Course Title: Visio in a Day

Course Description:
Don’t just tell them, show them - using Visio. Quickly learn how to "draw" your diagram or flowchart for your next presentation.

Course Prerequisite(s):
Microsoft Windows

Course Objectives:
Learn to use objects and shapes; group and merge shapes; create, modify, and print diagrams.

Textbook(s): OPTIONAL
Microsoft Office Visio 2016 – Step by Step
Helmers; Microsoft Press

Lesson Plan – by week or session
Chapter 1: A Visual Orientation to a Visual Product
Chapter 2: Creating a New Diagram
Chapter 3: Adding Sophistication to Your Drawings
Chapter 4: Creating Flowcharts and Organization Charts
Chapter 5: Adding Style, Color and Themes
Chapter 6: Entering, Linking To and Reporting on Data
Chapter 7: Adding and Using Hyperlinks
Chapter 8: Printing, Reusing, and Sharing Diagrams

Course Sessions: listed are a guideline to indicate all topics that will be covered during your course. Do not plan your personal calendar based on these sessions. Your instructor will give you a calendar for your class that will indicate specific topics, assignments, and days.

Method of Evaluation: Unless otherwise stated, course completion is evaluated on the basis of attendance. Students must be in attendance 90% of the class time in order to be considered a successful completer of the course.

Students must be in attendance 90% of each course in a certificate series for successful completion and to earn a certificate as specified.

Students must complete all courses (core and no. of elective courses needed) to complete a certificate series within two years from start date of the first course taken.

Americans with Disabilities Act: Collin College will adhere to all applicable federal, state and local laws, regulations and guidelines with respect to providing reasonable accommodations as required to afford equal opportunity. It is the student’s responsibility to contact the ACCESS office, SCC-G200 or 972.881.5898 (V/TTD: 972.881.5950) to arrange for appropriate accommodations. See the current Collin Student Handbook for additional information.
http://www.collin.edu/studentresources/personal/studenthandbook.aspx