

Microsoft Office 2010

Syllabus

Course Information

Organization:	Forrest Jr. College
Course Number:	CIS 130
Credits:	3

Instructor Information

Instructor:	Vonyshisa Shefton
Phone:	864.225.7653
E-mail:	vonyshisashefton@forrestcollege.edu
Website:	http://login.cengage.com/cb/login.htm

Course Description:

This course is an introduction to Microsoft Office 2010. You will use Microsoft Word to create documents. You will use Microsoft Excel to create spreadsheets. You will use Microsoft PowerPoint to create presentations. Finally, you will use Microsoft Access to create databases.

Textbook:

Text: Beskeen/Cram/Duffy/Friedrichsen/Wermers, *Microsoft Office 2010– Illustrated Second Course* Course Technology, 2011.

Materials/Supplies:

Software: Internet-connected PC running Windows 7 with Internet Explorer 8.0 and Microsoft Office 2010.

Handouts: Additional handouts may be required. Instructor will provide information on obtaining this material.

Storage media: USB drive.

Teaching Methods:

1. Lectures: Important material from the text and outside sources will be covered in class.
2. Assignments: End of chapter activities and online activities will be assigned weekly to reinforce material in the text. These assignments may require the application of various software packages.
3. Quizzes: Occasional unannounced quizzes will be given to help ensure students stay up with assigned material.
4. Exams: Four exams will be given. The exams will be closed book/notes and will test assigned readings and material discussed in class.

Grading:

Total points will be computed as follows. The total points for quizzes, cases, and assignments may vary.

Exam #1: 100

Exam #2: 100

Exam #3: 100

Exam #4: 100

Assignments: 500

Quizzes: 60

Total: 960 Points

Point System: 600 total assigned points

A >= 800

B >= 600

C >= 400

D >= 200

Course Policies:

Missed Classes: The student is responsible for obtaining material distributed on class days when he/she was absent. This can be done through contacting a classmate who was present or by contacting the instructor during his office hours or other times. **Pop quizzes can not be made up under any circumstances but with good cause and adequate notice, no early quiz may be given. Pop quizzes with reflect Unit E and F (Concepts Reviews). Even though Unit F (Concepts Reviews) is not a graded assignment, I highly recommend completing to successfully pass the quizzes.**

Assignments: All assignments are due at the beginning of class of the next class meeting. **All assignments should be e-mailed to instructor for submission. The subject line of the submission e-mail should reflect the assignment submission. If the assignment submission is for the Word Unit E assignment then the subject line should be *Word Unit E Assignment*.** Late submission of assignments will be assessed a penalty of 10% per day. No exceptions are made.

Academic Dishonesty: Plagiarism and cheating are serious offenses and may be punished by failure on exam, paper or project; failure in course; and or expulsion from the University. For more information refer to the "Academic Dishonesty" policy in the University Undergraduate Catalog. For this class, it is permissible to assist classmates in general discussions of computing techniques. General advice and interaction are encouraged. Each person, however, must develop his or her own solutions to the assigned projects, assignments, and tasks. In other words, students may not "work together" on graded assignments.

Need for Assistance: If you have any condition, such as a physical or learning disability, which will make it difficult for you to carry out the work as I have outlined it, or which will require academic accommodations, please notify me as soon as possible.

Internet Support: Check the class Web page for additional information about Office 2003, or to post a question about this course.

Posting of Grades: Final grades will not be posted. If you wish to have your final grade sent to you, please bring a self-addressed, stamped envelope to the final exam.

Incomplete Policy: Students will not be given an incomplete grade in the course without sound reason and documented evidence as described in the Student Handbook. In any case, for a student to receive an incomplete, he or she must be passing and must have completed a significant portion of the course.

Course Outline

Assignment Descriptions:

- Concepts Review – Includes screen identification, multiple choice, and matching questions.
- Skills Review – Provides additional hands-on exercises that mirror the progressive style of the lesson material.
- Independent Challenges 1, 2 and 3 – Case projects that require critical thinking and application of the unit skills. The Independent Challenges increase in difficulty, with the first being the easiest (with the most step-by-step detailed instructions).
- Visual Workshop – a practical, self-graded capstone project that requires independent problem solving.

Week	Topic	Assignment
1 (Jan. 4)	Introduction to Course	none
	Read Word 2007 Unit E: Creating and Formatting Tables Pages: Word 105 - 120	Concepts Review Pages: Word 122 - 123
2 (Jan. 9)	Read Word 2007 Unit F: Illustrating Documents with Graphics Pages: Word 130 - 144	Skills Review Pages: Word 147 – 149 *** Expect Pop Quiz ***
(Jan. 11)	Read Word 2007 Unit G: Working with Themes and Building Blocks Pages: Word 154 - 168	Independent Challenges: <ul style="list-style-type: none"> • Ind. Challenge 2 (Pages: Word 173-174) • Ind. Challenge 3 (Pages: Word 174-175)
3 (Jan. 16)	No classes – Martin Luther King Jr Holiday	
(Jan. 18)	Read Word 2007 Unit H: Merging Word Documents Pages: Word 178 - 192	Visual Workshop Page: Word 200
4 (Jan. 23)	Exam #1 - Word	None
(Jan. 25)	Read Excel 2007 Unit E: Analyzing Data Using Formulas Pages: Excel 106 - 120	Concepts Review Pages: Excel 122 - 123
5 (Jan. 30)	Read Excel 2007 Unit F: Managing Workbook Data Pages: Excel 130 - 144	Skills Review Pages: Excel 147-148 *** Expect Pop Quiz ***
(Feb. 1)	Read Excel 2007 Unit G: Using Tables Pages: Excel 154 - 169	Independent Challenges <ul style="list-style-type: none"> • Ind. Challenge 1 (Page: Excel 173) • Ind. Challenge 2 (Page: Excel 174)
6 (Feb. 6)	Read Excel 2007 Unit H: Analyzing Table Data	Visual Workshop Page: Excel 200

	Pages: Excel 178 – 192 Read Integration 2010 Unit D: Integrating Word & Excel Pages: Integration 50 – 58	Concepts Review Pages: Integration 60
(Feb. 8)	Exam #2 - Excel	None
7 (Feb. 13)	Read Access 2007 Unit E: Modifying the Database Structure Pages: Access 98 - 114	Concepts Review Pages: 116 - 117
(Feb. 15)	Read Access 2007 Unit F: Creating Multiple Table Queries Pages: Access 130 - 144	Skills Review Pages: Access 148-149 *** Expect Pop Quiz ***
8 (Feb. 20)	Read Access 2007 Unit G: Enhancing Forms Pages: Access 156 - 170	Independent Challenges <ul style="list-style-type: none"> • Ind. Challenge 1 (Page: Access 176) • Ind. Challenge 2 (Page: Access 177)
(Feb. 22)	No Classes - President Day	
9 (Feb. 27)	Read Access 2007 Unit H: Analyzing Data with Reports Pages: Access Read Integration 2010 Unit E: Integrating Word, Excel & Access Pages: Integration 66 – 74	Visual Workshop Page: Access 208 Skills Review Pages: Integration 76 - 78
(Feb. 29)	Exam #3 - Access	None
10 (Mar. 5)	Read PowerPoint 2007 Unit E: Working with Advanced Tools and Masters Pages: PowerPoint 98 - 112	Concepts Review Pages: PowerPoint 114 - 115
(Mar. 7)	Read PowerPoint 2007 Unit F: Enhancing Charts Pages: PowerPoint 122 - 136	Skills Review Pages: PowerPoint 139 - 141
11 (Mar. 12)	Read PowerPoint 2007 Unit G: Inserting Illustrations, Objects, and Media Clips Pages: PowerPoint 146 - 160	Independent Challenges <ul style="list-style-type: none"> • Ind. Challenge 2 (Page: PowerPoint 166) • Ind. Challenge 3 (Page: PowerPoint 166)
(Mar. 14)	Read PowerPoint 2007 Unit H: Using Advanced Features Pages: PowerPoint 170 – 182	Visual Workshop Page: 192
12 (Mar. 19)	Read Integration 2010 Unit F: Integrating Word, Excel, Access & PowerPoint Pages: Integration 82 – 90	Independent Challenge 1 Page: 95
(Mar. 24)	Exam #4 - PowerPoint	None