

Capital University of Economics and Business

Overseas Chinese College

Course Syllabus

| | |
|-----------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <u>Year and Semester</u> | 2023 Spring |
| <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> | 54 |
| <u>Prerequisites</u> | MIS111 |
| <u>Instructor</u> | Skipper, Changjun Ru |
| <u>Contact Information</u> | Office: C217 Tele: (010)83951082 Email: skippersmith66@gmail.com Email: ruchangjun@cueb.edu.cn |
| <u>Office Hour</u> | TBA |
| <u>Learning Centre</u> | TBA |
| <u>Grade/Section</u> | 2022 BA, CFA, IT, ACCA1&2 |
| <u>Course Time/Place</u> | 2022 BA: Fri. 09:55-12:20/ B308 2022 CFA: Wed. 09:55-12:20/ B307 2022 IT: Mon. 09:55-12:20/ B308 2022 ACCA1: Tue. 09:55-12:20/ B212 2022 ACCA2: Thur. 09:55-12:20/ B307 |

Textbook

MOS 2019 Study Guide for Microsoft Word, Excel, PowerPoint

Reference Book

Microsoft Office 2019 step by step

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

Student Learning Objectives

Skills required and being measured in this course:

| Word 2019 | Excel 2019 | PowerPoint 2019 |
|------------------------------------|-------------------------------------------------------------------------------------------------------------------|---------------------------------------|
| Creating and Customizing Documents | Creating and Manipulating Data <ul style="list-style-type: none"> • Insert data by using AutoFill. | Creating and Formatting Presentations |

| | | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none"> • Create and format documents. • Lay out documents. • Make documents and content easier to find. • Personalize Office Word 2019. | <ul style="list-style-type: none"> • Ensure data integrity. • Modify cell contents and formats. • Change worksheet views. • Manage worksheets. | <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>Formatting Content</p> <ul style="list-style-type: none"> • Format text and paragraphs. • Manipulate text. • Control pagination. | <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 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"> • Insert illustrations. • Format illustrations. • Format text graphically. • Insert and modify text boxes. | <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>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>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>Presenting Data Visually</p> <ul style="list-style-type: none"> • Create and format charts. • Modify charts. • Apply conditional formatting. • Insert and modify illustrations. • Outline data. • Sort and filter data. | <p>Collaborating on and Delivering Presentations</p> <ul style="list-style-type: none"> • Review presentations. • Protect presentations. • Secure and share presentations. • Prepare printed materials. • Prepare for and rehearse presentation delivery. |
| <p>Reviewing Documents</p> <ul style="list-style-type: none"> • Navigate documents. • Compare and merge document versions. • Manage tracked changes. • Insert, modify, and delete comments. | <p>Collaborating on and Securing Data</p> | |
| <p>Sharing and Securing Content</p> <ul style="list-style-type: none"> • Prepare documents for sharing. | | |

| | | |
|-------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|
| <ul style="list-style-type: none"> • Control document access. • Attach digital signatures | <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. | |
|-------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--|

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, videos, hands on operations, demonstrations, and student presentations. Students must be prepared to operate the practice tasks in each chapter 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 & Lab | 10% | Lab & 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. |
| Participation | 10% | Individuals will be asked to participate individually in a question and answer 10 times during the semester. Their performances should be counted. |
| Presentation | 20% | <ol style="list-style-type: none"> 1. 25%: Contents (relevance, depth, quality, ideological and political element, practical business value,) 2. 25%: Presentation Skill (logical, expressive, appealing, degree of reading from manuscripts or slides, preparation and attitude) 3. 10%: Time management and Teamwork 4. 10%: participation (make notes & comments for all groups) 5. 10%: PPT making skill (Visually helpful) 6. 10%: English fluency |

| | | |
|------------|------|-----------------------------------------|
| Attendance | 10% | Refer to attendance policy listed below |
| Total | 100% | |

Detailed Grade computation

| | Before Midterm | After Midterm |
|-------------------|----------------|---------------|
| Attendance | 5% | 5% |
| Participation | 5% | 5% |
| Homework | | |
| Quizzes and Tests | 5% | 5% |
| Lab | 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: 10th -16th, April; Final Exam: 26th-30th, June

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 | Topics | Homework |
|------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 1 | <ul style="list-style-type: none"> ● Syllabus ● Using Microsoft Office Word 2019 Chapter 1: Manage documents ✓ 1.1 Navigate within documents <ul style="list-style-type: none"> 1.1.1 Search for text 1.1.2 Links to locations within documents 1.1.3 Move to specific location and objects in docs 1.1.4 Show or hide formatting symbols & hidden txt ✓ 1.2 Format documents <ul style="list-style-type: none"> 1.2.1 Modify page setup 1.2.2 Apply style sets 1.2.3 Insert and modify headers and footers 1.2.4 Format page background elements | Practice tasks E-book: 1.1: P45, 46 1.2: P59 Ideological and political education Part1: Patriotism brochure Making - page background design |
| | <ul style="list-style-type: none"> ● Chapter 1: Manage document ✓ 1.3 Save and share documents <ul style="list-style-type: none"> 1.3.1 Modify basic document properties 1.3.2 Save documents in alternative file formats 1.3.3 Modify print settings 1.3.4 Share documents electronically ✓ 1.4 Inspect documents for issues ✓ Review, Discussion & Practice | E-book: 1.3: P72, 73 1.4: P81,82 |
| 2 | Chapter 2: Insert & Format text, paragraphs, and sections 2.1 Insert text and paragraphs <ul style="list-style-type: none"> ▪ 2.1.1 Replace text ▪ 2.1.2 Insert symbols and special characters 2.2 Format text and paragraphs <ul style="list-style-type: none"> ▪ 2.2.1 Format text ▪ 2.2.2 Apply text effects ▪ 2.2.3 Format paragraphs ▪ 2.2.4 Apply built-in styles to text ▪ 2.2.5 Clear formatting and styles | E-book: 2.1: P88,89 2.2: P103,104 Part1: Patriotism brochure Making - symbols, text effect and page layout design |
| | 2.3 Create and configure document sections <ul style="list-style-type: none"> ▪ 2.3.1 Display content in columns ▪ 2.3.2 Define document pages and sections Review, Discussion & Practice | E-book: 2.3: P116, 117 |
| 3 | Chapter 3: Manage tables and lists 3.1 Create tables | E-book: 3.1: P127, 128 |

| | | |
|---|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------|
| | <ul style="list-style-type: none"> ▪ 3.1.1 Create tables from scratch or from text ▪ 3.1.2 Apply table styles <p>3.2 Modify tables</p> <ul style="list-style-type: none"> ▪ 3.2.1 Sort table data ▪ 3.2.2 Modify table structure | 3.2: P142, 143 |
| | <p>3.3 Create and modify lists</p> <ul style="list-style-type: none"> ▪ 3.3.1 Create and manage bulleted lists ▪ 3.3.2 Create and manage numbered lists <p>Review to Chapter 3, Discussion & Practice</p> | E-book: 3.3: P152, 153 |
| 4 | <p>Chapter 4: Create and manage references</p> <p>4.1 Create and manage reference elements</p> <ul style="list-style-type: none"> ▪ 4.1.1 Create and manage footnotes and endnotes ▪ 4.1.2 Create and manage bibliography citation sources | E-book: 4.1: P164, 165 Part2: integrity: Make at least 10 references for an academic paper |
| | <p>4.2 Create and manage simple reference tables</p> <ul style="list-style-type: none"> ▪ 4.2.1 Create and manage table of contents ▪ 4.2.2 Create and manage bibliographies <p>Review to Chapter 4, Discussion & Practice</p> | E-book: 4.2: P172, 173 |
| 5 | <p>Chapter 5: Insert and format graphic elements</p> <p>5.1 Insert graphic elements</p> <ul style="list-style-type: none"> ▪ 5.1.1 Insert and modify shapes ▪ 5.1.2 Insert pictures, 3D models, SmartArt graphics ▪ 5.1.3 Insert screenshots and screen clippings ▪ 5.1.4 Insert text boxes <p>5.2 Format illustrations and text boxes</p> <ul style="list-style-type: none"> ▪ 5.2.1 Visually format objects ▪ 5.2.2 Format SmartArt graphics ▪ 5.2.3 Format 3D models | E-book: 5.1: P189, 190 5.2: P200, 201 Part1: Patriotism brochure Making - insert and format patriotic pictures |
| | <p>5.3 Add text to graphic elements</p> <ul style="list-style-type: none"> ▪ 5.3.1 Insert text in text boxes and shapes ▪ 5.3.2 Modify SmartArt graphic content <p>5.4 Modify graphic elements</p> <ul style="list-style-type: none"> ▪ 5.4.1 Control the placement of objects within text ▪ 5.4.2 Provide alternative text for accessibility <p>Review to Chapter 5, Discussion & Practice</p> | E-book: 5.3: P206 5.4: P214 |
| 6 | <p>Qingming Festival (Wednesday/ 5th, April) Spring Sports (Friday/ 7th, April)</p> <p>Chapter 6 Manage document collaboration</p> <p>6.1 Add and manage comments</p> <p>6.2 Manage change tracking</p> <ul style="list-style-type: none"> ▪ 6.2.1 Turn on or off change tracking ▪ 6.2.2 Prevent turning off change tracking ▪ 6.2.3 Unlock change tracking ▪ 6.2.4 Change display of markup ▪ 6.2.5 Review and process tracked changes <p>Quiz 1</p> | Part1: Patriotism brochure Making - teamwork collaboration and version update using “track change” function |

| | | |
|----|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 7 | <p>Midterm Test and Feedback Using Microsoft Office Excel 2019 Chapter1 Manage worksheets and workbooks</p> <ul style="list-style-type: none"> 1.1 Import data into workbooks 1.2 Navigate within workbooks 1.3 Format worksheets and workbooks 1.4 Customize options and views 1.5 Configure content for collaboration | <p>Part3: economic confidence in terms of GDP ranking</p> <ul style="list-style-type: none"> - create and format the table of 10 country's GDP (chapter1, 2, 3) |
| 8 | <p>Chapter 2: Manage data cells and ranges</p> <ul style="list-style-type: none"> 2.1 Manipulate data in worksheets 2.2 Format cells and ranges 2.3 Define and reference named ranges 2.4 Summarize data visually | |
| 9 | <p>Chapter 3: Manage tables and table data</p> <ul style="list-style-type: none"> 3.1 Create and format tables 3.2 Modify tables 3.3 Filter and sort table data | |
| 10 | <p>Labor Day (Mon, Tue, Wed/ 1st-3rd May) Chapter 4: Perform operations by using formulas and functions</p> <ul style="list-style-type: none"> 4.1 Insert references in formulas | |
| 11 | <ul style="list-style-type: none"> 4.2 Calculate and transform data by using functions 4.3 Format and modify text by using function | |
| 12 | <p>Chapter 5: Manage charts</p> <ul style="list-style-type: none"> 5.1 Create charts 5.2 Modify charts 5.3 Format charts | |
| 13 | <p>Using Microsoft Office PowerPoint 2019 Chapter 1: Manage presentations</p> <ul style="list-style-type: none"> 1.1 Modify slide masters, handout masters, and note masters 1.2 Change presentation options and views 1.3 Configure print settings for presentations 1.4 Configure and present slideshows 1.5 Prepare presentations for collaboration <p>Chapter 2: Manage slides</p> <ul style="list-style-type: none"> 2.1 Insert slides 2.2 Modify slides 2.3 Order and group slides <p>Quiz 2</p> | <p>Part4: Promote Chinese Culture: Chinese Culture PPT making</p> <ul style="list-style-type: none"> - using slide master to insert chine flag logo (chapter1) - using order and group slides for teamwork collaboration (chapter2) - format text and objects on slides (chapter3) - insert SmartArt graphics (chapter4) |
| 14 | <p>Chapter 3: Insert and format text, shapes, and images</p> <ul style="list-style-type: none"> 3.1 Format text 3.2 Insert links 3.3 Insert and format images 3.4 Insert and format graphic elements 3.5 Order and group objects on slides | |

| | | |
|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------|
| 15 | <ul style="list-style-type: none"> ● Presentation | - insert video clippings including 《Hello, China》 (chapter4) - using animation to make fireworks/snows (chapter5) |
| 16 | Chapter 4: Insert tables, charts, SmartArt, 3D models, and media 4.1 Insert and format tables 4.2 Insert and modify charts 4.3 Insert and format SmartArt graphics 4.4 Insert and modify 3D models 4.5 Insert and manage media Chapter 5: Apply transitions and animations 5.1 Apply and configure slide transitions 5.2 Animate slide content <ul style="list-style-type: none"> ▪ 5.2.1 Animate text and graphic elements ▪ 5.2.2 Animate 3D models ▪ 5.2.3 Configure animation effects 176 ▪ 5.2.4 Configure animation motion paths 181 ▪ 5.2.5 Configure animation triggers and timing | |
| 17 | <ul style="list-style-type: none"> ● Dragon-Boat Festival (Thurs. & Fri, 22nd-23rd, June) ● Final exam Review | |
| 18 | Final exam | |

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".**

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: Skipper, Changjun **Department Head:** Prof. Jingning Li