

# BEGINNING MICROSOFT OFFICE SYLLABUS

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<b><i>COURSE TITLE:</i></b>	Beginning Microsoft Office
<b><i>COURSE NUMBER:</i></b>	10-103-106 - 22453
<b><i>CREDIT HOURS:</i></b>	3
<b><i>CLASS LOCATION:</i></b>	MSTC – Stevens Point Campus Room 101
<b><i>CLASS SCHEDULE:</i></b>	January 12, 2010 through May 13, 2010 Mon., Tues., Wed., and Thurs. – 9:00 to 9:50 a.m.

## ***INSTRUCTOR INFORMATION:***

<b><i>Name:</i></b>	Jullie Purkapile
<b><i>Office:</i></b>	106 H – Stevens Point Campus
<b><i>Phone:</i></b>	342-3118
<b><i>Email:</i></b>	<a href="mailto:Jullie.Purkapile@mstc.edu">Jullie.Purkapile@mstc.edu</a>
<b><i>Webpage:</i></b>	<a href="http://instructor.mstc.edu/instructor/jpurkapi/">http://instructor.mstc.edu/instructor/jpurkapi/</a>
<b><i>Office Hours:</i></b>	Monday through Thursday – 1:00 to 2:00 p.m. or by appointment

***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.

***TEXTBOOKS:*** *New Perspectives Microsoft Office 2007, Premium Video Edition*, Course Technology, Boston, MA 02210, 2008. (Bundled with CaseGrader).

***SUPPLIES:*** 1 – USB drive  
HIGHLY recommend utilizing your H:\ drive for backup purposes

## ***LEARNING ACTIVITIES:***

- The Tutorial Assignments correspond with the material that is presented.  
***NOTE:*** See the ***Course Schedule*** for assignments the student is responsible for each day. **\*\* Please label your homework with your last name and the assignment name. \*\***
- The student is highly encouraged to work through the shaded sections of the Tutorials for further understanding.
- A hands-on and written examination reviewing Tutorials 1, 2, and 3 will be given for Word, Excel, and Access.
- The students will demonstrate the skills learned for the PowerPoint section by preparing a speech on the topic of his/her choosing.

## ***EVALUATION DATA:***

*Tutorial Assignments:* (30 assignments in total - 24 points per assignment, 720 total points)

*Grading for Assignments will be based on the following number of errors:*

**0 - 2 Errors = A, 3-4 Errors = B, 5 Errors = C 6+ Errors = D (redo)**

*Computer Savvy Presentations:* (50 points)

*Word, Excel, and Access Tutorial 1, 2, 3 Exams:*

(Hands-on - 30 points, Written - 30 points, 60 total points/exam, 180 total Exam points)

*Student PowerPoint Presentation:* (70 points)

**Total Approximate Points: 1020**

**Any late assignments, receive an automatic five point reduction for each day the assignment is late.** No more than a one-week late time frame will be permitted, unless there are extenuating circumstances. All work must be submitted in order to complete the requirements of this class.

Unless there are extenuating circumstances, ***make-up exams are not an option.*** If you miss an exam due to illness, a doctor's excuse is required and the exam must be **completed within two days of original schedule or a zero will be given.**

**GRADE:** Your grade will be based on a cumulative percentage as follows:

A	=	95.0 – 100 %
A-	=	93.0 – 94.9 %
B+	=	89.0 – 92.9 %
B	=	86.0 – 88.9 %
B-	=	84.0 – 85.9 %
C+	=	82.0 – 83.9 %
C	=	79.0 – 81.9 %
C-	=	76.0 – 78.9 %
D+	=	75.0 – 75.9 %
D	=	74.0 – 74.9 %
D-	=	73.0 – 73.9 %
F	=	Below 73.0 %

**NOTE:** It is the student's responsibility to maintain a record of all graded assignments and to periodically compute his/her grade. Students are encouraged to contact their instructor if they drop below 76% in a course in order to determine appropriate redemption that could improve their success in the course.

#### ***ATTENDANCE:***

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.

#### ***ETIQUETTE AND RULES OF BEGINNING MICROSOFT OFFICE:***

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

***DISTRICT ACADEMIC HONESTY STANDARDS:*** 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 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.

***ACADEMIC DISHONESTY:*** Academic dishonesty will NOT be tolerated. Any student found to be involved in any verifiable incident of academic dishonesty (copying, cheating, plagiarizing, etc.) will receive a grade of “F” for the class.

***SPECIAL NEEDS:*** If you know you have a recognized disability, or suspect that you might have one, it is the student’s responsibility to identify him/herself as soon as possible to the Disability Services staff in Student Affairs. Course standards will not be lowered but various types 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 – Mary Marks at the Stevens Point campus 715.342.3113 or Patti Lloyd at the Wisconsin Rapid campus 715.422.5452. It is MSTC’s goal to assist you in your individual educational plan.