MASTER COURSE OUTLINE
Prepared By: Ryan Duvall   Date: April 2019

COURSE TITLE
Advanced Microsoft Office

GENERAL COURSE INFORMATION

Dept.: BIM	Course Num: 280	(Formerly: OFF 280)
CIP Code: 11.0601	Intent Code: 21	Program Code: 547, 567
Credits: 1-5		
Total Contact Hrs Per Qtr.: 22-110		
Lecture Hrs:	Lab Hrs: 22-110	Other Hrs:

Distribution Designation: General Elective (GE)

COURSE DESCRIPTION (as it will appear in the catalog)
This course is a continuation from BIM180 and introduces the advanced features and integration capabilities of Microsoft Office 2019. This course consists of five modules--Word, Excel, Access, PowerPoint, and Integration.

PREREQUISITES
BIM180 and BUS102

TEXTBOOK GUIDELINES
Advanced Microsoft Office text as decided by BIM faculty (Example: *Microsoft Office 20XX Second Course – Illustrated Series* By: Beskeen, Cram, et al.)

COURSE LEARNING OUTCOMES
Upon successful completion of the course, students should be able to demonstrate the following knowledge or skills:
1. Design, create, format, and edit complex Word documents
2. Design, create, format, and edit complex Excel spreadsheets and charts
3. Design, create, format, and edit complex Access databases
4. Design, create, format, and edit complex PowerPoint presentations
5. Design, create, format, and edit an integrated project encompassing advanced MS Office features.

INSTITUTIONAL OUTCOMES
IO2   **Quantitative Reasoning**: Students will be able to reason mathematically using methods appropriate to the profession

COURSE CONTENT OUTLINE
1. Word – a variety of complex documents, mailings, and advanced formatting features
2. Excel – advanced spreadsheet functions, table management, formulas, and data analysis/validation
3. Access – data analysis using complex relational databases, queries, calculations, forms, and reports
4. PowerPoint – advanced tools, master slides, links, graphics, objects, media, and customization features
5. Integration – assimilation of advanced presentations using linked and embedded Office applications

DEPARTMENTAL GUIDELINES *(optional)*

The syllabus must contain evaluation/grading guidelines, class environment/expectations/rules, course learning outcomes, and a disability services statement. A schedule must be provided to students that contains content covered (text chapters, topics, etc.), tentative test dates (to include final date/time). If an LMS or similar site is used for the course, it must be created following the Quality Matters (QM) principals outlined in the QM workbook questions. These documents should be reviewed with the BIM instructor at least two weeks prior to class start.

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DIVISION CHAIR APPROVAL   **DATE**