Advanced Office Applications
Course Design
2001-2002

Course Information
Organization: EASTERN ARIZONA COLLEGE
Division: Business
Course Number: OFT 238
Title: Advanced Office Applications
Credits: 3
Developed by: Dana Barnett
Lecture/Lab Ratio: 2 Lecture 2 Lab

Extended Registration
Class: No
CIP Code: 52.0408
Assessment Mode: Pre/Post Test 4 projects = 100 points.
Semester Taught: Every Fall and Spring Semesters
Gen. Ed. Area: None
Separate Lab: No
Awareness Course: No
Intensive Writing Course: No

Prerequisites: 1. CMP 101 or CMP 103

Educational Value:
A. To General Education: Become familiar with advanced Microsoft Office Suite applications, and learn about opportunities in the area of application processing and office technology.

B. To Major/Program: Assist students to obtain sufficient knowledge about the Microsoft Office Suite, 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.
Goals:
1. To extend the student's basic knowledge of Microsoft Word, Microsoft Excel, and Microsoft Access.
2. To help students demonstrate their proficiency in the Microsoft Office applications by preparing them to pass the Core level Microsoft Office User Specialist Exam for Microsoft Word, Excel and Access.

Description:
In this project oriented course, students utilize advanced features of Word, Excel, and Access to create more advanced documents, workbooks, and databases suitable for professional and personal purposes. Projects incorporate the use of graphics, merging, tables, macros, forms, templates, formulas and functions, lists, database relationships, and queries. Students should be familiar with the fundamentals of the Microsoft Office Suite.

Textbooks:
This textbook is required.

Supplies:
3.5 floppy disks