ILLINOIS VALLEY COMMUNITY COLLEGE

COURSE OUTLINE

DIVISION: Workforce Development

COURSE: CSP 2203 Microsoft Office Professional II

Date: Spring 2023

Credit Hours: 3

Complete all that apply or mark "None" where appropriate:
Prerequisite(s): CSP 1203 or CSI 1002 with a grade of C or better

Enrollment by assessment or other measure? ☐ Yes ☒ No
If yes, please describe:

Corequisite(s): None

Pre- or Corequisite(s): None

Consent of Instructor: ☐ Yes ☒ No

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

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

CATALOG DESCRIPTION and IAI NUMBER (if applicable):
This course is a continuation of Microsoft Office Professional I (CSP 1203). It is designed to further develop skills in Microsoft Office applications of Word, Excel, Access, PowerPoint and Outlook and the integration of these programs. Microsoft Outlook and One Note from Microsoft Office Professional will be introduced.

ACCREDITATION STATEMENTS AND COURSE NOTES:
None

COURSE TOPICS AND CONTENT REQUIREMENTS:
 1. Review the basic features of Word including object linking and embedding.
 2. Review the basic features of Excel
 3. Review the basic features of Access
 4. Review the basic features of PowerPoint
 5. Create a Word Document with a title page, graphics, sections and a table.
 6. Enhance a Word Document to include headers and footers and bullets.
 7. Create a web page from a Word Document.
 8. Create an Excel template including drilling an entry down through worksheets, and linking cells to other worksheets.
 9. Create a web page from An Excel template.
10. Create a worksheet with advanced functions such as the payment function.
11. Create worksheet with a data table.
12. Create worksheet that includes Macros and customized buttons.
13. Create a hyperlink to a worksheet and embed a graphic in a worksheet.
14. Create a database in a worksheet and manipulate the database.
15. Embed an Excel worksheet in a Word Document.
16. Create a database table, create a report based on the table with report sections, queries, page headings, and groups.
17. Publish a Access report to the web.
18. Create and modify a form in Access to include a combo field and publishing the form to the web.
19. Create an Access table to include the field types OLE, memo, and hyperlink.
20. Change the field properties of OLE, memo, and hyperlink fields.
21. Create an Access system application that includes macros, combo boxes, and the switchboard feature.
22. Create a PowerPoint presentation with a custom background, an organizational chart, and a clipart image.
23. Create an interactive slide presentation, animate text and hide slides within the presentation.
24. Create web pages from the PowerPoint presentation.
25. Set-up and utilize Outlook email messaging system as a vital component of an office setting.

INSTRUCTIONAL METHODS:
Lecture
Instructor Demonstration
Lab Assignments
Tutorials/Video

EVALUATION OF STUDENT ACHIEVEMENT:
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, Outlook, and Computer Concepts. To successfully pass this

course students should complete all of the competencies and demonstrate proficiency on a minimum of 70% (written and machine tests).

INSTRUCTIONAL MATERIALS:
Textbooks
The customized textbook includes chapter material from:

Stewart, Kathleen, and Randy Nordell. *Microsoft Word 365 Complete: In Practice*. First ed., McGraw Hill, 2023. ISBN 9781266773495

Stewart, Kathleen, and Randy Nordell. *Microsoft PowerPoint 365 Complete: In Practice*. First ed., McGraw Hill, 2023. ISBN 9781266774010

Stewart, Kathleen, and Randy Nordell. *Microsoft Excel 365 Complete: In Practice*. First ed., McGraw Hill, 2023. ISBN 9781266773495

Stewart, Kathleen, and Randy Nordell. *Microsoft Access 365 Complete: In Practice*. First ed., McGraw Hill, 2023. ISBN 9781266774010

Resources
Inclusive Access for McGraw-Hill SIMnet learning platform.

Computer Applications:
Microsoft Excel Desktop Application
Microsoft Access Desktop Application
Microsoft Word Desktop Application
Microsoft PowerPoint Desktop Application
IVCC student email account
Brightspace course management system

Other:
1. McGraw-Hill ReadAnywhere app
2. Audio/video resources
3. Online resources

LEARNING OUTCOMES AND GOALS:
Institutional Learning Outcomes
☐ 1) Communication – to communicate effectively;

☒ 2) Inquiry – to apply critical, logical, creative, aesthetic, or quantitative analytical reasoning to formulate a judgement or conclusion;

☐ 3) Social Consciousness – to understand what it means to be a socially conscious person, locally and globally;

☐ 4) Responsibility – to recognize how personal choices affect self and society.

Course Outcomes and Competencies
Upon completion of this course, the student will be able to:
1. identify basic Microsoft Word functions and use the object linking and embedding features of this program.
2. create a basic Excel spreadsheet including simple formulas and functions.
3. create a basic PowerPoint presentation.
4. create a simple database using Access that includes a table, form, report and query.
5. create an Excel template, and use advanced functions in a workbook

6. create Excel macros and customize the button bar
7. create a database using the Excel application
8. create advanced reports and forms in Access
9. Students will be able to create advanced field types in an Access table
10. Students will be able to create advanced field types in an Access table
11. create a PowerPoint presentation using the advanced features in PowerPoint
12. interpret multiple functions of Outlook email system as used in a current office setting.

Outcome 1 – Students will be able to identify basic Microsoft Word functions and use the object linking and embedding features of this program.
Competency 1.1 – Students will be able to create a basic Word document with basic formatting changes such as margins.
Competency 1.2 – Students will be able to add a graphic to a basic Word document and resize or crop the image
Competency 1.3 – Students will be able to create section breaks and format a Word document by section.
Competency 1.4 – Students will be able to create a table in a Word document.
Competency 1.5 – Students will be able to add enhancement features to a Word document such as bullets, color, headers and footers.

Outcome 2 – Students will be able to create a basic Excel spreadsheet including simple formulas and functions.
Competency 2.1 – Students will be able to enter labels and values into a worksheet and format columns and cells.
Competency 2.2 – Students will be able to create simple formulas in a worksheet.
Competency 2.3 – Students will be able to create functions in a worksheet and demonstrate the difference between absolute and relative cell addresses.

Outcome 3 – Students will be able to create a basic PowerPoint presentation.
Competency 3.1 – Students will be able to use the basic slide layouts to create a presentation.
Competency 3.2 – Students will be able to embed an Excel chart into a PowerPoint presentation.
Competency 3.3 – Students will be able to apply design templates, animation, and builds to their slides.

Outcome 4 – Students will be able to create a simple database using Access that includes a table, form, report, and query.
Competency 4.1 – Students will be able to create a table with text, numeric, yes/no fields in the design view and to define the properties for these fields.
Competency 4.2 – Students will be able to enter data and edit data in a table.
Competency 4.3 – Students will be able to create form using the form wizard.
Competency 4.4 – Students will be able to enter data and maintain the data from the form view.
Competency 4.5 – Students will be able to create a simple report using the report wizard.
Competency 4.6 – Students will be able to create simple queries using the query design view.

Competency 4.7 – Students will be able to select records and fields from a table in a database using the select query in Access and will be able to sort the information.

Outcome 5 – Students will be able to create an Excel template, and use advanced functions in a workbook.
Competency 5.1 – Students will be able to create, format, and save a workbook as a template.
Competency 5.2 – Students will be able to drill down through worksheets.
Competency 5.3 – Students will be able to enhance a template workbook by referencing cells in other sheets within a workbook.
Competency 5.4 – Students will be able to create a web page from an Excel Worksheet
Competency 5.5 – Students will be able to use advanced functions in a workbook such as payment function.
Competency 5.6 – Students will be able to create a data table in a workbook.

Outcome 6 – Students will be able to create Excel macros and customize the button bar.
Competency 6.1 – Students will be able to create and use a macro in a workbook.
Competency 6.2 – Students will be able to add a button to the button bar to execute a macro.
Competency 6.3 – Students will be able to use a macro in a workbook.

Outcome 7 – Students will be able to create a database using the Excel application.
Competency 7.1 – Students will be able to set up, name, and enter information into a database using Excel.
Competency 7.2 – Students will be able to sort the database information in ascending and descending order.
Competency 7.3 – Students will be able to sort the database information on more than one field.
Competency 7.4 – Students will be able to filter information in a workbook database using the autofilter function.
Competency 7.5 – Students will be able to use a criteria range in a worksheet.
Competency 7.6 – Students will be able to extract records from a database created in a workbook.

Outcome 8 – Students will be able to create advanced reports in Access.
Competency 8.1 – Students will be able to create a report based on a query.
Competency 8.2 – Students will be able to put sections in reports.
Competency 8.3 – Students will be able to create groups in reports.
Competency 8.4 – Students will be able to modify the design of a report using the report design feature of Access.
Competency 8.5 – Students will be able to modify and customize forms using the form design feature in Access.
Competency 8.6 – Students will be able to add fields to a form and format these fields.

Outcome 9 – Students will be able to create advanced field types in an Access table.
Competency 9.1 – Students will be able to create a table containing the OLE, memo, and Hyperlink field types.

Competency 9.2 – Students will be able to modify the properties of these field types.
Competency 9.3 – Students will be able to insert data into these field types using the table feature of Access

Outcome 10 – Students will be able to create an application system using macros, VBA, and the switchboard features in Access.
Competency 10.1 – Students will be able to create an application using macros, customized buttons, and combo boxes.
Competency 10.2 – Students will be able to create and modify a Switchboard page.
Competency 10.3 – Students will be able to use a switchboard page.

Outcome 11 – Students will be able to create a PowerPoint presentation using the advanced features in PowerPoint.
Competency 11.1 – Students will be able to create a custom background for a PowerPoint presentation.
Competency 11.2 – Students will be able to embed an organization chart in a PowerPoint Presentation.
Competency 11.3 – Students will be able to manipulate clip art objects in a PowerPoint Presentation.
Competency 11.4 – Students will be able to create an interactive PowerPoint Presentation.
Competency 11.5 – Students will be able to hide slides in a PowerPoint Presentation.
Competency 11.6 -- Students will be able to create web pages from a PowerPoint Presentation.

Outcome 12 - interpret multiple functions of Outlook email system as used in a current office setting.
Competency 12.1 – Students will learn how to set up Outlook as an initial ISP setup (i.e. POP, SMTP, etc. using Outlook; utilize OneNote notebook to complete this function)
Competency 12.2 – Students will learn how to create emails, send, protocol of email format; how to attach documents.
Competency 12.3 - Students will be able to use Outlook to create meeting announcements using Outlook
Competency 12.4 – Students will create a List of Contacts in Outlook and learn how to connect with them