

WEST VIRGINIA UNIVERSITY AT PARKERSBURG
UNIFORM COURSE SYLLABUS

Name of Course: Advanced Microcomputer Applications for Business **Course No.** BTEC 275

Department: Business Technology

Division: Business & Economics

I. Course Objectives

Upon successful completion of the course, students should be able to:

- Format with Special Features with Word 2002.
- Merge Documents, Sort, and Select Data using Word 2002.
- Work with Shared Documents using Word 2002.
- Create Specialized Tables and Charts.
- Format with Macros and Styles.
- Create a newsletter using Word's desktop publishing features.
- Format Excel 2002 Worksheets using Advanced Format Techniques.
- Work with Templates and Workbooks in Excel 2002.
- Use Advanced Features in Excel 2002.
- Work with Excel 2002 Lists.
- Use Excel 2002 Analysis Tools, including creating a data table and amortization schedule.
- Manage and Audit Worksheets.
- Create and maintain a database.
- Import and Export Data with Excel 2002.
- Add Visual Elements to a PowerPoint 2002 Presentation.
- Modify a PowerPoint 2002 Presentation by importing and exporting data.
- Customize a PowerPoint 2002 Presentation and create a Slide Show.
- Create Output and Deliver a PowerPoint 2002 Presentation.
- Link and Embed Objects and Files using PowerPoint 2002.
- Build and Modify Advanced Tables in Access 2002.
- Build and Modify Forms in Access 2002.

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- Refine Queries in Access 2002.
- Use Advanced Report features in Access 2002.
- Define Relationships in Access 2002.
- Use Access 2002 Tools.
- Create a switchboard system.
- Integrate Access 2002 Data with Office Applications.

II. Topics to Be Studied

Unit 1 Performance Assessment (Word)
 Unit 2 Performance Assessment (Excel)
 Unit 3 Performance Assessment (PowerPoint)
 Unit 4 Performance Assessment (Access)

III. Special Projects to Be Included in Course

Hands-on Advanced Applications of Unit Assessments using Advanced Word, Excel, Access, and PowerPoint

IV. Methods of Student Evaluation

Four Hands-On Microsoft Office Applications of Assessments

V. Assessment of Outcomes

Successful demonstration of Word software competencies through the four unit assessments at 75 percent or above accuracy.

VI. Other Information

None Applicable.