

ITT Technical Institute  
**BU2715**  
**Advanced Business Productivity**  
**Software**  
**Onsite and Online Course**

# **SYLLABUS**

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**Credit hours:** 4.5


**Contact/Instructional hours:** 56 (34 Theory Hours, 22 Lab Hours)

**Prerequisite(s) and/or Corequisite(s):**

Prerequisite: GS1145 Strategies for the Technical Professional or equivalent or GE1115 Foundational Strategies or equivalent

**Course Description:**

This course focuses on the advanced use of business productivity software including complex assignments that require advanced formatting and functionality. Instruction will include embedding data and linking and combining documents using word processing, spreadsheets, databases, and/or presentation media software. This course examines the concepts found in the Microsoft Office Specialist (MOS) Master certification exam.



## COURSE SUMMARY

### COURSE DESCRIPTION

This course focuses on the advanced use of business productivity software including complex assignments that require advanced formatting and functionality. Instruction will include embedding data and linking and combining documents using word processing, spreadsheets, databases, and/or presentation media software. This course examines the concepts found in the Microsoft Office Specialist (MOS) Master certification exam.

### MAJOR INSTRUCTIONAL AREAS

- 1 Microsoft Office Excel
- 2 Microsoft Office PowerPoint
- 3 Microsoft Office Word

### COURSE LEARNING OBJECTIVES

By the end of this course, you should be able to:

1. Create and manage presentations using MS PowerPoint.
2. Insert and format shape and slides in MS PowerPoint.
3. Create slide content in MS PowerPoint.
4. Apply transitions and animations using MS PowerPoint.
5. Manage multiple MS PowerPoint presentations.
6. Manage and share MS Word documents.
7. Design advanced MS Word documents.
8. Create advanced references in MS Word.
9. Create custom MS Word elements.
10. Manage and share MS Excel workbooks.
11. Apply custom formats and layouts to MS Excel workbooks.
12. Create advanced formulas in MS Excel.
13. Create advanced charts and tables in MS Excel.

## COURSE OUTLINE

### MODULE 1: MICROSOFT POWERPOINT-CORE

#### COURSE LEARNING OBJECTIVES COVERED

- Create and manage presentations using MS PowerPoint.
- Insert and format shape and slides in MS PowerPoint.
- Create slide content in MS PowerPoint.

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**TOPICS COVERED**

- Creating PowerPoint Presentations
- Using Slide Masters
- Inserting and Formatting Shapes
- Adding Slide Content

MODULE LEARNING ACTIVITIES	GRADED	OUT-OF-CLASS TIME
<b>Reading:</b> Lambert, Objectives 1 and 2.	No	6.5 hr
<b>Lesson:</b> Study the lesson for this module.	No	1.5 hr
<b>Lab:</b> Complete the lab titled “Create a Biographical Presentation.”	Yes	N/A
<b>Quiz:</b> Prepare for Quiz 1.	No	2 hr
<b>Quiz:</b> Take Quiz 1.	Yes	N/A

Total Out-Of-Class Activities: 10 Hours

## MODULE 2: MICROSOFT POWERPOINT-EXPERT

### COURSE LEARNING OBJECTIVES COVERED

- Create and manage presentations using MS PowerPoint.
- Insert and format shape and slides in MS PowerPoint.
- Create slide content in MS PowerPoint.
- Apply transitions and animations using MS PowerPoint.
- Manage multiple MS PowerPoint presentations.

### TOPICS COVERED

- Creating Slide Content Within PowerPoint
- Applying Transitions and Animations to Presentations
- Working with Multiple Presentations

MODULE LEARNING ACTIVITIES	GRADED	OUT-OF-CLASS TIME
<b>Reading:</b> Lambert, Objectives 3, 4, and 5.	No	9 hr
<b>Lesson:</b> Study the lesson for this module.	No	2 hr
<b>Lab:</b> Complete the lab titled “Water Conservation.”	Yes	N/A
<b>Quiz:</b> Prepare for Quiz 2.	No	2 hr
<b>Quiz:</b> Take Quiz 2.	Yes	N/A
<b>Exam:</b> Prepare for the PowerPoint Exam.	No	5 hr
<b>Exam:</b> Take the PowerPoint Exam.	Yes	N/A

Total Out-Of-Class Activities: 18 Hours

**MODULE 3: MICROSOFT WORD-CORE****COURSE LEARNING OBJECTIVES COVERED**

- Manage and share MS Word documents.
- Design advanced MS Word documents.

**TOPICS COVERED**

- Sharing Documents
- Managing Multiple Documents
- Managing Document Changes
- Applying Advanced Formatting

MODULE LEARNING ACTIVITIES	GRADED	OUT-OF-CLASS TIME
<b>Reading:</b> Pierce, Objectives 1 and 2.	No	8 hr
<b>Lesson:</b> Study the lesson for this module.	No	2.5 hr
<b>Lab 1:</b> Complete the lab titled “Editing a Document.”	Yes	N/A
<b>Lab 2:</b> Complete the lab titled “Applying Advanced Layouts.”	Yes	N/A
<b>Quiz:</b> Prepare for Quiz 3.	No	2 hr
<b>Quiz:</b> Take Quiz 3.	Yes	N/A

Total Out-Of-Class Activities: 12.5 Hours

**MODULE 4: MICROSOFT WORD-EXPERT****COURSE LEARNING OBJECTIVES COVERED**

- Manage and share MS Word documents.
- Design advanced MS Word documents.
- Create advanced references in MS Word.
- Create custom MS Word elements.

**TOPICS COVERED**

- Creating Indexes, Tables of Contents, and Bibliographies
- Creating Mail Merge Documents

MODULE LEARNING ACTIVITIES	GRADED	OUT-OF-CLASS TIME
<b>Reading:</b> Pierce, Objectives 3 and 4.	No	8 hr
<b>Lesson:</b> Study the lesson for this module.	No	1.5 hr
<b>Lab 1:</b> Complete the lab titled “Using Mail Merge.”	Yes	N/A
<b>Lab 2:</b> Complete the lab titled “Creating a Bibliography.”	Yes	N/A
<b>Quiz:</b> Prepare for Quiz 4.	No	2 hr
<b>Quiz:</b> Take Quiz 4.	Yes	N/A
<b>Exam:</b> Prepare for the Word Exam.	No	5 hr
<b>Exam:</b> Take the Word Exam.	Yes	N/A

Total Out-Of-Class Activities: 16.5 Hours

## MODULE 5: MICROSOFT EXCEL-CORE

### COURSE LEARNING OBJECTIVES COVERED

- Manage and share MS Excel workbooks.
- Apply custom formats and layouts to MS Excel workbooks.

### TOPICS COVERED

- Sharing Microsoft Excel
- Utilizing Excel Templates
- Applying Conditional Formatting to Data
- Using Custom Data Formats and Styles

MODULE LEARNING ACTIVITIES	GRADED	OUT-OF-CLASS TIME
<b>Reading:</b> Dodge, Objectives 1 and 2.	No	9 hr
<b>Lesson:</b> Study the lesson for this module.	No	2 hr
<b>Lab:</b> Complete the lab titled “Creating an Excel Template.”	Yes	N/A
<b>Quiz:</b> Prepare for Quiz 5.	No	2 hr
<b>Quiz:</b> Take Quiz 5.	Yes	N/A

Total Out-Of-Class Activities: 13 Hours

## MODULE 6: MICROSOFT EXCEL-EXPERT

### COURSE LEARNING OBJECTIVES COVERED

- Manage and share MS Excel workbooks.
- Apply custom formats and layouts to MS Excel workbooks.
- Create advanced formulas in MS Excel.
- Create advanced charts and tables in MS Excel.

### TOPICS COVERED

- Using Advanced Functions
- Creating and Applying IF Statements
- Using Scenarios for Problem Solving

MODULE LEARNING ACTIVITIES	GRADED	OUT-OF-CLASS TIME
<b>Reading:</b> Dodge, Objectives 3 and 4.	No	7 hr
<b>Lesson:</b> Study the lesson for this module.	No	1.5 hr
<b>Lab:</b> Complete the lab titled “Creating a Financial Statement.”	Yes	N/A
<b>Quiz:</b> Prepare for Quiz 6.	No	2 hr
<b>Quiz:</b> Take Quiz 6.	Yes	N/A
<b>Exam:</b> Prepare for the Excel Exam.	No	5 hr
<b>Exam:</b> Take the Excel Exam.	Yes	N/A

Total Out-Of-Class Activities: 15.5 Hours



## EVALUATION AND GRADING

### EVALUATION CRITERIA

The graded assignments will be evaluated using the following weighted categories:

CATEGORY	WEIGHT
Lab	10%
Quiz	30%
Exam	60%
TOTAL	100%

### GRADE CONVERSION

The final grades will be calculated from the percentages earned in the course, as follows:

GRADE	PERCENTAGE
A (4.0)	90–100%
B+ (3.5)	85–89%
B (3.0)	80–84%
C+ (2.5)	75–79%
C (2.0)	70–74%
D+ (1.5)	65–69%
D (1.0)	60–64%
F (0.0)	<60%

## LEARNING MATERIALS AND REFERENCES

### REQUIRED RESOURCES

#### COMPLETE TEXTBOOK PACKAGE

- Dodge, M. (2013). *MOS 2013 Study Guide for Microsoft Excel Expert*. Redmond, WA: Microsoft Press.
- Lambert, J. (2013). *MOS 2013 Study Guide for Microsoft PowerPoint*. Redmond, WA: Microsoft Press.
- Pierce, J. (2013). *MOS 2013 Study Guide for Microsoft Word Expert*. Redmond, WA: Microsoft Press.

### RECOMMENDED RESOURCES

- ITT Tech Virtual Library (accessed via Student Portal | <https://studentportal.itt-tech.edu>)
  - Basic Search
    - Bucki, L. (2013). *Microsoft Word 2013 Bible: The comprehensive tutorial resource*. New York: Wiley.
    - Held, B. (2006). *Microsoft Excel functions & formulas*. Plano, TX: Jones & Bartlett Learning.
    - Wempen, F. (2013). *Microsoft PowerPoint 2013 bible*. New York: Wiley.
  - Other References
    - Excel 2013 training courses, videos and tutorials:  
<https://support.office.com/en-us/article/Excel-2013-training-courses-videos-and-tutorials-aaae974d-3f47-41d9-895e-97a71c2e8a4a?ui=en-US&rs=en-US&ad=US>
    - PowerPoint 2013 training courses, videos and tutorials:  
<https://support.office.com/en-us/article/PowerPoint-2013-training-courses-videos-and-tutorials-bd93efc0-3582-49d1-b952-3871cde07d8a?ui=en-US&rs=en-US&ad=US>
    - Word 2013 training courses, videos and tutorials:  
<https://support.office.com/en-us/article/Word-2013-training-courses-videos-and-tutorials-14807f76-d2b5-44d6-af11-9c880c44e551?ui=en-US&rs=en-US&ad=US>

## INSTRUCTIONAL METHODS AND TEACHING STRATEGIES

The curriculum employs a variety of instructional methods that support the course objectives while fostering higher cognitive skills. These methods are designed to encourage and engage you in the learning process in order to maximize learning opportunities. The instructional methods include but are not limited to lectures, collaborative learning options, use of technology, and hands-on activities.

To implement the above-mentioned instructional methods, this course uses several teaching strategies, such as lessons, hands-on labs, and guided practice. Your progress will be regularly assessed through a variety of assessment tools including labs, quizzes, and exams.

## OUT-OF-CLASS WORK

For purposes of defining an academic credit hour for Title IV funding purposes, ITT Technical Institute considers a quarter credit hour to be the equivalent of: (a) at least 10 clock hours of classroom activities and at least 20 clock hours of outside preparation; (b) at least 20 clock hours of laboratory activities; or (c) at least 30 clock hours of externship, practicum or clinical activities. ITT Technical Institute utilizes a “time-based option” for establishing out-of-class activities which would equate to two hours of out-of-class activities for every one hour of classroom time. The procedure for determining credit hours for Title IV funding purposes is to divide the total number of classroom, laboratory, externship, practicum and clinical hours by the conversion ratios specified above. A clock hour is 50 minutes.

A credit hour is an artificial measurement of the amount of learning that can occur in a program course based on a specified amount of time spent on class activities and student preparation during the program course. In conformity with commonly accepted practice in higher education, ITT Technical Institute has institutionally established and determined that credit hours awarded for coursework in this program course (including out-of-class assignments and learning activities described in the “Course Outline” section of this syllabus) are in accordance with the time-based option for awarding academic credit described in the immediately preceding paragraph.

## ACADEMIC INTEGRITY

All students must comply with the policies that regulate all forms of academic dishonesty or academic misconduct. For more information on the academic honesty policies, refer to the Student Handbook and the School Catalog.

## INSTRUCTOR DETAILS

Instructor Name	
Office Hours	
Contact Details	

*(End of Syllabus)*