



COURSE OUTLINE

DIVISION: Workforce Development (WFD)

COURSE: CSP 2214: Advanced Word and PowerPoint

Effective Date: Spring 2025

Submitted Date: Aug-24

Credit Hours: 3

IAI Number (if applicable): N/A

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

Prerequisite(s): CSP 1203 or CSI 1002

Enrollment by assessment or other measure? Yes No

If yes, please describe: CSP 1203 Proficiency Exam Score of 85% or higher.

Corequisite(s): None

Pre- or Corequisite(s): None

Consent of Instructor: Yes No

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 (2-3 contact = 1 credit hour)
<input type="checkbox"/> Clinical	0 Contact Hours (3 contact = 1 credit hour)
<input type="checkbox"/> Practicum	0 Contact Hours (2-4 contact = 1 credit hour)
<input type="checkbox"/> Internship	0 Contact Hours (5-10 contact = 1 credit hour)

Offered: Fall Spring Summer

CATALOG DESCRIPTION:

This course is a continuation of Microsoft Office (CSP 1203) and is designed to further develop skills in Microsoft Office applications of Word and PowerPoint and integration of office applications. The course prepares students for the Microsoft Office Specialist (MOS) certification exam. A Microsoft Office Specialist Voucher is included. The Microsoft desktop applications are required and free to students.

ACCREDITATION STATEMENTS AND COURSE NOTES:

None.

COURSE TOPICS AND CONTENT REQUIREMENTS:

1. Microsoft Word Templates and Mail Merge
2. Microsoft Word Custom Styles and Building Blocks
3. Microsoft Word Advanced Tables and Graphics
4. Microsoft Word Desktop Publishing and Graphics
5. Microsoft Word Collaboration and Integrating Applications
6. Microsoft Word Automating Tasks, Using Templates and Macros
7. Microsoft Word Working with Forms and Master Documents
8. Microsoft Word Customizing, Using OneDrive and Office Online
9. Microsoft PowerPoint Customizing Images, Illustrations, and Themes
10. Microsoft PowerPoint Integrating, Reviewing, and Collaborating
11. Microsoft PowerPoint Using Account Settings, Record Options, and Online Apps Including OneDrive and Sway

INSTRUCTIONAL METHODS:

- Demonstrations
- Discussion
- Hands-on Activities
- Lecture
- Simulation
- Videos

EVALUATION OF STUDENT ACHIEVEMENT:

- Attendance
- Capstone Projects
- Case Studies
- Final Exam
- Homework
- Participation
- Tests

INSTRUCTIONAL MATERIALS:

Textbooks

Textbooks used in the course are at the discretion of the full-time faculty. Part-time faculty members are to use the textbook appointed for the Advanced

Business Applications course by the Program Coordinator for Office Professional and the Dean of Workforce Development.

The customized textbook includes chapter material from:

1. Stewart, Kathleen, and Randy Nordell. Microsoft Word 365 Complete: In Practice. First ed., McGraw Hill, 2023. ISBN 9781266773495
2. Stewart, Kathleen, and Randy Nordell. Microsoft PowerPoint 365 Complete: In Practice. First ed., McGraw Hill, 2023. ISBN 9781266774010

Resources

None.

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

1. Microsoft Word Templates and Mail Merge
 - 1.1. Use and customize templates.
 - 1.2. Create envelopes and labels.
 - 1.3. Merge using the mailings tab and mail merge wizard.
2. Microsoft Word Custom Styles and Building Blocks
 - 2.1. Create, use, and manage custom styles.
 - 2.2. Create and use building blocks.
 - 2.3. Create and use quick parts building blocks
 - 2.4. Use document properties and Word fields.
3. Microsoft Word Advanced Tables and Graphics
 - 3.1. Customize table content, layouts, and design
 - 3.2. Modify pictures, shapes.
4. Microsoft Word Desktop Publishing and Graphics
 - 4.1. Customize and create themes.
 - 4.2. Using textboxes, SmartArt, and charts.
 - 4.3. Create an index and table of figures.
5. Microsoft Word Collaboration and Integrating Applications
 - 5.1. Use advanced track changes options and lock tracking.

- 5.2. Compare, combine, and inspect documents.
- 5.3. Encrypt with password, restrict editing and access, mark as final.
- 5.4. Enhance security with digital signature
- 5.5. Embed and link contents from other applications.
- 5.6. Apply rules to mail merge.
- 5.7. Insert bookmarks and cross-references.
- 6. Microsoft Word Automating Tasks, Using Templates and Macros
 - 6.1. Create, modify, and customize a template.
 - 6.2. Create, modify, and record macros, and automacros.
 - 6.3. Copy and edit macros with Visual Basic
- 7. Microsoft Word Working with Forms and Master Documents
 - 7.1. Insert, customize, and arrange content control fields: checkbox, picture, date picker.
 - 7.2. Insert and customize list control fields: combo box, drop-down list.
 - 7.3. Insert and modify build block gallery control fields, legacy forms and activeX controls.
 - 7.4. Use design mode to lock content, apply style, and modify placeholder.
 - 7.5. Group content control fields, protect, fill in form, and create template.
 - 7.6. Manage master document and subdocument by merging, apply split or unlink and lock documents.
- 8. Microsoft Word Customizing, Using OneDrive and Office Online
 - 8.1. Customize the ribbon and quick access toolbar using Word Options.
 - 8.2. View and modify account settings, add connected services, and add-ins.
 - 8.3. Use OneDrive, and share files and folders.
 - 8.4. Explore sharing options.
 - 8.5. Explore cloud apps: Form, To Do, OneNote.
- 9. Microsoft PowerPoint Customizing Images, Illustrations, and Themes
 - 9.1. Draw shapes and draw with Ink.
 - 9.2. Work with multiple objects to align, distribute, and group.
 - 9.3. Convert SmartArt to text or shapes or merge shapes.
 - 9.4. Use slide master to create custom theme and background graphics.
 - 9.5. Use design elements for handout master and notes master.
 - 9.6. Capture screenshot and screen clipping.
 - 9.7. Edit pictures using sharpening, contrast, brightness, soften, artistic effects, and remove background.
 - 9.8. Create a photo album and customized template.
- 10. Microsoft PowerPoint Working with Advanced Animation, Hyperlinks, and Rich Media
 - 10.1. Apply complex sequences to transitions and animations.
 - 10.2. Add hyperlinks and action buttons.

- 10.3. Insert audio and video into the animation.
- 10.4. Format, optimize, and compress media.
- 11. Microsoft PowerPoint Integrating, Reviewing, and Collaborating
 - 11.1. Add content from other sources.
 - 11.2. Add sections to organize the presentation.
 - 11.3. Use proofing tools to autocorrect and autoformat.
 - 11.4. Create a custom slide show.
 - 11.5. Use comments, compare, and review features.
 - 11.6. Use the inspect document, check accessibility and compatibility.
 - 11.7. Encrypt and add digital signature.
 - 11.8. Save with different file types.
- 12. Microsoft PowerPoint Using Account Settings, Record Options, and Online Apps Including OneDrive and Sway
 - 12.1. Modify Office account and use add ins.
 - 12.2. Use Screen record to create videos and demonstrations.
 - 12.3. Use OneDrive to share files.
 - 12.4. Use Sway to create interactive presentations and apply Remix! and Focus points.