

Capital University of Economics and Business

Overseas Chinese College

Course Syllabus

<u>Year and Semester</u>	2022 Spring (Feb. 28, 2022- July 4, 2022)
<u>Course Name</u>	Microsoft Office Application
<u>Course Code</u>	MIS112
<u>Course Type</u>	<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
<u>Course Credits</u>	3
<u>Course Hours</u>	48
<u>Prerequisite Course</u>	MIS111
<u>Instructor</u>	Prof. Skipper Smith
<u>Contact Information</u>	Office: C217; Tel: 83951802; Email: skippersmith66@gmail.com (all email correspondence should have in the Subject field: MIS112Y0X Name ID reason)
<u>Office Hour</u>	Mon: 13:30-15:05, Wed: 13:30-15:05
<u>Learning Center Hour</u>	Tue: 18:00-20:00
<u>Grade/Section</u>	2020 ACCA1 and ACCA2
<u>Course Time/Place</u>	CFA- Mon 9:55-12:20 B310

Textbook

MOS 2019 Study Guide for Microsoft Word, Excel, PowerPoint and Outlook.

MOS 2016 Study Guide for Microsoft Word, Excel, PowerPoint and Outlook.

Course Description

This course focuses on equipping students with comprehensive hands-on skills on Microsoft Office 2019 application package. The course content includes:

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

After learning this course, students will be able to use Microsoft Office suites as tools to manage their work effectively and efficiently, which can dramatically help students in the following study process.

Student Learning Objectives

Skills required and being measured in this course:

Word 2019	Excel 2019	PowerPoint 2019
<p>Creating and Customizing Documents</p> <ul style="list-style-type: none"> • Create and format documents. • Lay out documents. • Make documents and content easier to find. • Personalize Office Word 2016. <p>Formatting Content</p> <ul style="list-style-type: none"> • Format text and paragraphs. • Manipulate text. • Control pagination. <p>Working with Visual Content</p> <ul style="list-style-type: none"> • Insert illustrations. • Format illustrations. • Format text graphically. • Insert and modify text boxes. <p>Organizing Content</p> <ul style="list-style-type: none"> • Structure content by using Quick Parts. • Use tables and lists to organize content. • Modify tables. • Insert and format references and captions. • Merge documents and data sources. <p>Reviewing Documents</p> <ul style="list-style-type: none"> • Navigate documents. • Compare and merge document versions. • Manage tracked changes. 	<p>Creating and Manipulating Data</p> <ul style="list-style-type: none"> • Insert data by using AutoFill. • Ensure data integrity. • Modify cell contents and formats. • Change worksheet views. • Manage worksheets. <p>Formatting Data and Content</p> <ul style="list-style-type: none"> • Format worksheets. • Insert and modify rows and columns. • Format cells and cell content. • Format data as a table. <p>Creating and Modifying Formulas</p> <ul style="list-style-type: none"> • Reference data in formulas. • Summarize data by using a formula. • Summarize data by using subtotals. • Conditionally summarize data by using a formula. • Look up data by using a formula. • Use conditional logic in a formula. • Format or modify text by using formulas. • Display and print formulas. <p>Presenting Data Visually</p> <ul style="list-style-type: none"> • Create and format charts. • Modify charts. • Apply conditional 	<p>Creating and Formatting Presentations</p> <ul style="list-style-type: none"> • Create new presentations. • Customize slide masters. • Add elements to slide masters. • Create and change presentation elements. • Arrange slides. <p>Creating and Formatting Slide Content</p> <ul style="list-style-type: none"> • Insert and format text boxes. • Manipulate text. • Add and link existing content to presentations. • Apply, customize, modify, and remove animations. <p>Working with Visual Content</p> <ul style="list-style-type: none"> • Create SmartArt diagrams. • Modify SmartArt diagrams. • Insert illustrations and shapes. • Modify illustrations. • Arrange illustrations and other content. • Insert and modify charts. • Insert and modify tables. <p>Collaborating on and Delivering Presentations</p> <ul style="list-style-type: none"> • Review presentations. • Protect presentations. • Secure and share

<ul style="list-style-type: none"> • Insert, modify, and delete comments. <p>Sharing and Securing Content</p> <ul style="list-style-type: none"> • Prepare documents for sharing. • Control document access. • Attach digital signatures. 	<p>formatting.</p> <ul style="list-style-type: none"> • Insert and modify illustrations. • Outline data. • Sort and filter data. <p>Collaborating on and Securing Data</p> <ul style="list-style-type: none"> • Manage changes to workbooks. • Protect and share workbooks. • Prepare workbooks for distribution. • Save workbooks. • Set print options for printing data, worksheets, and workbooks. 	<p>presentations.</p> <ul style="list-style-type: none"> • Prepare printed materials. • Prepare for and rehearse presentation delivery.
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Library Source

A variety of Microsoft Office 2019 Certification preparation books or on-line resources would strengthen the fundamental knowledge of the Microsoft Word, Excel and PowerPoint, the sample examination practices may be found to practice your knowledge to pass the exams.

Teaching methods

This course consists of lectures, discussions, hands-on projects, and student presentations. Students must be prepared to discuss the assigned chapters during class.

Grade Criterion

Component	Weight	Description
Final Exam	20%	A cumulative final examination will be given based on all of the contents of the class. A minimum of 25% of the exam (5 of the 20%) will consist of questions utilizing the application of critical thinking.
Mid-Term Test	20%	A cumulative midterm test will be given based on all of the contents of the first half of the class. A minimum of 25% of the test (5 of the 20%) will consist of questions utilizing the application of critical thinking.
Homework	10%	Homework problems will be assigned throughout the term, including but not limited to: terminologies, practice exercises, and project assignments
Quizzes, tests	10%	There will be a number of ad-hoc/pop quizzes or tests during the semester. The purpose of the quizzes and tests is to ensure that students keep up with the contents
Participation	10%	Individuals will be asked to participate individually in a question and answer 10

		times during the semester. Students are required to meet with their teachers every other week. Their performances should be counted in their participation.
Presentation	20%	Presentation is aiming to test your knowledge and English presentation ability. The mark will be given according to your preparation, knowledge, contribution to the group, PPT, attitude, English, your performance during the presentation and time control. The student who makes the speech will be regarded as an advantage..
Attendance	10%	Refer to attendance policy listed below
Total	100%	

Detailed Grade computation

	Before Midterm	After Midterm
Attendance	5%	5%
Participation	5%	5%
Homework	5%	5%
Quizzes and Tests	5%	5%
Midterm test	20%	
Presentation		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 Exams: 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 reduced in score by 50%.

☞ 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.

Topical Course Outline

Week	Date	Topics	Homework
1	Feb. 28	<ul style="list-style-type: none"> ● Syllabus ● Exam 77-725 Using Microsoft Office Word 2016 ● Chapter 1 Create and manage document ● Review to Chapter 1 ● Discussion ● Practice 	—
2	Mar. 7	<ul style="list-style-type: none"> ● Chapter 2 Format text, paragraphs, and sections ● Review to Chapter 2 ● Discussion ● Practice 	—
3	Mar. 14	<ul style="list-style-type: none"> ● Chapter 3 Create tables and lists ● Review to Chapter 3 ● Discussion ● Practice 	—
4	Mar. 21	<ul style="list-style-type: none"> ● Chapter 4 Create and manage references ● Review to Chapter 4 ● Discussion ● Practice 	
5	Mar. 28	<ul style="list-style-type: none"> ● Chapter 5 Insert and format graphic elements ● Review to Chapter 5 ● Discussion ● Practice 	
6	Apr. 4	<ul style="list-style-type: none"> ● Chapter 6 ● Review 1~6 	—

		Quiz 1	
7	Apr. 11	<ul style="list-style-type: none"> ● Qingming Festival ● Exam 77-727 Using Microsoft Office Excel 2016 ● Chapter 1 Create and manage worksheets and workbooks ● Review to Chapter 1 <ul style="list-style-type: none"> ● Discussion ● Practice 	—
8	Apr. 18	<ul style="list-style-type: none"> ● Chapter 2 Manage data cells and ranges	—
9	Apr. 25	<ul style="list-style-type: none"> ● Chapter 3 Create tables <ul style="list-style-type: none"> ● Review to Chapter 3 ● Discussion ● Practice ● Midterm test 	—
10	May 2	Labor Day Holiday	—
11	May 9	<ul style="list-style-type: none"> ● Chapter 4 Perform operations with formulas and functions <ul style="list-style-type: none"> ● Review to Chapter 4 ● Discussion ● Practice 	—
12	May 16	<ul style="list-style-type: none"> ● Chapter 5 Create charts and objects <ul style="list-style-type: none"> ● Review to Chapter 5 ● Discussion ● Practice 	—
13	May 23	<ul style="list-style-type: none"> ● Exam 77-729 Using Microsoft Office PowerPoint 2016 ● Chapter 1 Create and manage presentations <ul style="list-style-type: none"> ● Review to Chapter 1 ● Discussion ● Practice 	—
14	May 30	<ul style="list-style-type: none"> ● Chapter 2 Insert and format text, shapes, and images <ul style="list-style-type: none"> ● Quiz 2 	—
15	Jun. 6	<ul style="list-style-type: none"> ● Chapter 3 Insert tables, charts, SmartArt, and media <ul style="list-style-type: none"> ● Review to Chapter 3 ● Discussion ● Practice 	—
16	Jun. 13	Presentation I	

17	Jun. 20	Presentation II ● Chapter 4 Apply transitions and animations	
18	Jun. 27	● Review to Chapter 4 ● Discussion ● Practice ● Chapter 5 Manage multiple presentations ● Review to Chapter 5 ● Discussion ● Practice	
19	Jul. 4	● Final Review	

Note: Some chapters or sections may leave for self-study, this is the students' duty to learn and understand, they may also be included in the quizzes or exams.

A review in Chinese may be held during L.C. and O.H. in the semester.

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

Spring Semester, 2022	February 28, 2022— July 19, 2022
Feb.28	Classes Begin
Apr. 5	Qingming Festival (tentative)
Apr. 22	Spring Sports (tentative)
Apr 25-29	Midterm Test (tentative)
May. 1	Labor Day Holiday
June. 3	Duanwu Festival
June. 20-24	Sophomore and Junior Students' Final Exam
June. 27- July. 17	Sophomore and Junior students' Social Practice
July. 11- July. 15	Freshmen Revision and 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: Prof. Skipper Smith Department Head: Prof. Jingning Li