CS 65.11 MS Office   Syllabus

Instructor: Norman Rose
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Office: Mornings on class message board (~7-8am) or by appointment
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Description: An introductory course using programs contained in the Microsoft Office Suite. Using Word, students will create and format documents including inserting graphics and mail merging. Using Access, students will create databases and manipulate data with queries and display data with forms and reports. Using Excel, students will create spreadsheets with basic formulas and functions and prepare charts to display the spreadsheet data. Using PowerPoint, basic presentations will be made. Students will also exchange data between programs.

Student Learning Outcomes:
Students will be able to:
1. Create, edit, format and print moderately complex Word documents.
2. Use Excel to solve moderately complex problems including the effective use of formulas and functions.
3. Design a database, manipulate the data using simple queries, and display data by designing simple forms and reports.
4. Create and display a PowerPoint presentation.

Recommended Preparation:

Eligibility for ENGL 100 or ESL 100; AND Course Completion of CS 5 or CS 101A/B or CS 105A or
            equivalent skills in document creation and file management

Required Textbook:

Microsoft Office 2013 Introductory
Misty E. Vermaat
ISBN-10: 1285166027
ISBN-13: 9781285166025

Materials: You may need a small flash drive to save & transport files. (It will be for your use only. You will not turn it in at any time.)

Attendance: You need to log in to the class Web site as often as necessary to read announcements and assignment instructions, and to submit homework.

Quizzes and Exams: There are no quizzes.

Progress: Weekly grades will be posted online at the class Website gradebook.

Late Work: Late work will be accepted. Points will be deducted, depending on degree of lateness.
            All graded work must be submitted by the last day/night of course.

Time Keeper: It is very important that you use the Time Keeper computer to record time if you use the 2nd floor lab. You may expect about 1-2 hours extra per week.

Student Evaluation: Your grade is determined by completing assignments, projects, and the final. Grades will be assigned according to the number of points earned compared to the total possible. The following table is only approximate:

A=90+%   *B= 80+%*   *C= 70+%*   *D= 60+%*
(Pass = equivalent of C or better)

If you wish to take the class on a Pass/No Pass basis, see Admissions&Records.

Hint: Assignments are to increase understanding, not just to get to the end. You may need to work through some exercises more than once to gain an understanding of what you are doing and why you are doing it.

Final Exam: There will be a final exam during Finals Week. Details to be announced.

Final Grades: It is department policy to not post grades. The gradebook will show your unofficial grade. Official grades will be available through your Cubby.

Students who believe they may need accommodations in this class are encouraged to contact Disability Resources (527-4278), in the Student Center.

Schedule and Assignments

Week	Textbook	Assignment
1	IT Chapter	Check-in discussion; True/False & Multiple Choice p. 37-38
2	OFF Chapter	Discussion; Lab2
3	Word 1	Discussion; chapter exercise + Apply Your Knowledge OR Lab 1
4	Word 2	Discussion; chapter exercise + Apply Your Knowledge OR Lab 1
5	Word 3	Discussion; chapter exercise + Apply Your Knowledge OR Lab 2
6	PPT 1	Discussion; chapter exercise + Apply Your Knowledge OR Lab 1
7	PPT 2	Discussion; chapter exercise + Apply Your Knowledge OR Lab 1
8	PPT 3	Discussion; chapter exercise + Extend Your Knowledge OR Lab 1
9	Excel 1	Discussion; chapter exercise + Apply Your Knowledge OR Lab 2
10	Excel 2	Discussion; chapter exercise + Apply Your Knowledge OR Lab 1
11	Excel 3	Discussion; chapter exercise + Apply Your Knowledge OR Lab 1
12	Access 1	Discussion; chapter exercise + Apply Your Knowledge OR Lab 1
13	Access 2	Discussion; chapter exercise + Apply Your Knowledge OR Lab 1
14	Access 3	Discussion; chapter exercise + Apply Your Knowledge OR Lab 1
15	Outlook	Discussion; Word or PowerPoint report on chapter
16	DIY Project – combining Word, PPT, Excel, and Access in a self-created project	
17	Final Exam	TBA