

Capital University of Economics and Business

Overseas Chinese College

Course Syllabus

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| <u>Year and Semester</u> | 2020 Spring (February 24, 2020— July 10, 2020) |
| <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>Prerequisite Course</u> | MIS111 |
| <u>Instructor</u> | Jessie Tian |
| <u>Contact Information</u> | Office: C217; Tele: (010)83951802 Email: tianjiangxue@cueb.edu.cn |
| <u>Office Hour</u> | T: 15:30-17:30; W: 10:00-11:00; 14:30-17:30; |
| <u>Learning Center Hour</u> | T: 18:00-20:00; TH: 13:30-15:30; |
| <u>Grade/Section</u> | 2019 BA1 |
| <u>Course Time/Place</u> | M: 15:40-17:30; TH: 11:10-12:00 /B208 |

Textbook

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:

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| Word 2016 | Excel 2016 | PowerPoint 2016 |
| Creating and Customizing Documents | Creating and Manipulating Data | 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. • Insert, modify, and delete comments. <p>Sharing and Securing Content</p> <ul style="list-style-type: none"> • Prepare documents for sharing. | <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 formatting. • Insert and modify illustrations. • Outline data. • Sort and filter data. | <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 presentations. • Prepare printed materials. • Prepare for and rehearse presentation delivery. |
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| <ul style="list-style-type: none"> • Control document access. • Attach digital signatures. | Collaborating on and Securing Data <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. | |
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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 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 |

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

Exam Schedule

Midterm Test: Apr.29 - May 3, 2019;

Final Exam: July 8 - 12, 2019

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 | Mar.2 | <ul style="list-style-type: none"> ● Syllabus ● Exam 77-725 Using Microsoft Office Word 2016 ● Chapter 1 Create and manage document | |
| | Mar.5 | <ul style="list-style-type: none"> ● Review to Chapter 1 ● Discussion ● Practice | --- |
| 2 | Mar.9 | <ul style="list-style-type: none"> ● Chapter 2 Format text, paragraphs, and sections | |
| | Mar.12 | <ul style="list-style-type: none"> ● Review to Chapter 2 ● Discussion ● Practice | --- |
| 3 | Mar.16 | <ul style="list-style-type: none"> ● Chapter 3 Create tables and lists | |
| | Mar.19 | <ul style="list-style-type: none"> ● Review to Chapter 3 ● Discussion ● Practice | --- |
| 4 | Mar.23 | <ul style="list-style-type: none"> ● Chapter 4 Create and manage references | |
| | Mar.26 | <ul style="list-style-type: none"> ● Review to Chapter 4 ● Discussion ● Practice | |
| 5 | Mar.30 | <ul style="list-style-type: none"> ● Chapter 5 Insert and format graphic elements | |
| | Apr.2 | <ul style="list-style-type: none"> ● Review to Chapter 5 ● Discussion ● Practice | |
| 6 | Apr.6 | ● Review 1~5 | |
| | Apr.9 | Quiz 1 | --- |
| 7 | Apr.13 | ● Qingming Festival | |
| | Apr.16 | <ul style="list-style-type: none"> ● Exam 77-727 Using Microsoft Office Excel 2016 ● Chapter 1 | --- |

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| | | Create and manage worksheets and workbooks ● Review to Chapter 1 ● Discussion ● Practice | |
| 8 | Apr.20 | ● Chapter 2 Manage date cells and ranges | |
| | Apr.23 | ● Spring Sports | --- |
| 9 | Apr.27 | ● Chapter 3 Create tables | --- |
| | Apr.30 | ● Review to Chapter 3 ● Discussion ● Practice | |
| 10 | May 4 | ● Review | --- |
| | May 7 | ● Midterm Test | --- |
| 11 | May 11 | ● Labor Day | |
| | May 14 | ● Chapter 4 Perform operations with formulas and functions ● Review to Chapter 4 ● Discussion ● Practice | --- |
| 12 | May 18 | ● Chapter 5 Create charts and objects | |
| | May 21 | ● Review to Chapter 5 ● Discussion ● Practice | --- |
| 13 | May 25 | ● Exam 77-729 Using Microsoft Office PowerPoint 2016 ● Chapter 1 Create and manage presentations | --- |
| | May 28 | ● Review to Chapter 1 ● Discussion ● Practice | --- |
| 14 | Jun.1 | ● Chapter 2 Insert and format text, shapes, and images | |
| | Jun.4 | ● Quiz 2 | --- |
| 15 | Jun.8 | ● Chapter 3 Insert tables, charts, SmartArt, and media | --- |
| | Jun.11 | ● Review to Chapter 3 ● Discussion ● Practice | --- |
| 16 | Jun.15 | ● Chapter 4 Apply transitions and animations | |
| | Jun.18 | ● Review to Chapter 4 ● Discussion ● Practice | |
| 17 | Jun.22 | ● Chapter 5 Manage multiple presentations | |

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| | | <ul style="list-style-type: none"> ● Review to Chapter 5 ● Discussion ● Practice | |
| | Jun.25 | ● Presentation | |
| 18 | Jun.29 | ● Presentation | |
| | Jul.2 | ● Dragon Boat Festival | |
| 19 | Jul.6 | ● Final exam | |
| | Jul.9 | ● 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".**

Important Dates

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| Spring Semester, 2020 | February 23, 2020— July 12, 2020 |
| Feb. 23 | Registration |
| Feb. 24 | Classes Begin |
| Feb. 28 | Last Day to Drop or Add a Course |
| Apr. 4 – 6 | Qingming Festival |
| Apr. 17 | Spring Sports |
| Apr. 20 – 24 | Mid-term Test (tentative) |
| May 1 – 5 | Labor Day |
| May 11-15 | Summer School Registration (tentative) |
| Registration (tentative) | Sophomore and Junior students' Final Exam |
| June 15-19 | Sophomore and Junior students' Social Practice, Summer School |
| Jun. 25 – 27 | Dragon Boat Festival |
| June 27 – July 10 | Revision and Final Exam Period |
| July 13 | 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: Jessie Tian

Department Head: Prof. Jingning Li