

COURSE NUMBER: 115
COURSE TITLE: Advanced Data Processing: Microsoft Office
COURSE LENGTH: Semester; one credit
PREREQUISITE: a C- or better in Data Processing-Microsoft Office
GRADE LEVEL: 9, 10, 11, OR 12

COURSE DESCRIPTION:

This course is open to students who have successfully completed Data Processing - Microsoft Office with a C- or better.. The primary focus of the class will be on mastering the use of Microsoft Office software. Areas to be emphasized include advanced features of Microsoft Word, Excel spreadsheets, and Powerpoint presentations.

Students will be required to supply six to ten 3.5" floppy disks for this class.

METHOD OF INSTRUCTION:

The class will be a lab class, with students concentrating on advanced features of Microsoft Office. Some lecture / discussion will be necessary, but the primary focus of the class will be lab work. The lab work will be done by the student, in small groups, and during in-class projects with teacher participation. Students will be evaluated on their production skill as well as the theory of this software. This course will be taught on the PC platform at the Western Iowa Tech Community College campus.

ASSESSMENT:

Students will be graded on the material they have satisfactorily mastered. Tests and quizzes will be given. Integrated projects will also be required.

CRITICAL OBJECTIVES:

1. students will become proficient with using computer terminology
2. students will have an advanced understanding of word processing, spreadsheet programs, and the basics of desktop publishing and electronic presentations.
3. students will develop and sharpen their skills in integrating the internet with the components of Microsoft Office.
4. Students will complete On-the-Job Simulations that will provide them with real-world job skills using the microsoft office package.

After successful completion of this course students may receive 6 dual credits through Western Iowa Tech Community College. The credits distribution is shown below:

COA 1230 INTRODUCTION TO EXCEL - 2 Hours
COA 1270 INTRODUCTION TO MICROSOFT WORD 2000 - 2 Hours
COA 2230 INTRODUCTION TO PRESENTATION GRAPHICS - 2 Hour

Students must complete both semesters Data Processing -MS Office to receive 2 credits and Advaced Data Processing - MS Office in order to get the additional 6 college credits.

