



CENTRAL PIEDMONT COMMUNITY COLLEGE

CORPORATE & CONTINUING EDUCATION

Course Number: DPX 7402
Course Title: Microsoft Visio - Introduction
Course Hours: 18 hours

Last Revised On: 6/16/08

Description:

Students will learn the concepts for creating flowcharts and basic network diagrams. This includes creating shapes, printing drawings, creating custom stencils, and many time-saving shortcuts and techniques designed to increase user productivity.

Objectives:

- Draw and reshape objects, work with compound lines and duplication techniques, and align, distribute, group and rotate objects.
- Plan a flowchart, use master shapes, connect shapes in a diagram, use dynamic connectors, use basic text features, and create a simple organization chart.
- Create, assign, and customize layers; modify the drawing scales; and add and modify dimensions.
- Create block diagrams, flowcharts, organization charts, and project management diagrams.

Content:

1. Exploring the Visio environment
2. Drawing tools
3. Creating basic diagrams
4. Formatting drawings
5. Working with pages
6. Creating network and brainstorming diagrams
7. Creating technical layouts
8. Advanced custom shape design
9. Business diagrams
10. Network diagrams and Web site mapping
11. Software and database diagrams



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12. Templates

13. Integrating Visio with other programs

Prerequisites:

- Windows knowledge and a basic understanding of a drawing application are helpful.

Method of Instruction:

- Lecture, demonstration and hands-on use.

Evaluation:

- Exam: NO
- Class participation: YES
- Demonstration of skills: YES