

Mid-State Technical College

Course Syllabus

Course Title

Microsoft Office - Introduction

Course Number

103-106

Credits

3

Textbook

Microsoft Office 2007 – First Course – Video Edition
by various authors

Instructor

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Course Prerequisites

None

Challenge Exam Available? ☐ Yes ☒ No

Articulated Course? ☐ Yes ☒ No

Required Student Materials

USB Flash Drive (optional, but highly recommended)

Course Description

Develops introductory skills in the Microsoft Office Suite (Word, Excel, Access, PowerPoint), Windows Explorer, Internet, and computer concepts through demonstrations and lab exercises.

Course Competencies

1. Associate terminology with computer component
2. Use computers safely and legally
3. Manage files and folders
4. Use MSTC electronic resources
5. Use Email
6. Use Microsoft Word
7. Use Microsoft Excel
8. Use Microsoft Access
9. Use Microsoft PowerPoint

Course Outline

- I. Computer Basics
 - A. Associate terminology with computer components
 - B. Use computers safely and legally
 - C. Manage files and folders
- II. Browser & Email Basics
 - A. Use MSTC electronic resources
 - B. Use Email
- III. Microsoft Word
 - A. Identify components of the Microsoft Word window
 - B. Describe uses and benefits of word processing software
 - C. Use correct terminology in the Microsoft Word environment
 - D. Navigate the Microsoft Word documents window
 - E. Create and save documents
 - F. Edit documents
 - G. Format documents
 - H. Print documents
 - I. Create letters and envelopes
 - J. Create tables
 - K. Create multi-page reports
 - L. Insert graphics (optional)
- IV. Microsoft Excel
 - A. Identify components of the Microsoft Excel window
 - B. Describe uses and benefits of spreadsheet software
 - C. Use correct terminology in the Microsoft Excel environment
 - D. Navigate workbooks and worksheets
 - E. Create and save workbooks
 - F. Edit worksheets
 - G. Format worksheets
 - H. Print worksheets
 - I. Use formulas and functions
 - J. Create charts (optional)
- V. Microsoft Access
 - A. Identify components of the Microsoft Access window
 - B. Describe uses and benefits of database software
 - C. Use correct terminology in the Microsoft Access environment
 - D. Produce accurate and error-free databases using Microsoft Access
 - E. Navigate the Microsoft Access database window
 - F. Build a database
 - G. Define table relationships
 - H. Modify data
 - I. Modify table structure
 - J. Print database reports
 - K. Query a database
 - L. Use formulas and functions
 - M. Create custom forms and reports (optional)
- VI. Microsoft PowerPoint
 - A. Identify components of the Microsoft PowerPoint window
 - B. Describe uses and benefits of presentation graphics software
 - C. Use correct terminology in the Microsoft PowerPoint environment
 - D. Create and save Microsoft PowerPoint presentations
 - E. Edit presentations
 - F. Format presentations
 - G. Use graphic objects to enhance presentations
 - H. Print slides and handouts

Student Assignments

Read textbook assignments
Read instructor's notes (see web site)
Participate in lecture/discussion
Complete homework assignments (see web site)

Course Grading

I will assign an overall letter grade for the course based on the following percentages:

| | |
|----|-----------|
| A | 95 - 100% |
| A- | 93 - 94% |
| B+ | 90 - 92% |
| B | 88 - 89% |
| B- | 86 - 87% |
| C+ | 83 - 85% |
| C | 80 - 82% |
| C- | 78 - 79% |
| D+ | 75 - 77% |
| D | 72 - 74% |
| D- | 70 - 71% |
| F | Below 70% |

Note: Microsoft Office - Beginning is a prerequisite for many other courses at MSTC. MSTC policy (see the catalog) states you must earn at least a C in a prerequisite course to enroll in the subsequent courses.

Core Abilities

In addition to the material required in this course, the course will also further develop your skills in the following MSTC *Core Abilities*:

- Act with integrity
- Communicate effectively
- Demonstrate effective critical and creative thinking
- Demonstrate global and social awareness

Academic Integrity Policy

The Mid-State Technical College Board, administration, faculty, and staff believe that academic honesty and integrity are fundamental to the mission of higher education. All students are expected to maintain and promote the highest standards of personal honesty and professional integrity. These standards apply to all examinations, assigned work, and projects. Therefore, a student who is found to have been dishonest, fraudulent, or deceptive in the completion of work or is willing to help others to be so, or who plagiarizes; presents the work of others as his or her own, is subject to disciplinary action up to and including suspension.

Sarah's clarification of the above:

Homework assignments for this course are completed entirely on disks which unfortunately are easy to copy. If I determine that two assignments are identical, I will interview both students in an attempt to determine who did the copying. If I can determine who copied, I will give that student a zero on the assignment and let other instructors know of the infraction. If I determine a student has copied a second time, I will immediately fail (fail, not withdraw) that student in this course.

Course Expectations

I will take attendance only for record keeping purposes--your grade is not affected by your attendance. On the other hand, I will not repeat a lecture for someone who misses a class. It is your responsibility to make up the work you missed. Get to know your classmates and ask them to help you catch up.

If you decide you no longer wish to attend this class, it is your responsibility to drop the class. I will not drop students who are no longer attending. If you don't drop the course, you will receive a grade of "F".

Classroom Environment

I attempt to create a classroom environment that is comfortable for learning. If I inadvertently say or do something that offends or hurts you, please tell me (preferably after class) so I can correct the problem. If another student offends you, tell that student how you feel as well. If that doesn't solve the problem, tell me. In order for our labs to be comfortable, productive environments, please do not use the computer to view inappropriate material that might be offensive to others. If you see others abusing their lab computer privileges, report them to your instructor or any other MSTC staff member.

Learning can be difficult enough as it is. Help me ensure the classroom and lab is an untroubled place to learn.

Special Needs

If you know you have a recognized disability, or suspect that you might have one, it is your responsibility to identify yourself as soon as possible to the Disability Services staff in Student Affairs. Course standards will not be lowered but various kinds of accommodations are available to you. Adequate and reasonable time will be required to develop and provide appropriate accommodations, so contact Disability Services as soon as possible. It is MSTC's goal to assist you in your individual educational plan.

If you have other circumstances (family, job, etc) that might affect your performance in this class, please let me know. We might be able to make accommodations to help ensure your success.