

# Capital University of Economics and Business

## Overseas Chinese College

### Course Syllabus

<b><u>Year and Semester</u></b>	2021 Spring (March 1, 2021 - July 2, 2021)
<b><u>Course Name</u></b>	Microsoft Office Application
<b><u>Course Code</u></b>	MIS112
<b><u>Course Type</u></b>	<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
<b><u>Course Credits</u></b>	3
<b><u>Course Hours</u></b>	54
<b><u>Prerequisites</u></b>	MIS111 Introduction to computer Technology
<b><u>Instructor</u></b>	Xin Zhang (Helen Zhang)
<b><u>Contact Information</u></b>	Office: C217 Tele: (010)83951082 Email: zhangxin@cueb.edu.cn
<b><u>Office Hour</u></b>	M: 15:30—17:30;    W: 11:00—12:00; 13:30—14:30;    TH: 8:00—10:00
<b><u>Learning Centre</u></b>	M: 18:00—20:00;    W: 14:30—16:30
<b><u>Grade/Section</u></b>	2020IT/Y05
<b><u>Course Time/Place</u></b>	M: 10:10—12:00;    W: 10:10—11:00 / B209
<b><u>Textbook</u></b>	MOS 2019 Study Guide for Microsoft Word, Excel, PowerPoint and Outlook.

#### **Course Description**

This Course is a basic course of any major. It focuses on equipping students with comprehensive hands-on skills on Microsoft Office 2019 suites. The course content includes:

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

After learning this course, students will be able to use Microsoft Office 2019 suites as tools to manage their work and study effectively and efficiently in the future.

#### **Student Learning Objectives**

After completing this course, students will be able to apply all the skill below:

Word 2019	Excel 2019	PowerPoint 2019
1. Manage documents	1. Manage worksheets and workbooks	1. Manage presentations
2. Insert & Format text, paragraphs, and sections	2. Manage data cells and ranges	2. Manage slides
3. Manage tables and lists	3. Manage tables and table data	3. Insert and format text, shapes, and images
4. Create and manage references	4. Perform operations by	4. Insert tables, charts, SmartArt, 3D models, and media
5. Insert and format graphic		

elements 6. Manage document collaboration	using formulas and functions 5. Manage charts	5. Apply transitions and animations
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### Website Source

### Teaching Methods

This course is face-to-face teaching, the teacher explains the basic functions, and the students practice learning in the computer lab. All the test will be the computer test.

### Grade Criterion

Component	Weight	Description
Final Exam	20%	A cumulative final examination will be given based on all the contents of the class. The exam paper may be composed of the requirements of document editing. Students should rely primarily on homework assignments and class exercise as reference for exams.
Mid-Term Test	20%	A cumulative midterm test will be given based on all the contents that have been taught in class. The test paper may be mainly composed of the requirements of document editing. It should be completed within 50 minutes in class.
Homework	15%	Most of the assigned homework is taken from the Exercises in the textbook. Assignments will be collected at the clearly stated date. Late assignments will not be accepted. In general, each assignment should be complete in appropriate software and submit by Yunbanke(云班课) App. The graded will be published on the app.
Quizzes	15%	There will be at least 2 quizzes during the semester. It may also be used to check the attendance. Quizzes will test your application ability.
Presentation	10%	The students should individually prepare a presentation. Each student needs to finish a PPT and hand in it to the teacher before the presentation. The topic needs to reflect the strength and beauty of the motherland.
Participation	10%	Individuals will be asked to participate individually in question and answer at least 10 times during the semester. The performances should be counted in their participation.
Attendance	10%	Refer to attendance policy listed below.
<b>Total</b>	<b>100%</b>	

### Detailed Grade Computation

	Before Midterm	After Midterm
Attendance	5%	5%
Participation	5%	5%
Homework	5%	10%
Quizzes	5%	10%
Presentation		10%
Midterm test	20%	
Final exam		20%

Total	40%	60%
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### **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: April 26-30, 2021;

Final Exam: July 12-16, 2021

### **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.

### *Presentation*

Requirements and Scoring criteria (Total 10 marks)	Marks
The presentation time for each student is limited to 3 minutes	1
Good and Fluent English expression	1
Do not read the PPT directly	1
PPT and demo attract people (good content, lots of skills)	2
Answer the questions raised by the teacher and others correctly	1
The topic needs to reflect the strength and beauty of the motherland	3
Submit the related document (report and PPT) before the presentation on time	1

### **Topical Course Outline**

Week	Date	Topics	Homework
1	Mar. 1	<ul style="list-style-type: none"> <li>● <b>Syllabus</b></li> <li><b>Microsoft Office Word 2019</b></li> <li>● <b>Chapter 1: Manage documents</b></li> <li style="padding-left: 20px;">1.1 Navigate within documents</li> <li style="padding-left: 20px;">1.2 Format documents</li> </ul>	—
	Mar. 3	<ul style="list-style-type: none"> <li style="padding-left: 20px;">1.3 Save and share documents</li> <li style="padding-left: 20px;">1.4 Inspect documents for issues</li> </ul>	—
2	Mar. 8	<ul style="list-style-type: none"> <li>● <b>Chapter 2: Insert &amp; Format text, paragraphs, and sections</b></li> <li style="padding-left: 20px;">2.1 Insert text and paragraphs</li> <li style="padding-left: 20px;">2.2 Format text and paragraphs</li> </ul>	—
	Mar. 10	<ul style="list-style-type: none"> <li style="padding-left: 20px;">2.3 Create and configure document sections</li> </ul>	—
3	Mar. 15	<ul style="list-style-type: none"> <li>● <b>Chapter 3: Manage tables and lists</b></li> <li style="padding-left: 20px;">3.1 Create tables</li> <li style="padding-left: 20px;">3.2 Modify tables</li> </ul>	—
	Mar. 17	<ul style="list-style-type: none"> <li style="padding-left: 20px;">3.3 Create and modify lists</li> </ul>	—
4	Mar. 22	<ul style="list-style-type: none"> <li>● <b>Chapter 4: Create and manage references</b></li> <li style="padding-left: 20px;">4.1 Create and manage reference elements</li> </ul>	—
	Mar. 24	<ul style="list-style-type: none"> <li style="padding-left: 20px;">4.2 Create and manage simple reference tables</li> </ul>	Prepare The topic of patriotism
5	Mar. 29	<ul style="list-style-type: none"> <li>● <b>Chapter 5: Insert and format graphic elements</b></li> <li style="padding-left: 20px;">5.1 Insert graphic elements</li> <li style="padding-left: 20px;">5.2 Format illustrations and text boxes</li> </ul>	—
	Mar. 31	<ul style="list-style-type: none"> <li style="padding-left: 20px;">5.3 Add text to graphic elements</li> <li style="padding-left: 20px;">5.4 Modify graphic elements</li> </ul>	—
6	Apr. 5	<ul style="list-style-type: none"> <li>● <b>Chapter 6 Manage document collaboration</b></li> <li style="padding-left: 20px;">6.1 Add and manage comments</li> <li style="padding-left: 20px;">6.2 Manage change tracking</li> </ul>	—
	Apr. 7	<ul style="list-style-type: none"> <li>● <b>Quiz1</b></li> </ul>	—
7	Apr. 12	<b>Using Microsoft Office Excel 2019</b>	—

		<ul style="list-style-type: none"> <li>● <b>Chapter1 Manage worksheets and workbooks</b> <ul style="list-style-type: none"> <li>1.1 Import data into workbooks</li> <li>1.2 Navigate within workbooks</li> <li>1.3 Format worksheets and workbooks</li> </ul> </li> </ul>	
	Apr. 14	<ul style="list-style-type: none"> <li>1.4 Customize options and views</li> <li>1.5 Configure content for collaboration</li> </ul>	——
8	Apr. 19	<ul style="list-style-type: none"> <li>● <b>Chapter 2: Manage data cells and ranges</b> <ul style="list-style-type: none"> <li>2.1 Manipulate data in worksheets</li> <li>2.2 Format cells and ranges</li> </ul> </li> </ul>	——
	Apr. 21	<ul style="list-style-type: none"> <li>2.3 Define and reference named ranges</li> <li>2.4 Summarize data visually</li> </ul>	——
9	Apr. 26	<ul style="list-style-type: none"> <li>● <b>Chapter 3: Manage tables and table data</b> <ul style="list-style-type: none"> <li>3.1 Create and format tables</li> <li>3.2 Modify tables</li> <li>3.3 Filter and sort table data</li> </ul> </li> </ul>	China's leading data in various fields
	Apr. 28	<ul style="list-style-type: none"> <li>● <b>Middle-Test</b></li> </ul>	——
10	May. 3	<ul style="list-style-type: none"> <li>● <b>Chapter 4: Perform operations by using formulas and functions</b> <ul style="list-style-type: none"> <li>4.1 Insert references in formulas</li> <li>4.2 Calculate and transform data by using functions</li> </ul> </li> </ul>	——
	May. 5	<ul style="list-style-type: none"> <li>4.3 Format and modify text by using function</li> </ul>	——
11	May. 10	<ul style="list-style-type: none"> <li>● <b>Chapter 5: Manage charts</b> <ul style="list-style-type: none"> <li>5.1 Create charts</li> <li>5.2 Modify charts</li> <li>5.3 Format charts</li> </ul> </li> </ul>	——
	May. 12	<ul style="list-style-type: none"> <li>● <b>Quiz 2</b></li> </ul>	——
12	May. 17	<b>Using Microsoft Office PowerPoint 2019</b> <ul style="list-style-type: none"> <li>● <b>Chapter 1: Manage presentations</b> <ul style="list-style-type: none"> <li>1.1 Modify slide masters, handout masters, and note masters</li> <li>1.2 Change presentation options and views</li> <li>1.3 Configure print settings for presentations</li> </ul> </li> </ul>	——
	May. 19	<ul style="list-style-type: none"> <li>1.4 Configure and present slideshows</li> <li>1.5 Prepare presentations for collaboration</li> </ul>	Prepare templates for Chinese elements
13	May. 24	<ul style="list-style-type: none"> <li>● <b>Chapter 2: Manage slides</b> <ul style="list-style-type: none"> <li>2.1 Insert slides</li> <li>2.2 Modify slides</li> </ul> </li> </ul>	——
	May. 26	<ul style="list-style-type: none"> <li>2.3 Order and group slides</li> </ul>	——
14	May. 31	<ul style="list-style-type: none"> <li>● <b>Chapter 3: Insert and format text, shapes, and images</b> <ul style="list-style-type: none"> <li>3.1 Format text</li> <li>3.2 Insert links</li> <li>3.3 Insert and format images</li> </ul> </li> </ul>	Prepare Pictures of patriotism
	Jun. 2	<ul style="list-style-type: none"> <li>3.4 Insert and format graphic elements</li> </ul>	——

		3.5 Order and group objects on slides	
15	Jun. 7	<ul style="list-style-type: none"> <li>● <b>Chapter 4: Insert tables, charts, SmartArt, 3D models, and media</b></li> <li>4.1 Insert and format tables</li> <li>4.2 Insert and modify charts</li> <li>4.3 Insert and format SmartArt graphics</li> </ul>	—
	Jun. 9	<ul style="list-style-type: none"> <li>4.4 Insert and modify 3D models</li> <li>4.5 Insert and manage media</li> </ul>	Data convert to charts
16	Jun. 14	● <b>Dragon-Boat Festival</b>	—
	Jun. 16	● <b>Presentation</b>	—
17	Jun. 21	● <b>Presentation</b>	—
	Jun. 23	<ul style="list-style-type: none"> <li>● <b>Chapter 5: Apply transitions and animations</b></li> <li>5.1 Apply and configure slide transitions</li> </ul>	—
18	Jun. 28	<ul style="list-style-type: none"> <li>5.2 Animate slide content</li> <li>5.3 Set timing for transitions</li> </ul>	—
	Jun. 30	<b>Final Review</b>	—
19	Jul.3-11	<b>Final Review</b>	—
20	Jul. 12-16	<b>Final Exam</b>	—

*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, 2021	Feb 28, 2021— July 18, 2021
Feb. 28	Registration
Mar. 1	Classes Begin
Apr.4	Qing Ming Festival
Apr.16	Spring Sports
Apr.26 -30	Midterm Test (tentative)

May 1	Labor Day
June 14	Dragon-Boat Festival
June 21-25	Final Exams for Sophomores and Juniors
June 28-July18	Social Practice for Sophomores and Juniors (tentative)
July 3-11	Revision (Freshmen)
July 12-16	Final Exam Period (Freshmen)
July 19	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:** Xin Zhang      **Department Head:** Jingning Li

