

Capital University of Economics and Business

Overseas Chinese College

Course Syllabus

Year and Semester	2025 Spring					
Course Name	Microsoft Office Application					
Course Code	MIS112					
Course Type	<input checked="" type="checkbox"/> General Education (Required) <input type="checkbox"/> General Education (Elective) <input type="checkbox"/> Basic Disciplinary Course <input type="checkbox"/> Professional Course (Required) <input type="checkbox"/> Professional Course (Elective) <input type="checkbox"/> Professional Course (Expanded) <input type="checkbox"/> Professional Course (Advanced)					
Course Credits	3					
Course Hours	Total Class Hours	48	Lecture Hours	16	Experiment (Computer) Hours	32
Applicable object	<input checked="" type="checkbox"/> Freshman <input type="checkbox"/> Sophomore <input type="checkbox"/> Junior <input type="checkbox"/> Senior					
	<input checked="" type="checkbox"/> Business Administration (Accounting)					
	<input checked="" type="checkbox"/> Information Management and Information Systems (Finance)					
Prerequisites	MIS112					
Instructor	Skipper, Changjun Ru, Jessie					
Contact Information	Office: C217					
	Tele: (010)83951082					
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	Email: ruchangjun@cueb.edu.cn Email: tianjiangxue@cueb.edu.cn					
Office Hour	Amy: Mon, Tue, Wed.: 8:00-9:35; Jessie: Mon: 13:30-17:00, Tue: 13:30-15:05 Skipper: TBA					
Learning Centre	Amy: Mon: 13:30-15:05, 18:00-20:00 (online) Jessie: Tue: 15:25-17:00, 18:00-20:00 (online) Skipper: TBA					
Grade/Section	2024 all students					
Course Time/Place	2024 CFA Tuesday 9:55-12:20 (B208) 2024 IT Tuesday 9:55-12:20 (B208) 2024 BA1 Friday 9:55-12:20 (B307) 2024 BA2 Monday 9:55-12:20 (B307) 2024 ACCA1 Tuesday 9:55-12:20 (B307) 2024 ACCA2 Friday 9:55-12:20 (B309)					
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 Outcomes

On successful completion of this course, candidates should be able to:

Knowledge	<ul style="list-style-type: none"> • Understand Office skills • Recognize the differences between Word, Excel and PPT • Understand the steps to create report and presentation
Capability	<ul style="list-style-type: none"> • Apply Word, Excel, PPT to write a report and presentation • Apply word to generate dissertation • Design presentation for required task
Mindset	<ul style="list-style-type: none"> • Develop the quality and morals of being objective, integrity and dedication. • Be logical, ethical, methodical, consistent and accurate • Apply critical thinking in the process of decision making

Website Source

[https://mooc1-1.chaoxing.com/mooc-](https://mooc1-1.chaoxing.com/mooc-ans/mycourse/teachercourse?moocId=207688008&clazzid=72299609&edit=true&v=0&cp=117070322&pageHeader=0)

<ans/mycourse/teachercourse?moocId=207688008&clazzid=72299609&edit=true&v=0&cp=117070322&pageHeader=0>

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	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%	1. 40%: Contents (relevance, depth, quality, ideological and political

		element, practical business value,) 2. 30%: Speaking 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	5%	5%
Quizzes	5%	5%
Presentation		20%
Midterm test	20%	
Final exam		20%
Total	40%	60%

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.

Topic Course Outline (original)

Week	Content	Homework
1	<ul style="list-style-type: none"> ● Syllabus ● Using Microsoft Office Word 2019 <p style="text-align: center;">Chapter 1: Manage documents</p> <ul style="list-style-type: none"> ✓ 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 	<p>Practice tasks</p> <p>E-book: 1.1: P45, 46 1.2: P59</p> <p>Ideological and political education Part1: Patriotism brochure Making - page background design</p>
	<ul style="list-style-type: none"> ● Chapter 1: Manage document <ul style="list-style-type: none"> ✓ 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 	<p>E-book: 1.3: P72, 73 1.4: P81,82</p>
2	<p>Chapter 2: Insert & Format text, paragraphs, and sections</p> <ul style="list-style-type: none"> 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 	<p>E-book: 2.1: P88,89 2.2: P103,104</p> <p>Part1: Patriotism brochure Making - symbols, text effect and page layout design</p>

	<p>2.3 Create and configure document sections</p> <ul style="list-style-type: none"> ▪ 2.3.1 Display content in columns ▪ 2.3.2 Define document pages and sections ▪ Review, Discussion & Practice 	<ul style="list-style-type: none"> • 1 programming homework
3	<p>Chapter 3: Manage tables and lists</p> <p>3.1 Create tables</p> <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 <p>3.2.2 Modify table structure</p>	<p>E-book: 3.1: P127, 128 3.2: P142, 143</p>
	<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 ▪ Review to Chapter 3, Discussion & Practice 	<p>E-book: 3.3: P152, 153</p>
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 <p>4.1.2 Create and manage bibliography citation sources</p>	<p>E-book: 4.1: P164, 165</p> <p>Part2: integrity: Make at least 10 references for an academic paper</p>
	<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 ▪ Review to Chapter 4, Discussion & Practice 	<p>E-book: 4.2: P172, 173</p>
5	<p>Qingming Festival (Friday/ 4th, April)</p> <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 	<p>E-book: 5.1: P189, 190 5.2: P200, 201</p> <p>Part1: Patriotism brochure Making - insert and format patriotic pictures</p>
	<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 ▪ Review to Chapter 5, Discussion & Practice 	<p>E-book: 5.3: P206 5.4: P214</p>
6	<p>Quiz 1</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 	<p>Part1: Patriotism brochure Making - teamwork collaboration and version update using</p>

	<ul style="list-style-type: none"> ▪ 6.2.3 Unlock change tracking ▪ 6.2.4 Change display of markup ▪ 6.2.5 Review and process tracked changes 	“track change” function
7	<p>Midterm Test and Feedback Using Microsoft Office Excel 2019</p> <p>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 	
8	<p>Sports Day (Friday)</p> <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>Labor Day (Thur, Friday/ 1st-3rd May)</p> <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 	Part3: economic confidence in terms of GDP ranking
10	<p>Labor Day (Monday/ 5th May)</p> <p>Chapter 4: Perform operations by using formulas and functions</p> <ul style="list-style-type: none"> 4.1 Insert references in formulas 	- create and format the table of 10 country's GDP (chapter1, 2, 3)
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>Quiz 2 Using Microsoft Office PowerPoint 2019</p> <p>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 	Part4: Promote Chinese Culture: Chinese Culture PPT making - 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)
14	<p>Dragon-Boat Festival (Monday, 2nd, June)</p> <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 	<ul style="list-style-type: none"> - insert SmartArt graphics (chapter4) - insert video clippings including

15	<ul style="list-style-type: none"> ● Presentation 	《Hello, China》 (chapter4)
16	<p>Chapter 4: Insert tables, charts, SmartArt, 3D models, and media</p> <ul style="list-style-type: none"> 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 <p>Chapter 5: Apply transitions and animations</p> <ul style="list-style-type: none"> 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 	- using animation to make fireworks/snows (chapter5)

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

Midterm Test	Week 7
Final Exam	Week 17,18: June- 23rd, June-4th, July (Refer to the notice of the Academic Affairs Office)

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, Jessie

Department Head: Jingning Li

