruction

Internet Based Instruction
Grading Information

Grading Rationale
Exams = 40%
Exercises = 50%
Final (Post Test) = 10%

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