Department:

Computer Support Technology

Course Description:

This course is designed to provide advanced instruction on how to use Microsoft Office for Windows 2007. The course covers Microsoft Word, Excel, Access, and PowerPoint, and will include desktop publishing, databases, spreadsheets, and integrated presentations. Simulated business problems will be used and students will create and maintain records, inquire, sort, search, and prepare reports.

Course Competencies:

Upon completion of the course, the student should be able to:

1. Produce form letters and envelopes using mail merge
2. Create a document using the desktop publishing features of a word processor
3. Extract and update data in a spreadsheet using the query feature
4. Create a database with multiple tables, forms, queries, and reports in a network environment
5. Use OLE in documents and worksheets
6. Create macros in word processors, spreadsheets, and databases
7. Move information between word processors, spreadsheets, and databases.
8. Develop a presentation using presentation software, word processing software, and spreadsheet software

Course Content:

A. WORD
   1. Tutorial 5: Working with Templates and Outlines
   2. Tutorial 6: Using Mail Merge
   3. Tutorial 7: Collaborating with Others and Creating Web Pages

B. EXCEL
   1. Tutorial 5: Working with Excel Tables, PivotTables, and PivotCharts
   2. Tutorial 6: Managing Multiple Worksheets and Workbooks
   3. Tutorial 7: Using Advanced Functions, Conditional Formatting, and Filtering
   4. Tutorial 8: Developing an Excel Application
   5. Appendix A: Working with Text Functions and Creating Custom Format
   6. Appendix B: Integrating Excel with Other Windows Programs

C. ACCESS
   1. Tutorial 5: Creating Advanced Queries and Enhancing Table Design
   2. Tutorial 6: Using Form Tools and Creating Custom Forms
   3. Tutorial 7: Creating Custom Reports
4. Tutorial 8: Sharing, Integrating, and Analyzing Data
5. Appendix A: Relational Databases and Database Design

Learning Assessments:

Competencies will be assessed by assignments, case problems, quizzes, chapter tests, hands-on projects, lab assignments, a midterm test, and a final test. The tests may be in the objective or problem solving format.

Instructional Materials:

New Perspectives on Microsoft Office 2007, First Course, Course Technology.
ISBN: 1423906152

Guidelines for Requesting Accommodations Based on Documented Disability or Medical Condition

It is the intention of Highland Community College to work toward full compliance with the Americans with Disabilities Act, to make instructional programs accessible to all people, and to provide reasonable accommodations according to the law.

Students should understand that it is their responsibility to self-identify their need(s) for accommodation and that they must provide current, comprehensive diagnosis of a specific disability or medical condition from a qualified professional in order to receive services. Documentation must include specific recommendations for accommodation(s). Documentation should be provided in a timely manner prior to or early in the semester so that the requested accommodation can be considered and, if warranted, arranged.

On-Campus Students: At enrollment, any on campus student may complete a form that will allow them to self-identify any disability.

Off-Campus Regional Students: Self-identify your disability and accommodation needs with the Regional Coordinator and/or instructor, preferably prior to the first class meeting.

Online Students: Self-identify your disability and accommodation needs by contacting the Disabilities Coordinator. Students must provide their own programs to allow accessibility on their home computer.

Any student may also identify their disability by completing an online form located on the HCC homepage under Students Services/Resources/Disabilities. Questions should be directed to the Disabilities Coordinator.