

Capital University of Economics and Business

Overseas Chinese College

Course Syllabus

<u>Year and Semester</u>	2020 Spring (March 2, 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>	Amy Ru
<u>Contact Information</u>	Office: C217; Tele: (010)83951802 Email: ruchangjun@cueb.edu.cn
<u>Office Hour</u>	Mon. & Tue.: 10:00-12:00, Wed.: 13:00-15:00
<u>Learning Centre</u>	Tue.: 18:00-20:00, Thurs. 9:00-10:00, & Fri.: 10:00-11:00
<u>Grade/Section</u>	Y03, 2019 ACCA1
<u>Course Time/Place</u>	Mon: 13:30-15:20; Tue: 15:40-16:30 /B208
<u>Textbook</u>	MOS 2016 Study Guide for Microsoft Word, Excel, PowerPoint

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 <ul style="list-style-type: none"> • Create and format documents. 	Creating and Manipulating Data <ul style="list-style-type: none"> • Insert data by using AutoFill. • Ensure data integrity. 	Creating and Formatting Presentations <ul style="list-style-type: none"> • Create new presentations.

<ul style="list-style-type: none"> • 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. • Control document access. 	<ul style="list-style-type: none"> • 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. <p>Collaborating on and Securing Data</p> <ul style="list-style-type: none"> • Manage changes to workbooks. 	<ul style="list-style-type: none"> • 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.
--	---	---

<ul style="list-style-type: none"> • Attach digital signatures. 	<ul style="list-style-type: none"> • 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 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 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		
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: Apr.27 - 28, 2020;

Final Exam: July 6 - 10, 2020

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 ● Using Microsoft Office Word 2016 Chapter 1: Create and manage document ✓ 1.1 Create documents <ul style="list-style-type: none"> 1.1.1 Create blank & custom docs from templates 1.1.2 Open a PDF in Word for editing ✓ 1.2 Navigate through documents <ul style="list-style-type: none"> 1.2.1 Search for text 1.2.2 Insert hyperlinks 1.2.3 Create bookmarks 1.2.4 Move to a specific location or object in a doc ✓ 1.3 Format documents <ul style="list-style-type: none"> 1.3.1 Modify page setup 1.3.2 Apply document themes, style sets 1.3.3 Insert headers and footers, page numbers 1.3.4 Format page background elements 	<p>Practice tasks</p> <p>E-book:</p> <p>1.1: P33,34</p> <p>1.2: P46,47</p> <p>1.3: P62</p> <p>Text book:</p> <p>1.1 P14,15</p> <p>1.2 P27, 28</p> <p>1.3 P43</p>
	Mar.3	<ul style="list-style-type: none"> ● Chapter 1: Create and manage document ✓ 1.4 Customize document options and views <ul style="list-style-type: none"> 1.4.1 Change document views 1.4.2 Using zoom settings 1.4.3 Customize the Quick Access Toolbar 1.4.4 Split the window 1.4.5 Show or hide formatting symbols ✓ 1.5 Print and save documents <ul style="list-style-type: none"> 1.5.1 Modify print settings 1.5.2 Save documents in alternative file formats ✓ Review, Discussion & Practice 	<p>E-book:</p> <p>1.4: P72,73</p> <p>1.5: P88</p> <p>Text book:</p> <p>1.4 P53,54</p> <p>1.5 P69</p>
2	Mar.9	<p>Chapter 2: Format text, paragraphs, and sections</p> <ul style="list-style-type: none"> ● 2.1 Insert text and paragraphs <ul style="list-style-type: none"> ■ Insert symbols and special characters ■ Automatically insert text strings ■ Paste content in alternative formats ■ Replace text ● 2.2 Format text and paragraphs <ul style="list-style-type: none"> ● Format text, paragraphs ● Apply built-in styles to text ● Create WordArt objects ● Clear formatting and styles 	<p>E-book:</p> <p>2.1: P99,100</p> <p>2.2: P116,117</p> <p>Text book:</p> <p>2.1: P80,81</p> <p>2.2: P97,98</p>
	Mar.10	<ul style="list-style-type: none"> ● 2.3 Order and group text and paragraphs <ul style="list-style-type: none"> ■ Define document pages and sections ■ Display content in columns ● Review, Discussion & Practice 	<p>E-book:</p> <p>2.3: P127</p> <p>Text book:</p> <p>2.3: P108</p>
3	Mar.16	<ul style="list-style-type: none"> ● Chapter 3: Create tables and lists 	

	Mar.17	● Review to Chapter 3, Discussion & Practice	---
4	Mar.23	● Chapter 4: Create and manage references	
	Mar.24	● Review to Chapter 4, Discussion & Practice	
5	Mar.30	● Chapter 5: Insert and format graphic elements	
	Mar.31	● Review to Chapter 5, Discussion & Practice	
6	Apr.6	● Qingming Festival	
	Apr.7	● Using Microsoft Office Excel 2016, Chap1: Create and manage worksheets and workbooks ● Review to Chapter 1, Discussion & Practice	---
7	Apr.13	● Review 1~5	
	Apr.14	● Quiz 1	
8	Apr.20	● Chapter 2: Manage date cells and ranges	
	Apr.23	● Chapter 2 Review and Practice	---
9	Apr.27	● Midterm Review & Test	---
	Apr.28	● Midterm Feedback	
10	May 4	● Labor Day	
	May 7	● Labor Day	---
11	May 11	● Chapter 3: Create tables	
	May 12	● Review to Chapter 3, Discussion & Practice	
12	May 18	● Chapter 4: Perform operations with formulas and functions ● Chapter 5: Create charts and objects	
	May 19	● Review to Chapter 4 & 5, Discussion & Practice	---
13	May 25	● Using Microsoft Office PowerPoint 2016 Chapter 1: Create and manage presentations	---
	May 26	● Review to Chapter 1, Discussion & Practice	---
14	Jun.1	● Chapter 2: Insert and format text, shapes, and images	
	Jun.2	● Quiz 2	---
15	Jun.8	● Chapter 3: Insert tables, charts, SmartArt, and media	---
	Jun.9	● Review to Chapter 3, Discussion & Practice	---
16	Jun.15	● Chapter 4: Apply transitions and animations	
	Jun.16	● Review to Chapter 4, Discussion & Practice	
17	Jun.22	● Chapter 5: Manage multiple presentations	
	Jun.23	● Review to Chapter 4, Discussion & Practice	
18	Jun.29	● Presentation	
	Jun.30	● Presentation	
19	Jul.6	● Final exam	
	Jul.7	● 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

Spring Semester, 2020	Feb 23, 2020— July 12, 2020
Feb.23	Registration
Feb.24	Classes Begin
Feb.28	Last Day to Drop or Add a Course
Apr.4	Qing Ming Festival
Apr.17	Spring Sports
Apr.20 -24	Midterm Test (tentative)
May 1	Labor Day
May 11-15	Summer School Registration (tentative)
June 15-19	Sophomore and Junior Students' Final Exam
June 22-July12	Sophomore and Junior students' Social Practice, Summer School
June 25	Dragon-Boat Festival
June 27- July10	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: Changjun Ru **Department Head:** Prof. Jingning Li