

Mercer County Community College

Course Outline

Course Number: BUS 242

Course Title: Advanced PC Business Applications

Division: Business and Technology

Length of Semester: 15 weeks

Credits: 3

Lecture/Laboratory: 2/2

Text: Shelly Cashman Series Microsoft Office 97
Advanced Concepts & Techniques (Word '97,
Excel '97, Access '97, and PowerPoint '97)

Authors: Shelly/Cashman/Vermaat

Students will need (2) 3.5" high-density diskettes

Catalog Description

Extensive hands-on experience on PC's working with charts and tables, and desktop publishing using word processing; macros, templates, sorting, and filtering using spreadsheets; creating reports and forms using database; creating slides and images using presentation graphics. Emphasis is on business usage and personal application. Integration of applications included.

Prerequisite: BUS 112 or equivalent

Carol Weber
Course Coordinator

Fall 1999

Instructor's Name _____
Time/Location _____
Office/Phone Nos. _____
Office Hours _____

Week 1 (Word '97)

Creating a Document with a Title Page and Tables – Project 4

Homework Assignment

Read: WD4.1 through WD4.55

Complete: Student Assignment 1 and 2 on page WD4.56

Week 2 (Word '97)

Generating Form Letters, Mailing Labels, and Envelopes –Project 5

Homework Assignment

Read: WD5.1 through WD5.50

Complete: Student Assignment 1 and 2 on page WD5.51

Week 3 (Word '97)

Creating a Professional Newsletter – Project 6

Homework Assignment

Read: WD6.1 through WD6.53

Complete: Student Assignment 1 and 2 on page WD6.54

Study: Review and study Word '97 Projects 4, 5, and 6 for first test

Week 4 (Word '97)

Word Theory and Applications Tests (Projects 4, 5, and 6)

Using WordArt to Add Special Text Effects to a Word Document

Week 5 (Excel '97)

Creating Templates, Workbooks with Multiple Worksheets, and Web Pages—
Project 4

Read: E4.3 through E4.53

Complete: Student Assignment 1 and 2 on page E4.54

Week 6 (Excel '97)

Data Tables, Visual Basic for Applications, Hyperlinks, and Scenario Manager—
Project 5

Read: E5.1 through E5.49
Complete: Student Assignment 1 and 2 on page E5.50

Week 7 (Excel '97)

Sorting and Filtering a Worksheet Database, Pivot Tables, and Creating a
Data Map—Project 6

Read: E6.1 through E6.52
Complete: Student Assignment 1 and 2 on page E6.53
Study: Review and study Excel Projects 4, 5, and 6 for test

Week 8 (Excel '97)

Excel Theory and Applications Tests (Projects 4, 5, and 6)

Embedding an Excel Worksheet into a Word Document Using Drag and Drop

Week 9 (Access '97)

Reports, Forms, and Publishing Reports to the Web—Project 4

Read: A4.3 through A4.51
Complete: Student Assignment 1 and 2 on page A4.52

Week 10 (Access '97)

Enhancing Forms with OLE Fields, Hyperlinks, and Subforms—Project 5

Read: A5.1 through A5.46
Complete: Student Assignment 1 and 2 on page A5.47

Week 11 (Access '97)

Creating an Application System Using Macros, VBA, and the Switchboard
Manager—Project 6

Read: A6.1 through A6.47
Complete: Student Assignment 1 and 2 on page A6.48
Study: Review and study for Access '97 (Projects 4, 5, and 6) test

Week 12 (Access '97)

Access Theory and Applications Tests (Projects 4, 5, and 6)

Linking Excel Worksheets to an Access Database

Week 13 (Power Point '97)

Using Embedded Visuals to Enhance a Slide Show—Project 3

Read: PP3.3 through PP3.61

Complete: Student Assignment 1 and 2 on page PP3.63

Week 14 (PowerPoint '97)

Creating a Presentation Containing Interactive OLE Documents—Project 4

Read: PP4.1 through PP4.60

Complete: Student Assignment 1 and 2 on page PP4.61

Week 15—Final Project Presentations

Course Evaluation

35%--Objective Tests

35%--Performance Assessment Tests

10%--In-class Laboratory Assignments

20%--Final Project & Presentation

NOTE THE FOLLOWING GUIDELINES:

- All Computer Lab Assignments are to be completed in class. However, if you need additional time, you will be expected to attend a scheduled open lab on campus or use a computer at home or work.
- All assignments must be complete; no credit will be given for incomplete work.
- Assignments are to be submitted on time; reduced credit will be given for projects submitted late.

Office Systems Technology Majors—Please Note

OST majors will develop a portfolio in OST 222—Current Topics in Office Administration which will consist of a selection of assigned projects from their required courses. Portfolio projects will be chosen at the instructor's discretion.

MERCER COUNTY COMMUNITY COLLEGE
OFFICE SYSTEMS TECHNOLOGY

Class Attendance and Make-up Work Policy

The following criteria will be strictly adhered to with regard to classroom attendance and assignments.

Absences:

1. Class attendance is mandatory for all students. However, it is recognized that occasionally an absence will be necessary. Any student exceeding six (6) hours (not meetings) of absences will automatically be downgraded one grade level at the discretion of the instructor.
2. Three (3) consecutive absences from class without contacting the instructor may be considered cause for an automatic withdrawal from the course by the instructor. If the reason is a medical excuse, the student is required to bring in a doctor's note.
3. If a student decides to discontinue attending the course, it is the student's responsibility to follow through and officially withdraw from the course before the withdrawal deadline date. Failure to do this may result in the student receiving an "F" for the course.

Make-up Work:

1. All assignments are to be turned in on the date specified. Late assignments will be downgraded unless reason for lateness is fully justified.
2. When absence from class is necessary, you are still responsible for making up for all delinquent assignments. These assignments must be submitted within one week of your return. No assignments will be accepted after that time.
3. Students **MUST** be present for all scheduled tests. If you are absent on a test day without justifiable reason, you will not be permitted to make up the test. If your absence is excused, you are responsible for making up the test before the next class period. You must make arrangements for making up the test outside of class.
4. Each student's attendance is reported to the Registrar's Office every four weeks. The Registrar's Office is required by law to make attendance reports on students who are funded by Veterans' Benefits, Social Security payments, and other federal/state and private scholarship programs.

Note: Any exception to the above-stated policy can be made at the discretion of the instructor on an individual basis.

Academic Integrity Statement:

“A student who a.) knowingly represents work of others as his/her own; b.) uses or obtains unauthorized assistance in the execution of any academic work, or c.) gives fraudulent assistance to another person is guilty of cheating. Violators will be penalized.” (Student Handbook)

Classroom Conduct Statement:

It is the students' responsibility to attend all of their classes. If they miss a class meeting for any reason, students are responsible for all content that is covered, for announcements made in their absence, and for acquiring any materials that may have been distributed in class. It is expected that students be on time for all their classes. If students walk into a class after it has begun, it is expected that they choose a seat close to where they entered the room so that they do not disrupt the class meeting.

Students are expected to follow ordinary rules of courtesy during the class sessions. Engaging in private, side conversations during class time is distracting to other students and to the instructor. Leaving class early without having informed the instructor prior to class is not appropriate. Unless there is an emergency, leaving class and returning while the class is in session is not acceptable behavior. Disruptive behavior of any type, including sharpening pencils during class while someone is speaking, is not appropriate.

The college welcomes all students into an environment that creates a sense of community of pride and respect; we are all here to work cooperatively and to learn together.