

**MS Office
CIS 1503
Fall 2009**

Instructor's Name: _____ Hours Credit: 3

Office Phone: _____ Office Hours: _____

Email Address: _____

Course Description: Familiarizes the student with fundamental terminology and concepts of microcomputers, their operating systems and disk management, as well as major production applications including word processing, spreadsheets, data base management systems, and may include graphics, data communications and desktop publishing. Familiarity with computer keyboard is recommended. Hands on computer instruction.

Prerequisites: General computer knowledge, basic typing skills, file management, file attachment, download from Web, and search for information on the web.

Next Course in Sequence: TCOM 1033, CIS 2263

Course Outcomes Stated in Measurable Terms:

Upon completion of this course the student should:

1. Be able to identify the components of a computer; hardware and software.
2. Be user friendly with the Windows operating environment.
3. Be able to work with Word documents, editing, saving, wizards, and templates.
4. Be able to create a worksheet with Excel, name, delete, and move sheets.
5. Be able to use create formulas, view, and print in formula view.
6. Be able to use the clipboard, cut and paste, or drag and drop methods.
7. Be able to work with and know the difference of object linking and embedding.
8. Be able to create and design a database.
9. Be able to create a query and run it.
10. Be able to apply templates to a presentation and import clip art or pictures taken from the Internet or on diskette.
11. Be able to integrate the different applications in Office with each other.

Departmental Goals:

1. To provide instruction for students who wish to upgrade or enhance present professional computer skills.
2. To provide instruction for students who wish to become competent in the use of computer technology through college credit courses while pursuing professional education in other departments at OSU.
3. To provide instruction for students who wish to become computer/business professionals through the associate degree or certificate programs.

Text/Supplemental Materials: Microsoft Office 2007 – Windows Vista Edition
First Course, New Perspectives
USB Drive

Software to use for class: Office 2007, Windows Vista, CaseGrader

Outline of Subject Content: Students will learn basic operating system and file management techniques. MS Office applications will be covered as well as integration of those applications. Multiple uses for these applications in the work place as well as daily uses.

Instruction Methods: Lecture of objectives as well as hands on skills will be looked at. Online materials can be used as supplements to this course. The classroom is set with lab equipment to allow

students to work in class on assignments and ask questions if need be.

Attendance Policy: Class participation is based on students being acknowledged as mature individuals, and emphasis should be placed on developing a sense of their own responsibility for their education. A grade for participation may be assigned. **Students are held accountable for all work covered in the course.** **There are 160 attendance points possible. Attendance is required.** The policy statement on University Academic Format urges all faculty members "to provide students with a semester course plan showing the schedule of examinations and other course requirements." (See Policy & Procedures Letter 2-0207). Faculty members are advised to share with students any attendance policy in effect in classes for which they are responsible. In addition, they are expected to report cases of repeated absenteeism to the academic division head. Instructors are to report to the Registrar the names of students who have not attended class during the first week of a semester for purpose of enrollment verification. If the instructor has not had contact with the students in a two consecutive week period, students will be turned in for an early alert. Early alert is to let administration and the students know that there may be a problem with the student's successful completion of the course. It is not acceptable to turn in all work the last week of class. Work will only be accepted based upon the due dates of the assignment sheet. The basis of this course is competency-based on a set skill level. There is no way to assess these skills if the material is all turned in the last week of the semester.

Evaluation Techniques: *Tests:* May consist of a combination of multiple choice, fill in the blank, as well as hands-on computer work. *Lab Assignments:* Will consist of quick checks, tutorials assignments, lab assignments, reviews, and case problems that are found at the end of each tutorial covered. . Course work will need to be submitted to the instructor by the due date listed on the assignment page. Late work will be accepted but instructors have the right to post late points against the assignment. Homework will not be accepted after the test covering that material. Student will receive zero points for that portion of homework. The purpose of homework is to develop competent skills. Turning in homework after a skill assessment (test) defeats the purpose of homework.

ACADEMIC DISHONESTY OR MISCONDUCT: Academic dishonesty or misconduct is not condoned nor tolerated at institutions within the Oklahoma State University system. Academic dishonesty is behavior in which a deliberately fraudulent misrepresentation is employed in an attempt to gain undeserved intellectual credit, either for oneself or for another. Academic misconduct is behavior that results in intellectual advantage obtained by violating specific standard, but without deliberate intent or use of fraudulent means. Academic dishonesty or misconduct cases are governed by the OSU-Oklahoma City Campus Student Rights and Responsibilities Code. Copies of the Student Rights and Responsibilities can be obtained from the Student Activities and Campus Life Office or an electronic version is also available online at <http://www.osuokc.edu/rights/>.

Honors Credit: A student may receive Honors credit by completing a Request for Honors Credit by Contract – Conditions form with the instructor's permission and submitting it to the program coordinator.

GRADING PROCEDURE:	
Grading Scale Percentage:	90 - 100 = A
	80 - 89 = B
	70 - 79 = C
	60 - 69 = D

<i>Points Possible Distribution:</i>	
Class assignments / Projects	340
Test (5 x 100)	500
Class Attendance (5pts each class attended)	160
Total	1000

Make-Up Policy: Make-up tests are at the instructor's discretion. You must contact the instructor before you miss a class where a test is given to make arrangements. No points will be given for work that is turned in after the test has been taken on that Tutorial.

A.D.A Policy: OSU-OKC complies with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. Students with disabilities who seek accommodations must make their request by contacting the Office of Services to Students with Disabilities located on the first floor of the Student Center Office 112, or call 945-3385. All accommodations must be approved by the Office of Services to Students with Disabilities.

General Education Goal Statement: Upon completion of General Education Curriculum, students should be proficient in demonstrating the following competencies:

Goal #1: Critical Thinking:

Explanation:

Critical thinking skills include, but are not limited to, the ability to comprehend complex ideas, data, and concepts; to make inferences based on careful observation; to make judgments based on specific and appropriate criteria; to solve problems using specific processes and techniques; to recognize relationships among the arts, culture, and society; to develop new ideas by synthesizing related and/or fragmented information; to apply knowledge and understanding to different contexts, situations, and/or specific endeavors; and to recognize the need to acquire new information.

Goal #2: Effective Communications

Explanation:

Effective communication is the ability to develop organized, coherent, unified written or oral presentations for various audiences and situations.

Goal #3: Computer Proficiency

Explanation:

Computer proficiency includes a basic knowledge of operating systems, word processing, and Internet research capabilities.

Goal #4: Civic Responsibility

Explanation:

Preparation for civic responsibility in the democratic society of the United States includes acquiring knowledge of the social, political, economic, and historical structures of the nation in order to function effectively as citizens in a country that is increasingly diverse and multicultural in its population and more global in its view and functions.

Goal #5: Global Awareness

Explanation:

Global awareness includes knowledge of the geography, history, cultures, values, ecologies, languages, and present day issues of different peoples and countries, as well as an understanding of the global economic, political and technological forces which define the interconnectedness and shape the lives of the world's citizens.

Syllabus Modification Statement: Faculty has the right to change or modify the course syllabus materials during the academic year. Any changes will be shared with students. All changes in the instructor's policies after the semester has begun must be made in writing as part of a written addendum to the course syllabus; this addendum should be clearly labeled as such and dated.

Institutional Statement: Each student is responsible for being aware of the information contained in the OSU-Oklahoma City Catalog, Student Handbook, and semester information listed in the Class Schedule.

Global Education Mission: *Global Education is an institutional commitment to providing learning environments that provide a cross-cultural global perspective through all facets of the educational process. This institutional commitment to Global Education shall manifest itself throughout the entire institution, providing support for diversity, international, and inter-cultural educational opportunities. These opportunities will be institutionalized through curricular and co-curricular activities. This institutional commitment to Global Education will assist OSU-Oklahoma City in accomplishing its mission of preparing students for an increasingly technological and global society*

Electronic Device Policy: Cell phones and other electronic devices are disruptive to the class. If a student's work or family situation requires the student to keep the device turned on during class, the student must turn the phone to a silent or vibrate mode. If a student must receive a call during class, the student will leave the room. *A student may not make a call during class. Cell phones and all electronic devices may not be used during an exam unless stipulated by an instructor.* Use of a cell phone or electronic device during an exam is considered academic misconduct, and the student will be subject to the appropriate penalties. This policy may be strengthened by the instructor. Use of devices during an exam will result in a grade of 0 for the exam.

Unattended Children Policy: "For personal safety of children and potential problems in supervision, children should not be at any location on campus without adult supervision. No children are permitted in classrooms, laboratories, teaching areas or the Library."