



Abraham Baldwin

AGRICULTURAL COLLEGE

A State College of the University System of Georgia

TIFTON, GEORGIA

Course Syllabus

Course Name: Advance Office Applications
Course Number: ITEC 2230
Course Description: This course is designed to develop a student's advanced word processing skills in the areas of macros, document merging, graphics, and desktop design. Additionally, advanced spreadsheet skills will be covered including data tables, data management, and macros. Focus will be placed on the integration of output from one software program to another. Students passing both expert level MOUS (Microsoft Office User Specialists) exams in Excel 2000 and Word 2000 may receive credit by exam for this course.
Pre-requisites/Co-requisites: CISM 2201 with a minimum grade of "C"
Course Learning Outcomes: Upon completion of the course, the student will: <ul style="list-style-type: none">• develop student's advanced word processing skills in the area of macros, document merging, graphics, and desktop design• also to develop advanced spreadsheet skills including data tables, data management and macros• focus will be placed on the integration of output from one software program to another• prepare students to take Microsoft Office certification tests at expert level in word processing and spreadsheet
College Policy on Class Attendance: http://www.abac.edu/catalog/2007_2008/AcademicPolicy.pdf
College Policy on Academic Dishonesty: http://www.abac.edu/catalog/2007_2008/AcademicPolicy.pdf
If there is a student in this class who has specific needs because of learning disabilities or any other disability, please feel free to contact the instructor.
This is a partial syllabus. More detailed information relating to the class and Instructor will be made available to each student.