

# Capital University of Economics and Business

## Overseas Chinese College

### Course Syllabus

<b><u>Year and Semester</u></b>	2022 Spring (February 28, 2022 - July 17, 2022)
<b><u>Course Name</u></b>	Microsoft Office Application
<b><u>Course Code</u></b>	MIS112
<b><u>Course Type</u></b>	<input type="checkbox"/> General Education (Required) <input type="checkbox"/> General Education (Elective) <input type="checkbox"/> Professional Course (Required) <input type="checkbox"/> Professional Course (Elective) <input checked="" type="checkbox"/> Basic Disciplinary Course
<b><u>Course Credits</u></b>	3
<b><u>Course Hours</u></b>	48
<b><u>Prerequisites</u></b>	None
<b><u>Instructor</u></b>	Xin Zhang (Helen)
<b><u>Contact Information</u></b>	Office: C217 Tele: (010)83951082 Email: zhangxin@cueb.edu.cn
<b><u>Office Hour</u></b>	M: 8:30—9:30; 13:30—17:30; W: 8:30—9:30
<b><u>Learning Centre</u></b>	M: 18:00—20:00; TH: 8:30—9:30; F: 8:30—9:30
<b><u>Grade/Section</u></b>	2021ACCA1
<b><u>Course Time/Place</u></b>	M: 9:55—12:20/ B307
<b><u>Textbook</u></b>	MOS 2019 Study Guide for Microsoft Word, Excel MOS 2016 Study Guide for PowerPoint and Outlook

#### **Course Description**

This Course is a basic course of any major. It focuses on equipping students with comprehensive hands-on skills on Microsoft Office 2019 suites. The course content includes:

- MS Word 2019
- MS Excel 2019
- MS PowerPoint 2016

After learning this course, students will be able to use Microsoft Office 2019 suites as tools to manage their work and study effectively and efficiently in the future.

#### **Student Learning Outcomes**

After learning this course, the students will be able to:

##### **Knowledge:**

Word 2019	Excel 2019	PowerPoint 2019
1. Manage documents	1. Manage worksheets and workbooks	1. Manage presentations
2. Insert & Format text, paragraphs, and sections	2. Manage data cells and ranges	2. Manage slides
3. Manage tables and lists	3. Manage tables and table	3. Insert and format text, shapes, and images
4. Create and manage		4. Insert tables, charts,

references 5. Insert and format graphic elements 6. Manage document collaboration	data 4. Perform operations by using formulas and functions 5. Manage charts	SmartArt, 3D models, and media 5. Apply transitions and animations
---	---	---

#### Capability

- ◆ Remember the functions and operating skills of the Office.
- ◆ Apply Office software to complete daily work and life needs.

#### Mindset

- ◆ Demonstrate Students' pride in their country and nation.
- ◆ Apply logic thinking in the process of decision making.

### **Teaching Methods**

This course is face-to-face teaching, the teacher explains the basic functions, and the students practice learning in the computer lab. All the test will be the computer test.

### **Grade Criterion**

Component	Weight	Description
Final Exam	20%	A cumulative final examination will be given based on all the contents of the class. The exam paper may be composed of the requirements of document editing. Students should rely primarily on homework assignments and class exercise as reference for exams.
Mid-Term Test	20%	A cumulative midterm test will be given based on all the contents that have been taught in class. The test paper may be mainly composed of the requirements of document editing.
Homework	15%	Most of the assigned homework is taken from the Exercises in the textbook. Assignments will be collected at the clearly stated date. Late assignments will not be accepted. In general, each assignment should be complete in appropriate software and submit by Yunbanke(云班课) App. The graded will be published on the app.
Quizzes	15%	There will be at least 2 quizzes during the semester. It may also be used to check the attendance. Quizzes will test your application ability.
Presentation	10%	The students should individually prepare a presentation. Each student needs to finish a PPT and hand in it to the teacher before the presentation. The topic needs to reflect the strength and beauty of the motherland.
Participation	10%	Individuals will be asked to participate individually in question and answer at least 10 times during the semester. The performances should be counted in their participation.
Attendance	10%	Refer to attendance policy listed below.
<b>Total</b>	<b>100%</b>	

### **Detailed Grade Computation**

	Before Midterm	After Midterm
Attendance	5%	5%

Participation	5%	5%
Homework	5%	5%
Quizzes	5%	5%
Presentation		20%
Midterm test	20%	
Final exam		20%
Total	40%	60%

### **Grading Policy**

A+ 97-100	A 93-96	A- 90-92	B+ 87-89	B 83-86	B- 80-82
C+ 75-79	C 70-74	C- 67-69	D+ 63-66	D 62-60	F 0- 59

### **Exam Schedule**

Midterm Test: Apr.25, 2022

Final Exam: January July 11 - 15, 2022

### **Assessment of Student Performance**

#### ***☞ Self-Study and Reading ability Practice***

Instructor will give out the chapters or the reference books to read and use class hours to have discussion; students should be able to show a proactive attitude and ability for self-study and reading. Knowledge and oral English will be elements of homework or presentation score.

#### ***☞ Homework***

Students should finish their homework by themselves. Copying from others will be treated as cheating and the homework scores will be lowered. Students should hand in all assignments on time. Late assignments will be accepted at the discretion of the instructor (i.e., when the student was ill or had an excused absence). Late assignments without reasonable proof will be refused and the score will be zero.

#### ***☞ Attendance***

Because the course covers a great deal of material, attending every class session is very important for performing well.

- ◆ Being late for 15 minutes or more is considered an absence.
- ◆ Five hours or above of unexcused absences will result in the lower level of the final grade by one grade band (e.g. from C – to D +). Any excused absence must be discussed directly with the teacher.
- ◆ Absence which is more than 1/3 of the total teaching hours will cause an F (a failing grade) directly. but students are welcome to continue attending classes.
- ◆ An incomplete grade (I) will be considered in case of medical or family emergencies.

#### ***☞ Participation***

- ◆ Students should participate in classes actively. Half of participation grade is determined by their presentation in class. They are encouraged to ask questions relevant to the subject and express their own opinions. Every student should respect the ideas, opinions, and questions of their classmates.
- ◆ Students should also use office hours to ask questions or talk with the instructor for good communication and effective learning.
- ◆ Frequent visiting the instructor and chatting in English during office hours is highly recommended.

- ♦ Any misbehavior and non-class related activities in class will result in the lower level of the participation grade, including ringing cell phones.
- ♦ All above behaviors will be solely evaluated by the instructor for scoring.

*☞ Textbook*

Students must bring the textbook to class.

**Course Outline**

Week	Date	Topics	Homework
1	Feb. 28	<ul style="list-style-type: none"> <li>● <b>Syllabus</b></li> <li><b>Microsoft Office Word 2019</b></li> <li>● <b>Chapter 1: Manage documents</b> <ul style="list-style-type: none"> <li>1.1 Navigate within documents</li> <li>1.2 Format documents</li> <li>1.3 Save and share documents</li> <li>1.4 Inspect documents for issues</li> </ul> </li> </ul>	
2	Mar. 7	<ul style="list-style-type: none"> <li>● <b>Chapter 2: Insert &amp; Format text, paragraphs, and sections</b> <ul style="list-style-type: none"> <li>2.1 Insert text and paragraphs</li> <li>2.2 Format text and paragraphs</li> <li>2.3 Create and configure document sections</li> </ul> </li> </ul>	
3	Mar. 14	<ul style="list-style-type: none"> <li>● <b>Chapter 3: Manage tables and lists</b> <ul style="list-style-type: none"> <li>3.1 Create tables</li> <li>3.2 Modify tables</li> <li>3.3 Create and modify lists</li> </ul> </li> </ul>	
4	Mar. 21	<ul style="list-style-type: none"> <li>● <b>Chapter 4: Create and manage references</b> <ul style="list-style-type: none"> <li>4.1 Create and manage reference elements</li> <li>4.2 Create and manage simple reference tables</li> </ul> </li> </ul>	
5	Mar. 28	<ul style="list-style-type: none"> <li>● <b>Chapter 5: Insert and format graphic elements</b> <ul style="list-style-type: none"> <li>5.1 Insert graphic elements</li> <li>5.2 Format illustrations and text boxes</li> <li>5.3 Add text to graphic elements</li> <li>5.4 Modify graphic elements</li> </ul> </li> </ul>	
6	Apr. 4	<ul style="list-style-type: none"> <li>● <b>Chapter 6 Manage document collaboration</b> <ul style="list-style-type: none"> <li>6.1 Add and manage comments</li> <li>6.2 Manage change tracking</li> </ul> </li> <li>● <b>Quiz1</b></li> </ul>	
7	Apr. 11	<p><b>Using Microsoft Office Excel 2019</b></p> <ul style="list-style-type: none"> <li>● <b>Chapter1 Manage worksheets and workbooks</b> <ul style="list-style-type: none"> <li>1.1 Import data into workbooks</li> <li>1.2 Navigate within workbooks</li> <li>1.3 Format worksheets and workbooks</li> <li>1.4 Customize options and views</li> <li>1.5 Configure content for collaboration</li> </ul> </li> </ul>	

8	Apr. 18	<ul style="list-style-type: none"> <li>● <b>Chapter 2: Manage data cells and ranges</b></li> <li>2.1 Manipulate data in worksheets</li> <li>2.2 Format cells and ranges</li> <li>2.3 Define and reference named ranges</li> <li>2.4 Summarize data visually</li> </ul>	
9	Apr. 25	<ul style="list-style-type: none"> <li>● <b>Chapter 3: Manage tables and table data</b></li> <li>3.1 Create and format tables</li> <li>3.2 Modify tables</li> <li>3.3 Filter and sort table data</li> <li>● <b>Middle-Test</b></li> </ul>	
10	May 2	<b>Labor Day Holiday</b>	
11	May 9	<ul style="list-style-type: none"> <li>● <b>Chapter 4: Perform operations by using formulas and functions</b></li> <li>4.1 Insert references in formulas</li> <li>4.2 Calculate and transform data by using functions</li> <li>4.3 Format and modify text by using function</li> </ul>	
12	May 16	<ul style="list-style-type: none"> <li>● <b>Chapter 5: Manage charts</b></li> <li>5.1 Create charts</li> <li>5.2 Modify charts</li> <li>5.3 Format charts</li> <li>● <b>Quiz 2</b></li> </ul>	
13	May 23	<p><b>Using Microsoft Office PowerPoint 2019</b></p> <ul style="list-style-type: none"> <li>● <b>Chapter 1: Manage presentations</b></li> <li>1.1 Modify slide masters, handout masters, and note masters</li> <li>1.2 Change presentation options and views</li> <li>1.3 Configure print settings for presentations</li> <li>1.4 Configure and present slideshows</li> <li>1.5 Prepare presentations for collaboration</li> </ul>	
14	May 30	<ul style="list-style-type: none"> <li>● <b>Chapter 2: Manage slides</b></li> <li>2.1 Insert slides</li> <li>2.2 Modify slides</li> <li>2.3 Order and group slides</li> </ul>	
15	Jun. 6	<ul style="list-style-type: none"> <li>● <b>Chapter 3: Insert and format text, shapes, and images</b></li> <li>3.1 Format text</li> <li>3.2 Insert links</li> <li>3.3 Insert and format images</li> <li>3.4 Insert and format graphic elements</li> <li>3.5 Order and group objects on slides</li> </ul>	
16	Jun. 13	<ul style="list-style-type: none"> <li>● <b>Chapter 4: Insert tables, charts, SmartArt, 3D models, and media</b></li> <li>4.1 Insert and format tables</li> <li>4.2 Insert and modify charts</li> <li>4.3 Insert and format SmartArt graphics</li> </ul>	

		4.4 Insert and modify 3D models 4.5 Insert and manage media	
17	Jun. 20	<b>Presentation</b>	
18	Jun. 27	<ul style="list-style-type: none"> <li>● <b>Chapter 5: Apply transitions and animations</b></li> <li>5.1 Apply and configure slide transitions</li> <li>5.2 Animate slide content</li> <li>5.3 Set timing for transitions</li> </ul>	
19	Jul. 4-10	<b>Review</b>	
20	Jul. 11-15	<b>Final Exam</b>	

*Note: Some chapters or sections may leave for self-study, they may also be included in the quizzes or exams*

### Teacher's Office Hour

- ♦ The instructor's office hour is shown in the front of the office door.
- ♦ Students are suggested to use the instructor's office hour and learning center to ask questions or talk with the instructor once at least per week for good communication and effective learning, which is recorded in the students' participation.
- ♦ The time can be scheduled by instructors or students, or both.

### Cheating and Plagiarism

Cheating is not tolerated. Any student caught cheating on a quiz; test or exam will be given a mark of zero (0) for the particular work. At the beginning of the semester the definition of plagiarism will be carefully explained, when any thoughts or writings of another person are used, they must be clearly identified (usually one uses quotation marks) and the source notes. **If any student is caught cheating on any homework assignment, the highest score the student can earn in that course is a "C".**

### Important Dates

<b>Spring Semester, 2021</b>	<b>Feb 28, 2021— July 18, 2021</b>
Feb. 27	Registration
Feb. 28	Classes Begin
Mar.4	Last Day to Drop or Add a Course
Apr.5	Qing Ming Festival
Apr.22	Spring Sports
Apr.25-29	Midterm Test (tentative)
May 1	Labor Day
June 3	Dragon-Boat Festival
June 20-24	Sophomore and Junior students' Final Exam
June 27-July17	Sophomore and Junior students' Social Practice
July 11-15	Revision and Final Exam Period
July 18	Summer Vacation Begins

*Note: This syllabus is tentative and may be changed or modified throughout the semester. All students will be notified and a new syllabus will be given.*

Instructor: Xin Zhang

Department Head: Jingning Li

