

## COURSE OUTLINE

**DIVISION:** Workforce Development  
**COURSE:** CSP-1203 Microsoft Office Professional I  
**Date:** Fall 2024  
**Credit Hours:** 3

*Complete all that apply or mark "None" where appropriate:*

Prerequisite(s): None

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)  
 Practicum      0 Contact Hours (2-4 contact = 1 credit hour)  
 Internship      0 Contact Hours (5-10 contact = 1 credit hour)

Offered:  Fall     Spring     Summer

### CATALOG DESCRIPTION and IAI NUMBER (if applicable):

This is the first course in a series of three that prepares students for the Microsoft Office Specialist, MOS Certification. Students will gain hands-on experience using the desktop applications of Microsoft 365. This course is designed to use the fundamental features of Word, Excel, Access, and PowerPoint. Students will also be introduced to topics about purchasing, installing, and maintaining a personal computer. The Microsoft 365 desktop applications are required and free to students. Previous computer experience is strongly encouraged.

## **ACCREDITATION STATEMENTS AND COURSE NOTES:**

None.

## **COURSE TOPICS AND CONTENT REQUIREMENTS:**

1. Windows 11 file management
2. Word
  - a. Creating and editing documents
  - b. Formatting and customizing documents
  - c. Reports and collaboration
  - d. Tables, columns, and graphics
3. Excel
  - a. Creating and editing workbooks
  - b. Working with formulas and functions
  - c. Creating and editing charts
  - d. Managing data
4. Access
  - a. Creating a database and tables
  - b. Using design view, data validation, and relationships
  - c. Creating and using queries
  - d. Creating and using forms and reports
5. PowerPoint
  - a. Creating and editing presentations
  - b. Illustrating with pictures and information graphics
  - c. Preparing for delivery and using a slide presentation
6. Computer Concepts
  - a. Introduction to computers
  - b. Computer hardware
  - c. Application software
  - d. System Software
  - e. Internet
  - f. Security
  - g. Mobile computing
  - h. Legal and ethical issues

## **INSTRUCTIONAL METHODS:**

Lecture

Hands-on lab assignments

Demonstration

Discussion

Simulation

## **EVALUATION OF STUDENT ACHIEVEMENT:**

Attendance  
Capstone Projects  
Case Studies  
Final Exam  
Participation  
Application Exams

A= 90-100  
B= 80-89  
C= 70-79  
D= 60-69  
F= 0-59

## **INSTRUCTIONAL MATERIALS:**

### **Textbooks**

Textbooks used in this course are at the discretion of the full-time faculty. Part-time faculty members are to use the textbook designated for the course by the Program Coordinator of Office Professional and the Dean of Workforce Development.

Microsoft Office 365: In Practice. 2021 Edition. Randy Nordell, et al. McGraw-Hill Education: New York. ISBN 978-1265151676 (Inclusive Access)

McGraw-Hill SIMnet (Inclusive Access)

### **Resources**

Internet  
Brightspace LMS  
McGraw-Hill SIMnet  
Microsoft Office 365 desktop version (free to students)  
Videos  
Simulations

## **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

### Windows 11

- a. Explore Windows 11 start menu, desktop, and taskbar
- b. Manage folders and files with File Explorer
- c. Explore settings
- d. Configure OneDrive

### Word

- a. Format a multipage research document
- b. Integrate citations and bibliography components
- c. Apply collaboration features
- d. Create and modify tables, columns, and graphics

### Excel

- a. Create and edit workbooks
- b. Import text files
- c. Format tables
- d. Create and modify charts
- e. Create PivotTables and PivotChart
- f. Create named ranges
- g. Build Lookup and Payment functions

### Access

- a. Create a database and tables
- b. Use design view, data validation, and relationships
- c. Manage lookup and control fields
- d. Create queries, add parameters
- e. Create and modify forms and report properties
- f. Manage functionality

### PowerPoint

- a. Create and edit presentations, use slide master
- b. Illustrate with pictures and information graphics
- c. Apply Design Ideas
- d. Manage delivery of slide presentation
- e. Manage file properties

### Computer Concepts

- a. Describe computer needs
- b. Identify computer components to meet needs
- c. Explain software requirements
- d. Select a computer to meet specific needs