I. Description of Course:
   1. Department/Course: CAOT - 101C
   2. Title: Computer Applications III
   3. Cross Reference:
   4. Units: 2
      Lec Hrs: 1.5
      Lab Hrs: 1.5
      Tot Hrs: 54.00
   5. Repeatability: No
   6. Grade Options: Letter Grade, May
      Petition for Pass/No Pass (GP)
   7. Degree/Applicability: Credit, Degree Applicable, Transferable
      - CSU (T)
   8. General Education:
   9. Field Trips: Not Required
   10. Requisites:
      Advisory
      CAOT 101B.

12. Catalog Description:
    This course is the third in a three part series covering topics which include how to use
    word documents, spreadsheets, database management programs, presentation graphics,
    and how to effectively use personal information manager programs. Students will also
    learn how to integrate program components.

13. Class Schedule Description:
    In-depth coverage of the Microsoft Office Suite at an Advanced level.

14. Counselor Information:
    Students will benefit from learning advanced functions for using the MS Office Suite in a
    hands-on format in a Windows environment. This course meets the requirements of the
    Microsoft Certified Application Specialist exams for Microsoft Office Word, Access,
    Excel, PowerPoint, and Outlook 2007 when used in conjunction with the Shelly
    Cashman Series Introductory and Post-Advanced Concepts and Techniques books.

II. Student Learning Outcomes
   The student will:
   1. Manipulating and editing MS Word documents using Macros.
   2. Compile and integrate formulas on MS Excel Spreadsheets using Macro tools.
   3. Compose, plan and reorganize Access databases structures.
   4. Enhance web based presentations.
   5. Maintain Personal Outlook email client profile and scheduling program.
   6. Integrate all components learned from MS. Office Suite at this level.

III. Course Outline:
    A. MICROSOFT WORD, Lecture and LAB exercises.
       1. Working with Document Sharing Tools, a Master Document, a Table of Contents,
          and an Index. (LAB-Creating a Manual).
       2. Creating an Online Form. (LAB-Creating a document and converting it using
          WEBTOOLS to an interactive WEB form).
3. Enhancing an Online Form and Working with Macros, Document Security, and XML. (LAB-Setting up the parameters for an Online form to work in an internet browser).

B. MICROSOFT EXCEL, Lecture and LAB exercises.
   1. Using Macros and Visual Basic for Applications (VBA) with Excel. (LAB-Editing and creating a MACRO to print a WORKBOOK).
   2. Formula Auditing, Data Validation, and Complex Problem Solving. (LAB-Editing and creating a macro that allows for validation box and restricted data entry).
   3. Importing Data, Working with PivotCharts, PivotTables, and Trendlines. (LAB-Getting data from external sources and importing it into a Worksheet from which a PivotTable is created and a chart made).

C. MICROSOFT ACCESS, Lecture and LAB exercises.
   1. Advanced Report Techniques. (LAB-taking a existing report and adding in formula and formatting to enhance it).
   2. Advanced Form Techniques. (LAB-taking a existing form and formatting to enhance it).
   3. Administering a Database System. (LAB-in class simulation of taking a Database to back up and splitting).
   4. Using Visual Basic for Applications (VBA) in Access. (LAB- Taking apart a MACRO and rebiulding it with comments and interactive programming code).

D. MICROSOFT POWERPOINT, Lecture and LAB exercises
   1. Reusing a Presentation with Multimedia. (LAB-Enhancing an existing Presentation with video and sound).
   2. Creating a Self-Running Presentation Containing Animated Shapes. (LAB-Taking a ready made presentation and setting SHOW parameters).
   3. Online Feature: Importing Files from the Microsoft Office Online Web Site. (LAB-Opening a presentation and importing files from the online Office tools options.)

IV. Course Assignments:
   A. Reading Assignments
      1. Readings from textbook.
   B. Projects, Activities, and other Assignments
      1. Compilation from LAB exercises for portfolio of Microsoft Office Business documents.
   C. Writing Assignments

V. Methods of Evaluation:
A. Interactive Course Management System quizzes.
B. Interactive LAB work online via Course Management Tool.
C. Compilation of portfolio of Business Documents showing all phases of the Microsoft Office Suite.

VI. **Methods of Instruction:**
   A. Lecture
   B. Laboratory
   C. Discussion
   D. Computer Assisted Instruction
   E. Collaborative Learning
   F. Distance Learning

VII. **Textbooks:**
   **Recommended**

   **Supplemental**

VIII. **Supplies:**
   A. USB 2GB flashdrive for storage device.

CID 3709