

**Course Syllabus Microsoft For Beginners:
SENR 7116 101CL
10:00am-12:00pm / Tuesday / Internet**

Instructor Information

Name: Mishelene Baker

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Required Supplies

Refer to supply list.

End-of-Course Outcomes

- Recognize the importance of computer applications.
- Determine the appropriate application for specified tasks.
- Explore numerous options that are available in each program.
- Discuss various computer applications in society.

Course Outline

Q1-Microsoft Word

In this portion of the course, the learner becomes acclimated with Word. Microsoft Word software will help the user move smoothly through the task of creating professional-looking documents. Students will witness that the rich features and powerful tools of Word can make their work easy, and even fun. In this course, the user will learn how to use Word to create and edit simple documents; format documents; add tables and lists; and proof documents.

Week #1

- Get acquainted; Discuss course goals; Review syllabus, student information letter; Discuss Run/Hide/Fight; Review Fire Shelter/AED information
- Navigate and perform common tasks in Word, such as opening, viewing, editing, saving, and printing documents, and configuring the application.
 - Format text and paragraphs.

Week#2

- Perform repetitive operations efficiently using tools such as Find and Replace, Format Painter, and Styles.
- Enhance lists by sorting, renumbering, and customizing list styles.

Week #3

- Create and format tables.
- Insert graphic objects into a document, including symbols, special characters, illustrations, pictures, and clip art.

Week #4

- Format the overall appearance of a page through page borders and colors, watermarks, headers and footers, and page layout.
- Use Word features to help identify and correct problems with spelling, grammar, readability, and accessibility.

Q2-Microsoft Excel

In this portion of the course the learner will learn to create, manage, and edit workbooks. The user will always summarize data with Excel by incorporating formulas, formatting, and charts and graphs. The learner will find that Excel is an organizational tool that can be used in everyday tasks. This entry level course also challenges the user to optimize the worksheet, use functions to create formulas, and incorporate graphs, templates and graphs.

Week #5

- Create and edit worksheets
- Use formulas and functions

Week #6

- Sort and filter detail data visually
- Summarize data with Excel by incorporating formulas, formatting, and charts and graphs

Week #7

- Optimize your worksheets using templates, graphs, and formulas
- Design simple to complex formulas by nesting Excel functions

Week #8

- Import, fine-tune, and share Excel data
- Create, manage, and launch macros

Q3-Microsoft PowerPoint

In this portion of the course, the learner will learn to create professional quality presentations, gather the appropriate way manage the software, and learn how to plan a presentation for the audience. The student will find that this software enables them to be creative and tell their story by incorporating their own ideas into a presentation. In addition, the user will gather an understanding of how to incorporate photos, graphs, templates, graphs, and media files into presentations.

Week #9

- Examine slide show presentation concepts and explore the Microsoft Office PowerPoint environment.
- Create a new presentation.
- Modify presentation themes.

Week #10

- Add and edit text to slides.
- Add new slides to a presentation.
- Insert clipart images and shapes to slides.

Week #11

- Insert and modify tables and charts.
- Add sound and video to a slide presentation.
- Insert and edit animations and slide transitions.
- Display a speaker-lead and self-running presentation.

FINAL WEEK

Week #12

- Review entire office suite/ Application of concepts
- Review/Discuss features and uses for each program

Grading Scale

Students enrolled in non-funded non-credit classes will receive a final grade of "CR" (Completed Successfully) or "N" (no, did not complete).

Withdrawal Policy

You may withdraw from this course at any time by speaking with the Front Desk Personnel who will file the necessary paperwork. Once the semester is underway, we do not issue refunds. If you have a special circumstance, please speak with the Program Manager.

Americans with Disabilities

Any student with a documented disability needing academic accommodations is requested to contact the Office of Services for Students with Disabilities at 409-933-8520, which is in the Student Success Center. <http://www.com.edu/student-services/counseling.php>.

Classroom Conduct Policy

College of the Mainland requires that students be familiar with the Standards of Student Conduct, which can be found in the on-line Student Handbook at <http://www.com.edu/student-services/student-handbook.php>. Students should always act in a professional manner and will be held accountable according to college policy. Violations of the Code of Conduct will result in a referral to the Office for student Conduct and may result in class dismissal.

Emergency Notification System

College of the Mainland uses a rapid notification system called COM Alert to send text, voice and/or email messages for unscheduled school closings and other emergencies. Student and employee contact information provided during registration is automatically loaded into the system and updated every night. Because of this, students are encouraged to provide a cellphone number as their primary contact phone number. Students may update their default contact information through the Lifelong Learning office. In addition to the automated process, anyone including non-student

family and community members may create a COM Alert account by visiting <https://comalert.bbcportal.com>. This type of account is managed independently from the automatic uploads and allows for multiple contact phone numbers to be provided.

Concerns/Questions Statement

If you have any questions or concerns about any aspect of this course, please contact the instructor using the contact information provided at the top of this form. If, after discussing your concern with the instructor, you continue to have questions, please contact Lisa Renfroe at 409-933-8432.

Drug-Free / Smoke-Free Campus Policy

College of the Mainland prohibits the possession or use of illegal drugs or alcohol by students on campus or while representing the college at off campus student events. Violations of this policy will result in dismissal from the program. College of the Mainland campuses are smoke-free campuses.