

Introduction to Microsoft Office 2013
2015-2016 Course Expectations

Mrs. Jackson
Room: 225

Office Hours: 1:40-2:15 or after school by appointment
Email: tjackson@unatego.stier.org (best way to contact me)

Course Description: As a student in this course, you will learn the most important topics of Microsoft Office 2013.

- **Word:**

- TC3 Course #: CAPS 111
- TC3 Course Title: Introduction to Word Processing
- Credit Hours: 1

An introduction to the operation and uses of a word-processing program that covers topics including inserting and modifying text, creating and modifying paragraphs, formatting documents, managing documents, working with graphics, & workgroup collaboration.

- **Excel:**

- TC3 Course #: CAPS 121
- TC3 Course Title: Introduction to Spreadsheets
- Credit Hours: 1

An introduction to the operation and uses of a spreadsheet program. Topics covered include working with cells and cell data, managing workbooks, formatting and printing worksheets, modifying workbooks, creating and revising formulas, creating and modifying graphics, and workgroup collaboration.

- **Access:**

- TC3 Course #: CAPS 131
- TC3 Course Title: Introduction to Databases
- Credit Hours: 1

An introduction to the operation and uses of a database management program. The student will learn how to create and manipulate a simple relational database using Access. Topics include creating and modifying tables, addition of and modification of data in tables, using queries to view data in one or more tables, use of forms to view and update tables, and creation of simple reports including mailing labels.

- **PowerPoint:**

- TC3 Course #: CAPS 141
- TC3 Course Title: Presentation Software
- Credit Hours: 1

An introduction to the basic operation and uses of presentation software. Students should be able to launch a presentation software application, create a presentation that incorporates basic functions and styles, and modify and customize presentations.

Course Objectives: The student should demonstrate/exhibit proficiency with

Word:

- Inserting, modifying, and moving text and symbols; Applying and modifying text formats; Correcting spelling and grammar usage; Applying font & text effects; Entering and formatting Date and Time; Applying character styles
- Modifying paragraph formats; Setting and modifying tabs; Applying bullet, outline, and numbering formats to paragraphs; Applying paragraph styles
- Creating and modifying headers and footers; Applying and modifying column settings; Modifying document layout and Page Setup options; Creating and modifying tables
- Managing Documents; Managing files and folders for documents; Creating documents using templates; Saving documents using different names & file formats
- Inserting images and graphics; Creating and modifying diagrams & charts; Workgroup Collaboration
Inserting, viewing and editing comments; Converting documents into Web pages

Excel:

- Working with Cells and Cell Data a) Insert, delete and move cells b) Enter and edit cell data including text, numbers, and formulas c) Check spelling d) Find and replace cell data and formats e) Work with a subset of data by filtering lists
- Managing Workbooks a) Manage workbook files and folders b) Create workbooks using templates c) Save workbooks using different names and file formats
- Formatting and Printing Worksheets a) Apply and modify cell formats b) Modify row and column settings & formats c) Apply styles d) Use automated tools to format worksheets e) Modify Page Setup options for worksheets f) Preview and print worksheets and workbooks
- Creating and Revising Formulas a) Create and revise formulas b) Use statistical, date and time, financial and logical functions in formulas
- Creating and Modifying Graphics a) Create, modify, position, and print charts b) Create, modify, and position graphics
- Workgroup Collaboration a) Convert worksheets into Web pages

Access:

- The student will be able to open and view a database and view and modify records of data within tables
- The student will be able to create and update tables; setting properties of fields in tables
- The student will be able to create and modify queries and filters using multiple tables in queries
- The student will be able to create forms from queries and tables using forms to update tables
- The student will be able to create, preview and print basic reports, using groups in reports and also create mailing labels.

PowerPoint:

- Create a presentation from a template
- Add textual information
- Add visual elements
- Bring in data from other sources
- Customize a presentation
- Deliver presentation
- Become familiar with the terminology and use of Windows 7, and PowerPoint 2013.

Required Texts and Materials/Optional Materials as Appropriate:

- Text: Duffy, Jennifer & Cram, Carol, *Microsoft Word 2013: Illustrated Complete, 1st Edition*.
- Software: Microsoft Office 2013.
- USB or other removable storage device

Access to Resources:

- <http://sam.cengage.com/Login.aspx> Link provides access to e-book, instructional resources, assignments, & gradebook.
- <http://www.cengagebrain.com/shop/index.html> Link provides access to e-book & data files.

Class Modalities/Alternative Learning Strategies: The class is designed to include lecture/lab format. The instructor will interact with students & assist them with problems they may encounter in completing the assignments.

Required Readings, Presentations, Written Assignments, etc.: Students are expected to complete daily assigned reading from the text and homework problems **prior** to class. Completion of the daily readings, homework assignments, and lab activities are crucial to obtain an understanding of the underlying concepts and skills necessary for passing exams. Students will have a test at the end of each chapter with a cumulative test at the end of the course. Students must come prepared for class with their textbook, work book, completed homework, calculator, pen/pencil and contribute to class discussions and activities.

Evaluation/Grading System:

94-100 = A	91-93=A-	88-90=B+	84-87 = B	81-83=B-	78-80 = C+
74-77= C	71-73=C-	68-70=D+	64-67=D	60-63=D-	0-59 = F

Final TC3 Grade Determined by:

Lab Problems/Exercises	40-60%
Final Exam or Final Project	40-50%
Quizzes (Optional)	<=20%

Final Unatego Grade Determined by:

Lab Problems/Quizzes	90%	} Each Marking Period
Exercises (Homework)	10%	
Final Exam	20%	Overall

Statement of Academic Integrity: All students at Unatego Central School District are expected to act in an academically honest fashion in all aspects of his/her academic work. Any action taken by a student that would result in misrepresentation of someone else's work or actions as the student's own such as cheating, plagiarism, or other forms of academic dishonesty will not be tolerated. Students found guilty of academic dishonesty will receive a zero for those assignments and risk the possibility of a loss of credit for the course.

Tompkins Cortland Community College's Statement of Academic Integrity

Every student at Tompkins Cortland Community College is expected to act in an academically honest fashion in all aspects of his or her academic work: in writing papers and reports, in taking examinations, in performing laboratory experiments and reporting the results, in clinical and cooperative learning experiences, and in attending to paperwork such as registration forms.

Any written work submitted by a student must be his or her own. If the student uses the words or ideas of someone else, he or she must cite the source by such means as a footnote. Our guiding principle is that any honest evaluation of a student's performance must be based on that student's work. Any action taken by a student that would result in misrepresentation of someone else's work or actions as the student's own — such as cheating on a test, submitting for credit a paper written by another person, or forging an advisor's signature — is intellectually dishonest and deserving of censure.

Make-Up Policy/Late Work: Students will be allowed one week to make up late/missing assignments and/or revisions. Assignments will be assessed a late penalty unless there is a legal excuse.

Attendance Policy: Attendance will be taken in accordance with Unatego and TC3 policies. Students are expected to attend every class. If a student is absent on the day a lab, quiz, or exam is due, the instructor decides whether the work may be submitted late. If a student misses class for any reason, the student is responsible for any material, announcements, and assignments.

Student Responsibilities: Student participation in class discussions and activities, as well as keeping up with all assigned work will help individuals grasp concepts and identify areas that need additional instruction. Office hours are available for further clarification and/or assistance.

Introduction to Microsoft Office 2013
Course Expectations 2015-2016
Mrs. Jackson

Please complete and return this page. Keep previous pages for your reference.

I have read the attached expectations and I understand that if I fail to meet any of them, credit for this course may be in jeopardy.

Student Signature _____ Date _____

Parent/Guardian
Signature _____ Date _____

Please indicate how you would like me to contact you should the need arise:

Parent/Guardian Name (Please Print): _____

_____ Phone #: _____ (Work / Home / Cell) Best time to call: _____

_____ Email Address: _____

Parent/Guardian Name (Please Print): _____

_____ Phone #: _____ (Work / Home / Cell) Best time to call: _____

_____ Email Address: _____

Student Email: _____