

## ***MICROSOFT OFFICE – INTRODUCTION***

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**COURSE NUMBER:** 10-103-106

**CREDIT HOURS:** 3

**CLASS LOCATION:** A236

**INSTRUCTOR INFORMATION:**

*Name:* Debra Wallner

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

**TEXTBOOK:** *New Perspectives Microsoft Office 2010, Premium Video Edition*, Course Technology, Boston, MA 02210, 2008. (Bundled with Sams)

SUPPLIES: 1 – USB drive

HIGHLY recommend utilizing your H:\ drive for backup purposes

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**GRADE DETERMINATION**

The grade in this course will be determined by proficiency in fulfilling the competencies. Your grade will be comprised of the following:

- √ Case Study Problems- 20 points each with at least a C or better
- √ Exams – Graded based on achievement
- √ Presentations – Graded based on achievement

Late assignments will receive a reduced grade and all assignments must be turned in. An assignment that is one class period late will receive one grade reduced. An assignment that is two class periods late will receive a grade of no more than a C. An assignment that is five days late will receive an NC. All assignments will be typed. Assignments will not be accepted if they are handwritten.

**GRADING SCALE:**

GRADE	PERCENT
A	95
A-	92
B+	89
B	86
B-	83
C+	78
C	75
C-	72
D	69

## **ETIQUETTE AND RULES OF MICROSOFT OFFICE - INTRODUCTION:**

During class discussions and lectures, students will not surf the web, check e-mail, chat, or instant messaging. Consistent interruptions during our class time will result in penalties to your grade.

- √ Do not use class time to work on other courses or personal business.
- √ Cell phones, PDAs, music devices, etc. must be turned off before the beginning of class.
- √ Log-off from chats or instant message at the beginning of class.
- √ Check your e-mail in between class meetings for announcements regarding information or updates to class activities

## **CORE ABILITIES**

In addition to specific job-related training, MSTC has identified a set of core abilities which are transferable and go beyond the content of a specific course. The college supports the following skills for all graduates of MSTC:

- √ Act with Integrity
- √ Communicate Effectively
- √ Demonstrate Effective Critical and Creative Thinking
- √ Demonstrate Global Social Awareness

In the professional world, your performance in the above core abilities is expected from the very first day of employment. Should you fail to succeed in any of these areas, it is difficult to regain your reputation. Any problems that arise during the semester with the core abilities can lead to a reduction in your final grade. This will be at the subjective discretion of the instructor.

## **ACADEMIC INTEGRITY**

The MSTC 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 willing to help others to be so or who is found to have plagiarized (presented the work of others as his or her own) is subject to disciplinary action up to and including suspension.)

## **ATTENDANCE/PARTICIPATION**

Regular, everyday class attendance is expected of all students. However, days that are scheduled as Lab are considered optional. A student may be withdrawn from a class due to excessive absences. If a student has an unavoidable absence, the student is responsible for obtaining any handouts or lecture notes given during that absence. However, the absence does not excuse him/her from taking tests or submitting work on time. Students are encouraged to contact/submit work to the instructor any number of ways and to discuss problems with attendance.

## **SPECIAL NEEDS**

On request, MSTC provides reasonable accommodations for qualified students with disabilities. Services are arranged through the Disability Services Office on each campus. You must directly contact disability service staff through the Student Services Office before you request special consideration from the instructor.

## **FINAL WORDS**

This syllabus is intended to be a guideline for student success and course management. Please recognize that it cannot cover every situation that may occur. Decisions will be made by the instructor as needed throughout the semester to address specific issues.