Microsoft Office Syllabus
Eastfield College
Spring 2020
16-Week Course

Instructor Information
Name: Dr. Stephen Thomas
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Office Hours: Monday – Thursday 7:30 am – 8:00 am
Monday – Thursday 12:00 pm – 1:30 pm
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Course Information
Course Title: Microsoft Office
Course Number: POFI-1341
Section Number: 43480 = Classroom instruction
43400 = Online instruction
Semester/Year: Spring 2020
Credit Hours: 3
Class Meeting Location: L308A and online
Class Meeting Time: Lecture/Lab: Tuesday/Thursday 8:00am – 10:00am
Online
Certification Date: February 3, 2020
Last Day to Withdraw: April 16, 2020

Course Prerequisites
Recommended: Computer Basics or equivalent
Course Description
Continued study of current computer terminology and technology. Advanced skill development in computer hardware, software applications, and procedures. This course may be repeated if topics and learning outcomes vary. This course is an introduction to Microsoft Office 2016. Course topics will encompass the following MS Office Components: Word 2016, Excel 2016, PowerPoint 2016, Outlook 2016, and integrating MS Office Applications. (2 Lec., 3 Lab.)

Student Learning Outcomes
Course Objectives:
Students must apply the basic skills of reading, writing, math, keyboarding, listening, and following directions. Critical thinking, decision-making, problem-solving skills, and computer technology skills will be utilized to complete tasks and assignments. Students will develop the following capabilities:
A. Identify the major features of MS Word, PowerPoint, Excel, and Outlook
B. Use the mouse/menu commands and the keyboard to accomplish tasks in MS Office

Word Module
A. Create & edit word processing documents, e.g., letters, fliers, reports, resumes, etc
B. Create footnotes and bibliographic entries
C. Use clip art in word processing documents
D. Use proofreading/editing tools, i.e., Spell Checker, Find/Replace, and Thesaurus
E. Create tables

PowerPoint Module
A. Create slide presentations, title charts, tables, graphs, etc.
B. Utilize the Outline View when creating a presentation
C. Save and print files in various formats, i.e., notes, handouts, slides, etc.
D. Use special effects in slide presentations

Excel Module
A. Identify the major elements of a spreadsheet window
B. Use formulas and functions in worksheets
C. Format values in worksheets (percentage, currency, commas)
D. Format worksheets using column width, boldface, fonts, ruled lines, alignment
E. Create charts
F. Move and copy worksheet data
G. Insert and delete rows and columns

Outlook Module
A. Managing email messages in Outlook
B. Managing the Outlook calendar
End-of-Course Outcomes:
1. Organize, manage, and communicate information using Microsoft Office software: Word, PowerPoint, Excel, and Outlook
2. Utilize Word enhancements to create attractive flyers and prepare a research paper.
3. Enhance a PowerPoint presentation with pictures, WordArt, and other PowerPoint formatting options.
4. Prepare Excel worksheet using basic functions, formulas, and formatting tools.
5. Manage email and calendar functions within Outlook.

SCANS Competencies (Secretary's Commission on Achieving Necessary Skills)
Working with Information – Process information with computers.
Applying Systems Knowledge – Design/improve systems.
Demonstrating Thinking Skills – Decision making, thinking logically
Demonstrate Basic Skills – Reading, Listening

Course Competencies:
Critical Thinking Skills – to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.
Personal Responsibility – to include the ability to connect choices, actions and consequences to ethical decision-making.
Social Responsibility – to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities

Required Course Materials
Microsoft Office 365: Office 2016 Brief (Shelly Cashman Series), Freund, Last, Pratt, Sebok, Vermaat, Cengage Learning

Best deal is to purchase Cengage Unlimited pass for $119.99 (semester) or $179.99 (full year) which gets student total access to all courses that use Cengage publishing (this applies to all POFI and POFT courses at Eastfield). If you are taking more than 1 class, or definitely more than 1 semester, this is a great price. It includes full online access, and a rental book can be mailed to you for $7.99. In addition, 12-month free access for up to six ebooks after semester or yearly subscription ends.

ISBN 9780357700006 (Cengage Unlimited)

Note: A student of this institution is not under any obligation to purchase a textbook from a university-affiliated bookstore. The same textbook may also be available from an independent retailer, including an online retailer.
Graded Work
The following tables provide a summary of the graded work in this course and an explanation of how your final course grade will be calculated.

Summary of Graded Work
Students have the opportunity to earn 1000 points in this class. Final grades will be based on Discussion Boards, Training and Review Assignments, and Module Tests. Most grades are available within 1-2 business days upon submission.

<table>
<thead>
<tr>
<th>Assignments</th>
<th>Percentage</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Discussion Board (7 @ 10 points, 1 @ 30 points)</td>
<td>10%</td>
<td>100 points</td>
</tr>
<tr>
<td>Module Review Exams (12 @ 25 points each)</td>
<td>30%</td>
<td>300 points</td>
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<tr>
<td>Module Projects (12 @ 25 points each)</td>
<td>30%</td>
<td>300 points</td>
</tr>
<tr>
<td>Capstone Assessments (3 @ 100 points each)</td>
<td>30%</td>
<td>300 points</td>
</tr>
</tbody>
</table>

TOTAL: 1,000 points

Final Grade
Grades will be determined based on the following scale:

<table>
<thead>
<tr>
<th>Points</th>
<th>Percentages</th>
<th>Letter Grade</th>
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</thead>
<tbody>
<tr>
<td>900-1,000</td>
<td>90-100%</td>
<td>A</td>
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<tr>
<td>800-899</td>
<td>80-89%</td>
<td>B</td>
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<tr>
<td>700-799</td>
<td>70-79%</td>
<td>C</td>
</tr>
<tr>
<td>0-699</td>
<td>0-59%</td>
<td>F</td>
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</table>

Description of Graded Work

Discussion Boards
The student is required to complete various discussion boards. It is expected that each student create an initial post (100+ words) and respond to a minimum of 3 other student posts (50+ words) each week. Timeliness of initial post in addition to quality is considered when assigning weekly grade. Initial response for each weeks discussion board should be completed by Wednesday, with final replies completed by Sunday.

Skills Practice
The skills practice exercises are exercises to assist in applying the knowledge learned in the chapter in a hands-on format. These exercises are not turned in for grades, but assist in preparing for the Assignments and Skill Quizzes, as well as unit assessment capstone projects. The skills build upon one another. Additional skills practice is available if needed, just ask. Laboratory time is the time to be conducting skills practice
in addition to completing assignments and other work as needed.

**Graded Tasks**
Assignments will be posted no later than Monday morning each week and are due by Sunday at 11:59pm of that week, unless stated otherwise.

**Capstone Projects**
There are 3 Capstone Project Assessments, each one covering either Word, PowerPoint, or Excel.

**Attendance and Your Final Grade**
Face to Face Classes: To be successful, students must attend and participate in all courses in which they are enrolled courses, including lab hours. Students are permitted no more than two (2) absences in 8-week class or four (4) absences in 16-week class in order to receive points for Class Participation. If extenuating circumstances are involved, please contact the professor before the infraction. All absences must be communicated to the professor prior to the class period for it to be considered as an excused absence.

Blended classes, attendance is crucial during face to face sessions. One or two absences are permitted, depending on the number of face-to-face sessions.

Online classes, attendance is tracked by completion of assignments, and log-in appearances in eCampus.

**Late Work Policy**
Late work is not permitted, unless pre-arranged. All assignments, quizzes, tests, and discussion boards are online, so these are all due whether absence is excused or unexcused.

**Other Course Policies**
The instructor reserves the right to amend this syllabus at any time as necessary to meet the educational objectives of the course.

**Institutional Policies**
Institutional Policies relating to this course can be accessed using the link below. These policies include information about tutoring, Disabilities Services, class drop and repeat options, Title IX, and more.
Eastfield Institutional Policies (http://www.eastfieldcollege.edu/syllabipolicies)
Course Outline
This course is divided into 5 sections with 12 modules as follows:

SECTION 1: Word 2016
Module 1: Creating, Formatting, and Editing a Word Document with a Picture
Module 2: Creating a Research paper with References and Sources
Module 3: Creating a Business Letter with a Letterhead and Table

SECTION 2: PowerPoint 2016
Module 1: Creating and Editing a Presentation with Pictures
Module 2: Enhancing a Presentation with Pictures, Shapes, and WordArt
Module 3: Reusing a Presentation and Adding Media and Animation

SECTION 3: Excel 2016
Module 1: Creating a Worksheet and a Chart
Module 2: Formulas, Functions, and Formatting
Module 3: Working with Large Worksheets, Charting, and What-If Analysis

SECTION 4: Outlook 2016
Module 1: Managing Email Messages with Outlook
Module 2: Managing Calendars with Outlook

SECTION 5: Productivity Apps for School and Work
Module 1: Productivity Apps for School and Work

Course Schedule
See next page for weekly course schedule of due dates.
POFI 1341 – Microsoft Office
Due Date Tracking

*Note: All work is due by Sunday night at 11:59pm unless otherwise stated

<table>
<thead>
<tr>
<th>DUE DATE</th>
<th>MODULE</th>
<th>ECAMPUS</th>
<th>CENGAGE</th>
<th>CAPSTONE PROJECT</th>
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<tr>
<td></td>
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<td>DISCUSSION BOARDS</td>
<td>SAM EXAM</td>
<td>SAM PROJECT</td>
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<tr>
<td></td>
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<td>Discussion Board #1</td>
<td>Word Module 1</td>
<td>Word Module 1 Project 2</td>
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<td>Weeks 1 and 2</td>
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<td>Discussion Board #2</td>
<td>Word Module 3</td>
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<td>PowerPoint 1, 2</td>
<td>Discussion Board #3</td>
<td>PowerPoint Module 1</td>
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<td>Excel 1, 2</td>
<td>Discussion Board #5</td>
<td>Excel Module 1</td>
<td>Excel Module 1 Project 2</td>
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<td>Due March 1, 2020</td>
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<td>Excel Module 2 Project 2</td>
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<td>Outlook 1, 2</td>
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<td>Outlook Module 1 Training Project</td>
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<td>Weeks 9 and 10</td>
<td>Productivity Apps</td>
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<td>Weeks 11 and 12</td>
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<td>Weeks 15 and 16</td>
<td>Productivity Apps</td>
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<td>Due May 14, 2020</td>
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<td>*Thursday due date</td>
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