ILLINOIS VALLEY COMMUNITY COLLEGE

COURSE OUTLINE

DIVISION: Career and Technical Programs

COURSE: CSP 1203; Microsoft Office Professional I

Date: Spring 2012

Credit Hours: 3

Prerequisite(s): None

Delivery Method:		
	☒ **Lecture**	**2 Contact Hours (1 contact = 1 credit hour)**
	☐ **Seminar**	**0 Contact Hours (1 contact = 1 credit hour)**
	☒ **Lab**	**2 Contact Hours (2 contact = 1 credit hour)**
	☐ **Clinical**	**0 Contact Hours (3 contact = 1 credit hour)**
	☒ **Online**	
	☐ **Blended**	

Offered: ☒ **Fall** ☒ **Spring** ☒ **Summer**

IAI Equivalent –***Only for Transfer Courses***-go to *http://www.itransfer.org*:

CATALOG DESCRIPTION:
Students will gain hands-on experience using the applications included in Microsoft Office Professional. This course is designed to use the basic features of Word, Excel, Access, and PowerPoint, and to integrate data between the applications. Students will also be introduced to topics about purchasing, installing, and maintaining a personal computer system. The mode of instruction for this course may be lecture/lab or web based. (Office Professional version 2010) Previous computer experience is strongly encouraged.

GENERAL EDUCATION GOALS ADDRESSED

[See the last page of this form for more information.]

Upon completion of the course, the student will be able:

[Choose those goals that apply to this course.]

☐ To apply analytical and problem solving skills to personal, social and professional issues and situations.
☐ To communicate orally and in writing, socially and interpersonally.
☐ To develop an awareness of the contributions made to civilization by the diverse cultures of the world.
☒ To understand and use contemporary technology effectively and to understand its impact on the individual and society.
☐ To work and study effectively both individually and in collaboration with others.
☐ To understand what it means to act ethically and responsibly as an individual in one's career and as a member of society.
☐ To develop and maintain a healthy lifestyle physically, mentally, and spiritually.
☐ To appreciate the ongoing values of learning, self-improvement, and career planning.

EXPECTED LEARNING OUTCOMES AND RELATED COMPETENCIES:

[Outcomes related to course specific goals.]

Upon completion of the course, the student will be able to:

1. purchase, install, and maintain a personal computer
2. use Windows, a graphical user interface
3. create and Edit a Word Document with Microsoft Word
4. create a research paper with Microsoft Word
5. use a wizard to create a resume and create a cover letter with a table using Microsoft Word
6. create a worksheet and embedded chart with Microsoft Excel
7. use formulas, functions, formatting, and web queries using Microsoft Excel
8. perform what-if analysis, charting, and work with large worksheets using Microsoft Excel
9. create a database using design and datasheet views with Microsoft Access
10. query a database using the Select Query Window with Microsoft Access
11. maintain a database using the design and update features of Access
12. use a design template and AutoLayouts to Create a Presentation
13. use Outline View and clip art to create a slide show
14. integrate Office applications and the World Wide Web

Outcome 1 – Students will learn how to purchase, install, and maintain a personal computer

- 1.1. Define the term computer and discuss the four basic computer operations: input, processing, output, and storage
- 1.2. Define data and information
- 1.3. Explain the principal components of the computer and their use
- 1.4. Describe the use and handling of storage media
- 1.5. Discuss computer software and explain the difference between system software and application software

1.6. Describe several types of personal computer application software
1.7. Discuss computer communications channels and equipment and the Internet and World Wide Web
1.8. Explain how to purchase, install, and maintain a personal computer

Outcome 2 - Students will be able to use Windows

2.1. Describe the Microsoft Windows user interface
2.2. Identify the objects on the Microsoft windows desktop
2.3. Perform the basic mouse operations: point, click, right-click, double-click, drag, and right-drag
2.4. Open, minimize, maximize, restore, scroll, and close a window
2.5. Move and resize a window on the desktop
2.6. Understand keyboard shortcut notation
2.7. Identify desktop views
2.8. Launch and exit an application program
2.9. Identify the elements of the Exploring- My Computer window
2.10. Create, expand, and collapse a folder
2.11. Select and copy one file or a group of files
2.12. Rename and delete a folder or file
2.13. Use Windows Help
2.14. Exit Windows Explorer and shut down Windows

Outcome 3 - Students will learn how to Create and Edit a Word Document with Microsoft Word

3.1. Start Word
3.2. Describe the Word window
3.3. Zoom page width
3.4. Change the default font size of all text
3.5. Enter text into a document
3.6. Check spelling as you type
3.7. Scroll through a document
3.8. Save a document
3.9. Select text
3.10. Change the font of selected text
3.11. Change the font size of selected text
3.12. Bold selected text
3.13. Right-align a paragraph
3.14. Center a paragraph
3.15. Undo commands or actions
3.16. Italicize selected text
3.17. Underline selected text
3.18. Insert clip art into a document
3.19. Resize a graphic
3.20. Print a document
3.21. Open a document
3.22. Correct errors in a document
3.23. Use Microsoft Word Help
3.24. Quit Word

Outcome 4 - Students will learn how to create a research paper with Microsoft Word

4.1. Change the margin settings in a document
4.2. Adjust line spacing in a document

4.3. Use a header to number pages of a document
4.4. Enter text using Click and Type
4.5. Apply formatting using shortcut keys
4.6. Indent paragraphs
4.7. Use Word's AutoCorrect feature
4.8. Add a footnote to a research paper
4.9. Modify a style
4.10. Insert a symbol automatically
4.11. Insert a manual page break
4.12. Create a hanging indent
4.13. Create a hyperlink
4.14. Sort selected paragraphs
4.15. Go to a specific location in a document
4.16. Find and replace text
4.17. Move text
4.18. Find a synonym for a word
4.19. Count the words in a document
4.20. Check spelling and grammar at once
4.21. Display the Web site associated with a hyperlink
4.22. E-mail a copy of a document

Outcome 5 - Students will learn how to use Word to create a resume and create a cover letter with a table

5.1. Format an existing resume and use Word's Resume Templates
5.2. Identify the Word screen in print layout view
5.3. Zoom text width
5.4. Identify styles in a document
5.5. Replace selected text with new text
5.6. Insert a line break
5.7. Use print preview to view, reduce the size of, and print a document
5.8. Open a new document window
5.9. Add color to characters
5.10. Set and use tab stops
5.11. Switch from one open Word document to another
5.12. Collect and paste
5.13. Insert a symbol
5.14. Add a bottom border to a paragraph
5.15. Identify the components of a business letter
5.16. Create an AutoText entry
5.17. Insert a non breaking space
5.18. Insert an AutoText entry
5.19. Create a bulleted list as you type
5.20. Insert a Word table
5.21. Enter data into a Word table
5.22. Format a Word table
5.23. Prepare and print an envelope address
5.24. Close all open Word documents

Outcome 6 - Students will learn how to create a worksheet and embedded chart with Microsoft Excel

6.1. Start Excel

6.2. Describe the Excel worksheet
6.3. Identify a worksheet and a workbook
6.4. Select a cell or range of cells
6.5. Enter text and numbers
6.6. Use the AutoSum button to sum a range of cells
6.7. Copy a cell to a range of cells using the fill handle
6.8. Change the size of the font in a cell
6.9. Bold cell entries
6.10. Apply the AutoFormat command to format a range
6.11. Center cell contents across a series of columns
6.12. Use the Name box to select a cell
6.13. Create a Column chart using the Chart Wizard
6.14. Save a workbook
6.15. Print a worksheet
6.16. Quit Excel
6.17. Open a workbook
6.18. Use the AutoCalculate area to determine totals
6.19. Correct errors on a worksheet
6.20. Use the online Help tools to answer Excel questions

Outcome 7 - Students will learn how to use formulas, functions, formatting, and web queries using Microsoft Excel

7.1. Enter multiple lines of text in the same cell
7.2. Enter a formula using the keyboard
7.3. Enter formulas using Point mode
7.4. Identify the arithmetic operators
7.5. Apply the AVERAGE, MAX, and MIN functions
7.6. Determine a percentage
7.7. Verify a formula
7.8. Change the font of a cell
7.9. Color the characters and background of a cell
7.10. Add borders to a range
7.11. Format numbers using the Format Cells dialog box
7.12. Add conditional formatting to a range of cells
7.13. Align text in cells
7.14. Change the width of a column and height of a row
7.15. Check the spelling of a worksheet
7.16. Preview how a printed copy of the worksheet will look
7.17. Distinguish between portrait landscape orientation
7.18. Print a partial or complete worksheet
7.19. Display and print the formulas version of a worksheet
7.20. Print to fit
7.21. Use a Web query to get real-time data from a Web site
7.22. Rename sheets

Outcome 8 - Students will learn how to perform what-if analysis, charting, and work with large worksheets use Microsoft Excel

8.1. Rotate text in a cell
8.2. Use the fill handle to create a series of month names
8.3. Copy a cell's format to another cell using the Format Painter button
8.4. Copy a range of cells to a nonadjacent paste area

8.5. Freeze column and row titles
8.6. Insert and delete cells
8.7. Format numbers using format symbols
8.8. Use the NOW function to display the system date
8.9. Format the system date
8.10. Use absolute cell references in a formula
8.11. Use the IF function to enter one value or another in a cell on the basis of a logical test
8.12. Copy absolute cell references
8.13. Modify Absolute cell references with a Function key
8.14. Add a drop shadow to a grange of cells
8.15. Create a 3-D Pie chart on a separate chart sheet
8.16. Format a 3-D Pie chart
8.17. Rearrange sheets in a workbook
8.18. Preview and print multiple sheets
8.19. Use the Zoom box to change the appearance of the worksheet
8.20. View different parts of the worksheet through window panes
8.21. Use Excel to answer what-if questions
8.22. Use the Goal Seek command to analyze worksheet data

Outcome 9- Students will learn how to create a database using design and datasheet views with Microsoft Access

9.1. Describe databases and database management systems
9.2. Start access
9.3. Describe the features of the Access screen
9.4. Create a database
9.5. Create a table
9.6. Define the fields in a table
9.7. Open a table
9.8. Add records to an empty table
9.9. Close a table
9.10. Close a database and quit Access
9.11. Open a database
9.12. Add records to an existing table
9.13. Print the contents of a table
9.14. Use a form to view data
9.15. Create a custom report
9.16. Use Microsoft Access Help
9.17. Design a database to eliminate redundancy

Outcome 10 - Students will learn how to query a database using the Select Query Window with Microsoft Access

10.1. State the purpose of queries
10.2. Create a new query
10.3. Use a query to display all records and all fields
10.4. Run a query
10.5. Print the answer to a query
10.6. Close a query
10.7. Clear a query
10.8. Use a query to display selected fields
10.9. Use text data in criteria in a query

10.10. Use wildcards in criteria
10.11. Use numeric data in criteria
10.12. Use comparison operators
10.13. Use compound criteria involving AND
10.14. Use compound criteria involving OR
10.15. Sort the answer to a query
10.16. Join tables in a query
10.17. Restrict the records in a join
10.18. Use calculated fields in a query
10.19. Calculate statistics in a query
10.20. Use grouping with statistics
10.21. Save a query
10.22. Use a saved query

Outcome 11 - Students will learn how to maintain a database using the design and update features of Access

11.1. Open a database
11.2. Add, change, and delete records in a table
11.3. Locate records
11.4. Filter records
11.5. Change the structure of a database
11.6. Restructure a table
11.7. Change field characteristics
11.8. Add a field
11.9. Save the changes to the structure
11.10. Update the contents of a single field
11.11. Make changes to groups of records
11.12. Delete groups of records
11.13. Specify a required field
11.14. Specify a range
11.15. Specify a default value
11.16. Specify legal values
11.17. Specify a format
11.18. Save rules, values, and formats
11.19. Update a table with validation rules
11.20. Specify referential integrity
11.21. Use sub datasheets
11.22. Order records
11.23. Create single-field and multiple-field indexes
11.24. Close a database

Outcome 12 - Students will learn how to use a design template and AutoLayouts to Create a Presentation

12.1. Start a presentation as a New Office document
12.2. Describe the PowerPoint window
12.3. Select a design template
12.4. Create a title slide
12.5. Describe and use text attributes such as font size and font style
12.6. Save a presentation
12.7. Add a new slide
12.8. Create a multi-level bulleted list slide

12.9. Move to another slide in normal view
12.10. End a slide show with a black slide
12.11. View a presentation in slide show view
12.12. Quit PowerPoint
12.13. Open a presentation
12.14. Check the spelling and consistency of a presentation
12.15. Edit a presentation
12.16. Change line spacing on the slide master
12.17. Display a presentation in black and white
12.18. Print a presentation in black and white
12.19. Use the PowerPoint Help system

Outcome 13 - Students will learn how to use Outline View and clip art to create a slide show

13.1. Create a presentation from an outline
13.2. Start a presentation as a new PowerPoint document
13.3. Use outline view
13.4. Create a presentation in outline view
13.5. Add a slide in outline view
13.6. Create multi-level bulleted list slides in outline view
13.7. Create a closing slide in outline view
13.8. Save and review a presentation
13.9. Change the slide layout
13.10. Insert clip art from Microsoft Clip Art Gallery
13.11. Move clip art
13.12. Change clip art size
13.13. Add a header and footer to outline pages
13.14. Add animation and slide transition effects
13.15. Apply animation and slide transition effects
13.16. Apply animation effects to bulleted slides
13.17. Animate clip art objects
13.18. Format and animate a title slide
13.19. Run a animated slide show
13.20. Print a presentation outline

Outcome 14 - Students will learn how to integrate Office applications and the World Wide Web

14.1. Integrate the Office applications to create a Web site
14.2. Add hyperlinks to a Word document
14.3. Embed an Excel chart into a Word document
14.4. Add scrolling text to a Web page created in Word
14.5. Add a hyperlink to a PowerPoint slide
14.6. Create Web pages from a PowerPoint presentation
14.7. Create a data access page from an Access database

COURSE TOPICS AND CONTENT REQUIREMENTS:

Identify the components of a computer
Introduce the major types of computer software
Networks and the Internet
Purchasing, Installing, and Maintaining a Personal Computer
Introduce the fundamentals of Using Windows

Introduce Windows Explorer
Creating and Editing a Word Document
Creating a Research Paper
Using a Wizard to Create a Resume and a Cover Letter with a Table
Creating A Worksheet and Embedded Chart
Formulas, Functions, Formatting, and Web Queries
What-If Analysis, Charting, and Working With Large Worksheets
Creating A Database Using Design and Datasheet Views
Querying A Database Using the Select Query Window
Maintaining A Database Using the Design and Update Features of Access
Using A Design Template and AutoLayouts to Create a Presentation
Using Outline View and Clip Art to Create a Slide Show

INSTRUCTIONAL METHODS:
Lecture
Demonstration
Hands-on Lab Assignments
Tutorials

INSTRUCTIONAL MATERIALS:
Computer Projection System with sound
Computer Lab with Windows and Office Professional 2010 and Internet

STUDENT REQUIREMENTS AND METHODS OF EVALUATION:
Approximately half of the course grade will be based on assignments and projects. The other half of the course grade will be based on exams. Each exam will have a written and a machine component. Formative evaluations will include quizzes and weekly assignments. Summative evaluations will be made using exams that will cover Word, Excel, Access, PowerPoint and Computer Concepts.

To successfully pass this course students should complete all of the competencies and demonstrate proficiency on a minimum of 60% (written and machine tests).

OTHER REFERENCES

Course Competency/Assessment Methods Matrix

CSP 1203; Microsoft Office Professional I	Assessment Options																														
For each competency/outcome place an "X" below the method of assessment to be used.	**Assessment of Student Learning**	Article Review	Case Studies	Group Projects	Lab Work	Oral Presentations	Pre-Post Tests	Quizzes	Written Exams	Artifact Self Reflection of Growth	Capstone Projects	Comprehensive Written Exit Exam	Course Embedded Questions	Multi-Media Projects	Observation	Writing Samples	Portfolio Evaluation	Real World Projects	Reflective Journals	Applied Application (skills) Test	Oral Exit Interviews	Accreditation Reviews/Reports	Advisory Council Feedback	Employer Surveys	Graduate Surveys	Internship/Practicum /Site Supervisor Evaluation	Licensing Exam	In Class Feedback	Simulation	Interview	Written Report	Assignment
Assessment Measures – Are direct or indirect as indicated. List competencies/outcomes below.	**Direct/ Indirect**	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	I	I	I	I	D	D					
Outcome 1 – Students will learn how to purchase, install, and maintain a personal computer					X			X	X											X							X				X
Outcome 2 - Students will be able to use Windows					X			X	X											X							X				X
Outcome 3 - Students will learn how to Create and Edit a Word Document with Microsoft Word					X			X	X											X							X				X
Outcome 4 - Students will learn how to create a research paper with Microsoft Word					X			X	X											X							X				X
Outcome 5 - Students will learn how to use word to create a resume and create a cover letter with a table					X			X	X											X							X				X
Outcome 6 - Students will learn how to create a worksheet and embedded chart with Microsoft Excel					X			X	X											X							X				X
Outcome 7 - Students will learn how to use formulas, functions, formatting, and web queries using Microsoft Excel					X			X	X											X							X				X

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Outcome 8 - Students will learn how to perform what-if analysis, charting, and work with large worksheets use Microsoft Excel					X			X	X											X							X			X
Outcome 9 - Students will learn how to create a database using design and datasheet views with Microsoft Access					X			X	X											X							X			X
Outcome 10 - Students will learn how to query a database using the Select Query Window with Microsoft Access					X			X	X											X							X			X
Outcome 11 - Students will learn how to maintain a database using the design and update features of Access					X			X	X											X							X			X
Outcome 12 - Students will learn how to use a design template and AutoLayouts to Create a Presentation					X			X	X											X							X			X
Outcome 13 - Students will learn how to use Outline View and clip art to create a slide show					X			X	X											X							X			X

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Outcome 14 - Students will learn how to integrate Office applications and the World Wide Web					X			X	X											X						X				X