

Capital University of Economics and Business

Overseas Chinese College

Course Syllabus

SYLLABUS OF MIS112

<u>Semester and Year</u>	2018 Spring (March 5, 2018— July 20, 2018)
<u>Course Name</u>	Microsoft Office Application
<u>Course Code</u>	MIS112
<u>Course Credits</u>	3
<u>Prerequisite Course</u>	MIS111
<u>Instructor</u>	Prof. Amy Ru
<u>Contact Information</u>	Office: C217; Email: prichru@163.com
<u>Section</u>	Y01
<u>Office Hour</u>	Tue: 15:30-16:30; Fri: 11:00-12:00 Wed: 9:00-10:00, 14:30-16:30; Thurs.: 11:00-12:00
<u>Learning Center Hour</u>	Mon: 18-20; Tue: 8:00-10:00
<u>Time/Place</u>	Y01 Mon: 15:40-17:30; Fri: W: 10:10-11:00 (B312)
<u>Textbook</u>	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 2016 application package. The course content includes:

- MS Word 2016:
- MS Excel 2016
- MS PowerPoint 2016

Student Learning Objectives

Skills required and being measured in this course:

Word 2016	Excel 2016	PowerPoint 2016
Creating and Customizing Documents	Creating and Manipulating Data <ul style="list-style-type: none"> • Insert data by using 	Creating and Formatting Presentations

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<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>AutoFill.</p> <ul style="list-style-type: none"> • 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 	<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.
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<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. 	<ul style="list-style-type: none"> • Protect presentations. • Secure and share presentations. • Prepare printed materials. • Prepare for and rehearse presentation delivery.
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Library Source

A variety of Microsoft Office 2016 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

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		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.
Lab	10%	Refer to the handouts.
Presentation	10%	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%
Lab		10%
Midterm test	20%	
Presentation		10%
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

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- Midterm Test: May 7 - May 11, 2018; Final Exam: June 25 - 29, 2018

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 (except for group projects) by themselves. Copying from others will be treated as cheating. Students' homework scored will be lowered. Students should hand in all assignments promptly and on time. Late assignment will be accepted at the discretion of the instructor (i.e., when the student was ill or had an excused absence). Assignment turned in late without proof of illness or had an excused absence will be reduced in score by 50%.
- Assignment should be printed out. Anything that cannot be read will be marked wrong. Printing requirements are as followed: single space between lines, double space between paragraphs, font size is 12 (maximum). Grammar error can reduce 20% of your score.

- **Attendance**

Attendance in class is required for all students taking courses at the Capital University of Economics and Business Overseas Chinese College.

- Being late for 15 minutes or more is considered an absence.
 1. Five hours or above of unexcused absences will result in the lowering of the final grade by one grade band (e.g. from C – to D +). Any excused absence must be discussed directly with the teacher.
- 30% class hours of any kind of absences will result in a failing grade (F), but students are welcome to continue attending classes.

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- 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 hour to ask questions or talk with the instructor for good communication and effective learning. Any misbehavior and non-class related activities in class will result in the lowering of the participation grade, including **cell phones**.
- All above behaviors will be solely evaluated by the instructor for scoring.
- Frequent visiting instructor and chatting **in English** during office hour is highly recommended.

Topical Course Outline

Week	Date	Topics
1	0305-0309	<u>Syllabus</u> Exam 77-725 Using Microsoft Office Word 2016 1. Sharing and Maintaining Documents
2	0312-0316	2. Formatting Content
3	0319-0323	3. Applying page layout and reusable contents 4. Including illustrations and graphics in a document
4	0326-0330	5. Proofing documents
5	0402-0406	6. Applying references and hyperlinks
6	0409-0413	7. Performing mail merge operations Quiz 1
7	0416-0420	Exam 77-727 Using Microsoft Office Excel 2016 1. Managing the worksheet environment
8	0423-0427	2. Creating cell data
9	0430-0504	3. Formatting cells and worksheets
10	0507-0511	Midterm Test
11	0514-0518	4. Managing worksheets and workbooks

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		5. Applying formulas and functions
12	0521-0525	6. Presenting data visually 7. Analyzing and organizing data
13	0528-0601	Exam 77-729 Using Microsoft Office PowerPoint 2016 1. Creating and Formatting Presentations
14	0604-0608	Quiz 2 2. Working with graphical and multimedia elements
15	0611-0615	3. Creating charts and tables 4. Applying transactions and animations
16	0618-0622	5. Collaborating On and Delivering Presentations *
17	0625-0629	Review
18	0702-0706	Presentation
19	0709-0713	Presentation
20	0716-0720	Final Exam

Note: The chapters or sections marked with * above may leave for your self –study, this is your duty to learn and understand they are also may be included in the quizzes or exams.

Week 9 and Week 17: review in Chinese during L.C. and O.H.

Teacher’s Office Hour

- The instructor’s office hour is shown in the front of the office door.
- Students are required to use the instructor’s office hour 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.

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Important Dates

Spring Semester, 2018

Mar.4

March 4, 2018— July 20, 2018

Registration

Mar.5

Classes Begin

Mar.16

Last Day to Drop or Add a Course

Apr.5

Qingming Festival (tentative)

Apr.20

Spring Sports (tentative)

May 1

Labor Day Holiday (tentative)

May.7 -11

Midterm Test

May 14-18

Summer School Registration (tentative)

June 18

Duanwu Festival (tentative)

June 25-29

Sophomore and Junior Students' Final Exam

July 2-20

Sophomore and Junior Students' Social Practice,
Summer School

July 16-20

Revision and Final Exam Period

July 23

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. Amy Ru

Department Head: Prof. Jingning Li