

BTEC 275 Advanced Computer Applications

Credit Hours: 3

Scheduled hours per week

Lecture: #

Lab: #

Other: Hybrid or e-course

Catalog Course Description: This course is an advanced integration of Microsoft Office using Excel, Access, Word, PowerPoint, the Internet and social networking with an emphasis on advanced business applications using critical thinking, problem solving, and decision making. [Common Professional Component Course]

Prerequisites: CS 101

Corequisites: None

Course Learning Outcomes:

Students should be able to:

Create and enhance documents, presentations, worksheets, and databases for advanced business applications using Advanced Microsoft Word, PowerPoint, Excel, and Access.

Apply problem-solving and analytical reasoning using Microsoft Office.

Topics to be studied:

Microsoft® Word.

- . Creating a Document with a Title Page, Lists, Tables, and a Watermark.
- . Using a Template to Create a Resume and Sharing a Finished Document.
- . Generating Form Letters, Mailing Labels, and a Directory.
- . Creating a Newsletter with a Pull-Quote and Graphics.

Microsoft® PowerPoint®.

- . Working with Information Graphics.
- . Collaborating on and Delivering a Presentation.
- . Navigating Presentations Using Hyperlinks and Action Buttons.
- . Creating a Self-Running Presentation Containing Animation.

Microsoft® Excel®.

- . Working with Multiple Worksheets and Workbooks.
- . Financial Functions, Data Tables, and Amortization Schedules.
- . Creating, Sorting, and Querying a Table.
- . Creating Templates, Manipulating Data, and Adding Enhancements to a Worksheet.

Microsoft® Access®

- . Creating Reports and Forms.
- . Multitable Forms.
- . Advanced Report Techniques.
- . Advanced Form Techniques.

Microsoft® Outlook® .

. Managing Contacts and Personal Contact Information with Outlook.

Capstone Projects.

Index.

Quick Reference.

Relationship of Course to Program or Discipline Learning Outcomes:

Associate of Applied Science in Business Technology (BTEC) Program Outcomes:	
At the conclusion of the AAS in Business Technology program, students will:	
Communicate effectively and professionally both orally and in writing within the context of the business world in an administrative role.	X
Demonstrate competence in the use of electronic tools: hardware and software-to research,	X

manage, and present information.	
Utilize word processing software such as MS Word to design professional quality documents (reports, memos, etc.), including the ability to import and appropriately integrate tables and graphics.	X
Utilize spreadsheet software such as MS Excel to manipulate and analyze data, including basic operations on cells and cell ranges, formulas and functions, filters, sorts, and develop graphs and charts.	X
Utilize presentation software such as MS PowerPoint to present information in an appropriate and sophisticated manner, including design templates, color and animation schemes, custom animation, and importation of charts, tables, and graphics.	X
Demonstrate the ability to work ethically, effectively, and respectfully with people of diverse backgrounds and with people who have different roles, social affiliations, and personalities.	
Be prepared for admission to the Bachelor of Applied Science in Business Administration with a Business Information Technology (BIT) concentration at WVU at Parkersburg.	

Relationship of Course to General Education Learning Outcomes:

Composition and Rhetoric Students illustrate a fundamental understanding of the best practices of communicating in English and meet the writing standards of their college or program-based communication requirements.	X
Science & Technology Students successfully apply systematic methods of analysis to the natural and physical world, understand scientific knowledge as empirical, and refer to data as a basis for conclusions.	X
Mathematics & Quantitative Skills Students effectively use quantitative techniques and the practical application of numerical, symbolic, or spatial concepts.	X
Society, Diversity, & Connections Students demonstrate understanding of and a logical ability to successfully analyze human behavior, societal and political organization, or communication.	
Human Inquiry & the Past Students interpret historical events or philosophical perspectives by identifying patterns, applying analytical reasoning, employing methods of critical inquiry, or expanding problem-solving skills.	
The Arts & Creativity Students successfully articulate and apply methods and principles of critical and creative inquiry to the production or analysis of works of art.	
10/20/2107	

Special projects or requirements of the course:

Advanced Hands-on Projects. (Text, spreadsheet, database, and presentation applications.)

Capstone Project. (Word, PowerPoint, Excel, Access)

Online Applications

Additional information:

BTEC courses require a C or better for Certificates, Associate's Degree, and BASBA Major Concentration.

Prepared by:

Carol C. Thomas, Professor

Date: October 20, 2017