

Syllabus

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Program Web Site: <http://www.oxnardcollege.edu/programs/cis/CSC>

Course: CIS R022A – Microsoft Office
CRN 31914
From: 7 Jan 2008 to 14 May 2008

Time: By Arr Days: By Arr Room: CSC

Text Book: *Microsoft Office 2007, Introductory Concepts and Techniques, Windows XP Edition, Shelly Cashman Series*
SAM 2007 access code & Video Tutorial

Student Supplies: USB Flash Drive, 8.5” X 11” Notepad, Pen, and Pencil

Course Description:

This course is designed to introduce students to Microsoft Office 2007. MS-Office is a suite of business productivity software consisting of MS-Word, MS-Excel, MS-Access, and MS-PowerPoint that allows users to create documents, spreadsheets, databases, and presentation slides for professional applications for any occupation as well as home use. This course introduces students to the basic functions and features of each application in MS-Office 2007. The perspective of this course is slanted towards business applications.

NOTE: It is assumed that all students have a working knowledge of Windows. If you are not knowledgeable about the Windows environment, we recommend that you enroll in CIS R021A, Introduction to Windows. The Windows course can be completed in less than five weeks, after which you can begin work on this Office class.

TESTS

There are two types of tests, Project Tests and SAM Exams.

Project Test Requirements

Project tests must meet the following requirements to be accepted by the instructor:

1. Each project test must be completed on time in accordance with the deadline provided by the instructor. Every portion of the test must be completed in order to receive full credit. Incomplete project tests will be graded accordingly.
2. Project tests will be submitted to the instructor via e-mail as a file attachment on the due date.
3. Project tests that are incomplete will not be accepted.

SAM Exams

1. Each SAM exam must be completed as directed in the “Course Plan” section of this syllabus. Every portion of the test must be completed in order to receive full credit. Incomplete sections will be graded as incorrect.

2. Tests may be taken twice, but the second test will be reduced by one grade. Because these are open book tests, the scoring will be as follows: 95% or better = A; 90% to 94% = B; 85% to 89% = C; 80% to 84% = D; 79% or less is failing.

SAM Training

1. After completed each assigned chapter, use the corresponding chapter training in the CD Video Tutorial.
2. Choose as many training tasks you feel you need tutorial assistance. Please use earphones to listen to the audio of these training sessions.
3. Please DO NOT skip these training tutorials. They provide you with a visual of Microsoft Office concepts that may not be clear in the textbook.
4. Ask your lab instructor for assistance if necessary.

CIS R022A MS-Office

Student instructions:

All students **must have a Yahoo e-mail account** for the course. **If you do not have a Yahoo email, please register for one – they are free.** If needed, ask the lab instructor for assistance. When you have acquired your e-mail account, send an e-mail with your first name, last name, and the course name (Intro. to Microcomputers) to instructor of record.

Go to the CSC web site (<http://oxnardcollege.edu/programs/cis/CSC>) and click on the links **Policies & Procedures** and contact your instructor if you have any questions. You are responsible for reading the information on these web pages. *There is not to be any printing of any documents in the CSC labs.* *When you see an instruction to print a document, ignore the instruction and move on with the assignment.*

Grading instructions for the MS-Office course:

Grading is based attendance, submittal of assignments, training completed and scores on your tests. This is a 3 unit course that requires a minimum of 54 hours of attendance.

Grading will be based on the project tests for the following projects:

- Word Chapter 1 – In the Lab 1 and 2
- Word Chapter 2 – In the Lab 1
- Excel Chapter 1 – In the Lab 1 and 3
- Access Chapter 1 – In the Lab 1 and 2
- PowerPoint Chapter 1 – In the Lab 1 and 2
- PowerPoint Chapter 2 – In the Lab 1

EXTRA CREDIT

The extra credit assignments listed are accepted **ONLY** if the required assignments, SAM training and Exams have all been submitted. You must complete those first. Then if you have additional time available you may submit the following for extra credit:

Excel Chapter 2 – In the Lab 1 (EXTRA CREDIT)
Access Chapter 2 – In the Lab 1 (EXTRA CREDIT)

Additionally, other “In the Lab” assignments not listed above may be completed for extra credit.

Grading instructions for the MS-Office course attendance requirements

There are three components to the grading scale. (1) Attendance hours in the CSC lab; (2) Project tests, as discussed above; and (3) SAM training and exams.

Grade A:

Lab hours 53 hours or more AND all of the MS-Office project tests and SAM training & exams

Grade B:

Lab hours 48 to 52 hours AND all of the MS-Office project tests and SAM training & exams.

Grade C:

Lab hours 43 to 47 hours AND all of the MS-Office project tests and SAM training & exams

Grade D:

Lab hours 37 to 42 hours AND all of the MS-Office project tests and SAM training & exams

Instructions for all Textbook practices and In the Lab tests:

Read each chapter and then perform the steps to create the document illustrated at the beginning of the chapter. I recommend that you perform the steps a minimum of two times before attempting the project test. After you have completed creating the document, then you are to do the **In the Lab** projects which will serve as the project test for that chapter.

Instructions for all SAM training:

Upon completion of all project tests, students are to perform and complete the SAM training. Each training module has an Observe, Practice and Apply activity. It is the Apply activity that is recorded. I will receive a report that records *every* keystroke you make. You have three opportunities to apply each concept within a training module. It is the successful applications that contribute to your percentage score. If you cannot perform it in three attempts, you will be scored as having failed that concept application. All training modules are designed to be completed in about 30 minutes.

Instructions for All SAM Exams:

Upon completion of the training module, students are to complete the SAM exam. You will be allowed a maximum of three attempts at each question. When you answer a question correctly you will automatically be forwarded to the next question. Remember because these exams are open book, the scoring is more rigorous. Refer to the scoring rubric on page 2. You will be permitted to retake the exam, but the second grade will be reduced by one grade.

All the project tests, SAM Training and SAM exams are due to the instructor by May 14, 2008.
No project tests will be accepted after this date.