

ILLINOIS VALLEY COMMUNITY COLLEGE



COURSE OUTLINE

DIVISION: Career and Technical Programs

COURSE: CSP 2204 Microsoft Office III

Date: Fall 2012

Credit Hours: 3

Prerequisite(s): CSP 2203

Delivery Method:

<input checked="" type="checkbox"/> Lecture	2 Contact Hours (1 contact = 1 credit hour)
<input type="checkbox"/> Seminar	0 Contact Hours (1 contact = 1 credit hour)
<input checked="" type="checkbox"/> Lab	2 Contact Hours (2 contact = 1 credit hour)
<input type="checkbox"/> Clinical	0 Contact Hours (3 contact = 1 credit hour)
<input checked="" type="checkbox"/> Online	
<input type="checkbox"/> Blended	

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

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

CATALOG DESCRIPTION:

A continuation of topics studied in Microsoft Office Professional II. Advanced topics in Microsoft Word, Excel, Access, PowerPoint, and Outlook will be covered. Microsoft Publisher will be introduced. Integration of data among the applications will be covered as well as using Visual Basic with some of the applications. The software version is Office 2010. Lecture, two hours per week; Lab, two hours per week.

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. create master documents, index a document and generate a table of contents in Microsoft Word
2. create an online form in Microsoft Word
3. create and modify macros in Microsoft Word using both the macro feature and Visual Basic for applications
4. create a macro and assign it to a toolbar in Microsoft Excel and explain the Visual Basic for Applications code that underlies feature in Microsoft Excel
5. use advanced auditing and data validation tools in Microsoft Excel to solve complex problems
6. create a data map, pivot chart and pivot table in Microsoft Excel.
7. create a report in Microsoft Access using the design view.
8. customize forms in Microsoft Access using Visual Basic for Applications.
9. The student will be able to administer a database system using Microsoft Access
10. create a sophisticated, self-running PowerPoint Presentation using custom animation.
11. create an informational flyer using Publisher
12. create a trifold brochure using Publisher
13. design and create a newsletter using Publisher
14. plan meetings using Outlook
15. assign tasks and send instant messages using Outlook
16. organize and manage Outlook information

Outcome 1 – Upon successful completion of the course, the student will be able to create master documents, index a document and generate a table of contents in Microsoft Word

- Competency 1.1 – the student will be able to track changes in a Microsoft Word document.
- Competency 1.2 – the student will be able to create cross-references in Microsoft Word documents.
- Competency 1.3 – the student will be able to mark index entries, build an index, and modify an index in a Microsoft Word document.
- Competency 1.4 – the student will be able to create a table of contents and modify the table of contents in a Microsoft Word document.
- Competency 1.5 – the student will be able to create a master document and subdocuments in Microsoft Word.
- Outcome 2 – Upon successful completion of the course, the student will be able to create an online form in Microsoft Word.
- Competency 2.1 – the student will be able to design and create an online form in Microsoft Word
- Competency 2.2 – the student will be able to create text boxes, drop-down lists, and check boxes in an online form in Microsoft Word.
- Competency 2.3 – The student will be able to create special features on forms in Microsoft Word such as animated text and help features.
- Outcome 3 – Upon successful completion of the course, the student will be able to create and modify macros in Microsoft Word using both the macro feature and Visual Basic for applications.
- Competency 3.1 – the student will be able to record and execute a macro in Microsoft Word
- Competency 3.2 – the student will be able to assign a macro to a toolbar in Microsoft Word
- Competency 3.3 – the student will be able to modify a macro in Microsoft Word
- Competency 3.4 – the student will be able to add code statements to Microsoft Word macros using Visual Basic for applications
- Competency 3.5 – the student will be able to plan and insert a Visual Basic for Applications procedure in a Microsoft Word macro.
- Competency 3.6 – the student will be able to set security levels in Microsoft Word that will allow an operator to enable or disable a macro.
- Outcome 4 – Upon successful completion of the course, the student will be able to create a macro and assign it to a toolbar in Microsoft Excel
- Competency 4.1 – the student will be able to record a macro in Microsoft Excel using the macro recorder
- Competency 4.2 – the student will be able to add a macro to a toolbar in Microsoft Excel and execute a macro using the button
- Competency 4.3 – the student will be able to view and explain the visual basic for applications coding in Microsoft Excel
- Competency 4.4 – the student will be able to add controls to a worksheet; i.e. command buttons and assign properties to those controls
- Outcome 5 – Upon successful completion of the course, the student will be able to use advanced auditing and data validation tools in Microsoft Excel to solve complex problems
- Competency 5.1 – the student will be able to use the auditing toolbar to analyze a worksheet in Microsoft Excel
- Competency 5.2 – the student will be able to add data validation rules to cells in Microsoft Excel

- Competency 5.3 – the student will be able to use trial and error to solve a problem on a worksheet in Microsoft Excel
- Competency 5.4 – the student will be able to use Excel’s Solver to solve a complex problem in Microsoft Excel
- Competency 5.5 – the student will be able to use Microsoft Excel to create what if scenarios and save those scenarios
- Outcome 6 – Upon successful completion of the course, the student will be able to create a data map, pivot chart and pivot table in Microsoft Excel
- Competency 6.1 – the student will be able to create a PivotTable in Microsoft Excel
- Competency 6.2 – the student will be able to create PivotChart in Microsoft Excel
- Competency 6.3 – the student will be able to analyze the data in a PivotChart and a PivotTable in Microsoft Excel.
- Outcome 7 – Upon successful completion of the course, the student will be able to create a report in Microsoft Access using the design view
- Competency 7.1 – the student will be able to create a report in design view of Microsoft Access.
- Competency 7.2 – the student will be able to import data from an ACSII text file to use in a Microsoft Access report
- Competency 7.3 – the student will be able to create queries for a report in Microsoft Access
- Competency 7.4 – the student will be able to add special features to reports in Microsoft Access; i.e., dates and page numbers
- Outcome 8 – Upon successful completion of the course, the student will be able to customize forms in Microsoft Access using Visual Basic for Applications and PivotTables
- Competency 8.1 – the student will be able to add command buttons to a form
- Competency 8.2 – the student will be able to modify VBA code associated with a command button
- Competency 8.3 – the student will be able to add a combo box to a form and use a combo box.
- Competency 8.4 – the student will be able to modify the properties of a combo box
- Competency 8.5 – the student will be able to add a subform to a form, add a chart to a form and create a PivotTable form
- Outcome 9 – Upon successful completion of the course, the student will be able to administer a database system using Microsoft Access
- Competency 9.1 – the student will be able to use Table Analyzer, Performance Analyzer and Documenter in Microsoft Access
- Competency 9.2 – the student will be able to use an input mask in Microsoft Access
- Competency 9.3 – the student will be able to specify referential integrity options in Microsoft Access
- Competency 9.4 – the student will be able to create and use a replica
- Competency 9.5 – the student will be able to create a new SQL query
- Competency 9.6 – the student will be able to encrypt a database
- Outcome 10 – Upon successful completion of the course, the student will be able to create a sophisticated, self-running PowerPoint Presentation using custom animation
- Competency 10.1 – the student will be able to create a presentation within a presentation in Microsoft PowerPoint

- Competency 10.2 – the student will be able to insert animated clip art in Microsoft PowerPoint
- Competency 10.3 – the student will be able to create a customized color scheme in Microsoft PowerPoint
- Competency 10.4 – the student will be able to set automatic slide timings in Microsoft PowerPoint
- Competency 10.5 – the student will be able to create a self-running presentation in Microsoft PowerPoint
- Outcome 11 - Upon successful completion of the course, the student will be able to create an informational flyer using Publisher
- Competency 11.1 - the student will be able to choose appropriate Publisher template and related options for a publication
- Competency 11.2 - the student will be able to synchronize objects within a Publisher template
- Competency 11.3 - the student will be able to insert and format a photo in Publisher
- Competency 11.4 - the student will be able to insert and format a Publisher building block
- Competency 11.5 - the student will be able to save a print Publisher publication as a Web publication
- Outcome 12 - Upon successful completion of the course, the student will be able to create a trifold brochure using Publisher
- Competency 12.1 - the student will be able to use Publisher stylistic sets, alternates, and ligatures while creating a brochure
- Competency 12.2 - the student will be able to edit captions and caption styles in Publisher
- Competency 12.3 - the student will be able to use the Publisher design checker
- Competency 12.4 – the student will be able to choose a Publisher color model that is appropriate for the publication
- Competency 12.5 - the student will be able to use the Publisher pack and go wizard to save the publication to digital media
- Outcome 13 - Upon successful completion of the course, the student will be able to design and create a newsletter using Publisher
- Competency 13.1 - the student will be able to create and edit a newsletter masthead using Publisher
- Competency 13.2 - the student will be able to continue a story across columns and pages and insert continued notices
- Competency 13.3 - the student will be able to edit sidebars and pull quotes
- Competency 13.4 - the student will be able to edit coupons and patterns
- Competency 13.5 - the student will be able to duplicate a graphic and flip it
- Competency 13.6 - the student will be able to perform hyphenation checking in a publication
- Outcome 14 – Upon successful completion of the course, the student will be able to plan meetings using Outlook
- Competency 14.1 – the student will be able to publish free/busy information
- Competency 14.2 - the student will be able to schedule a meeting
- Competency 14.3 - the student will be able to respond to meeting requests
- Competency 14.4 - the student will be able to schedule an office resource
- Competency 14.5 - the student will be able to manage meeting information

Outcome 15 – Upon successful completion of the course, the student will be able to assign tasks and send instant messages using Outlook

Competency 15.1 - the student will be able to assign tasks to contacts

Competency 15.2 - the student will be able to respond to task assignments

Competency 15.3 - the student will be able to manage task assignments

Competency 14.4 - the student will be able to use Instant Messaging in Outlook

Outcome 16 – Upon successful completion of the course, the student will be able to organize and manage Outlook information

Competency 16.1 - the student will be able to manage mail folders

Competency 16.2 - the student will be able to modify the master category list

Competency 16.3 – the student will be able to create Outlook notes

Competency 16.4 – the student will be able to archive Outlook information

Competency 16.5 - the student will be able to recover and export Outlook Information

COURSE TOPICS AND CONTENT REQUIREMENTS:

1. Working with Master Document, an Index, and a Table of Contents in Microsoft Word
2. Creating an Online Form in Microsoft Word
3. Visual Basic for Applications with Word
4. Using Visual Basic for Applications with Excel
5. Auditing, Data Validation and Solving Complex Problems in Microsoft Excel
6. Importing External Data, Tracking and Routing Changes, and Creating Data Maps, PivotCharts, and PivotTables in Microsoft Excel
7. Creating a Report in Design View in Microsoft Access
8. Customizing forms using Visual Basic for Applications, Charts, and PivotTable Objects in Microsoft Access
9. Administering a Database System using Microsoft Access
10. Create a self running PowerPoint presentation with advanced features
11. Create an informational flyer using Publisher
12. Create a trifold brochure using Publisher
13. Design and create a newsletter using Publisher

INSTRUCTIONAL METHODS:

Lecture

Lab Assignments

Demonstrations

Tutorials

INSTRUCTIONAL MATERIALS:

- Computer Projection System with sound
- Computer Lab with Windows Vista and Office Professional 2010 and Internet
- Microsoft Office 2010: Post Advanced, 1st Ed ©2011 ISBN: 1439078998
- Microsoft Publisher 2010: Introductory, 1st Ed ©2011 ISBN: 0538746173
- Microsoft Outlook 2010: Complete, 1st Ed ©2011 ISBN: 9780538475303
- Online Assessment and Tutorial Software

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

Custom Textbook from Pearson/Prentice Hall. ISBN 0-558-27617-2

Office 2007 - Post Advanced Concepts and Techniques. ISBN 1-4188-4334-2

Course Technology/Cengage Learning.

Course Competency/Assessment Methods Matrix

Course Prefix, Number and Name	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				
	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 - create master documents, index a document and generate a table of contents in Microsoft Word				X	X	X	X				X									X																
Outcome 2 – create an online form in Microsoft Word				X	X	X	X				X									X																
Outcome 3 – create and modify macros in Microsoft Word using both the macro feature and Visual Basic for applications				X	X	X	X				X									X																
Outcome 4 – create a macro and assign it to a toolbar in Microsoft Excel				X	X	X	X				X									X																
Outcome 5 – use advanced auditing and data validation tools in Microsoft Excel to solve complex problems				X	X	X	X				X									X																
Outcome 6 – create a data map, pivot chart and pivot table in Microsoft Excel				X	X	X	X				X									X																
Outcome 7 – create a report in Microsoft Access using the design view				X	X	X	X				X									X																
Outcome 8 – customize forms in Microsoft Access using Visual Basic for Applications and PivotTables				X	X	X	X				X									X																
Outcome 9 - administer a database system using Microsoft Access				X	X	X	X				X									X																

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Assessment Measures – Are direct or indirect as indicated. List competencies/outcomes below.	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 10 – create a sophisticated, self-running PowerPoint Presentation using custom animation				X	X	X	X			X										X												
Outcome 11 - create an informational flyer using Publisher			X		X	X	X			X										X												
Outcome 12 - create a trifold brochure using Publisher			X		X	X	X			X										X												
Outcome 13 - design and create a newsletter using Publisher			X		X	X	X			X										X												
Outcome 14 – plan meetings using Outlook			X		X	X	X			X										X												
Outcome 15 – assign tasks and send instant messages using Outlook			X		X	X	X			X										X												
Outcome 16 – organize and manage Outlook information			X		X	X	X			X										X												