Semester	Spring 2023
Meeting Days/Time	Tuesday and Thursday 8:00 AM - 9:20 AM
Instructor	José Torres
Instructor Phone	609-744-4866
Instructor E-mail	jose.torres@rutgers.edu
Instructor Office Hours/Location	By Arrangement

52:623:201:01:16938 Introduction Business Computing– Three Credit Hours
In the modern economy, no business manager can perform well without a good understanding of information technology and its role in supporting business goals and transforming organizations. This course is designed to enable students to not only learn information technology concepts but also to apply them.

COURSE/LEARNING OBJECTIVES
With the successful completion of this course, students will be empowered to:
- demonstrate understanding of PC operating systems, specifically Windows 10, to manage files, folders, and software applications;
- navigate the Microsoft Office 2019 suite of applications;
- produce professional word processing documents, including letters, memos, résumés, and research papers;
- use advanced word processing features such as styles, tables, and mail merges;
- manage, analyze, and format data with spreadsheets, utilizing cell ranges, formulas, functions, charts, and what-if tools;
- explain the uses of relations database systems and demonstrate ability to sort and query a database, plus generate reports; and
- promote ideas with powerful slideshow presentations.

INSTRUCTIONAL MATERIALS
Required Resources
Software: Microsoft Office 2019 (Word, PowerPoint, Excel, Access)
This software is available for free for Rutgers University students available:
https://it.rutgers.edu/microsoft-office/microsoft-office-for-students

eTextbook

Do NOT purchase the materials through Amazon or any other online store. They should be purchased only directly from Cengage. **Also, when registering for this class in MindTap, please use your Rutgers email address! Do NOT use your personal email address.**	**Shelly Cashman Series Microsoft Office 365 & Office 2019 Introductory**. There are three ways to obtain the instructional materials: 1. If this is an **on-site or hybrid class**, please attend the 1st day of class and I will navigate you through the registration and purchase process. The 4-month access costs $124.99. There is also a free temporary access for 14 days. After 14 days, you must complete the purchase. 2. If this is an **online, on-site, or hybrid class**, select "Getting Started with MindTap" under the Course Essentials module. This will navigate you through the Cengage MindTap registration and payment process. Again, the 4-month access costs $124.99. 3. You can also go to https://www.cengage.com. Select "Students"; Click "Register and Buy" under "An Online Homework Platform"; Select MindTap, Select Canvas; Click "No" since the course materials are not included within your tuition costs. This will take you to a brief video "How to Register for MindTap in Canvas", or simply scroll down and follow the instructions on how to register. As a reference, the eTextbook. Student Copy ISBN is 9780357026229. Whether it says "Advanced" or "Introductory", you will need to select Cengage Unlimited (4-month access) for $124.99. This will give you access to the eText and all the online assignments. If you want a rental hardcopy, it will cost an additional $9.99. **Note:** the good news is if you are taking another class where your instructor is also requiring a Cengage textbook, you will NOT need to pay for that textbook. Cengage Unlimited allows you full access to any of their instructional materials for no additional cost.

ADDITIONAL REQUIRED MATERIAL
- Use of Flash Drive/Memory stick, or get free space at Google drive: https://www.google.com/intl/en/drive/
- Use of Microsoft Office 2019 software outside of class.

COURSE REQUIREMENTS AND TEACHING STRATEGIES

This course will be conducted with classroom lectures and discussions based on the text and supplemental materials. Group discussions and assignments will be conducted to enhance collaborative learning and exercise the techniques and considerations presented in the course. Student comprehension of course content will be assessed through examinations, individual research on current topics, group discussions, and active participation in class discussion.

HOW TO SUCCEED IN THIS COURSE
The material presented in class provides the essential backbone of the course. You are expected to:
- Read all text material assigned for each class
- Use PowerPoints as a guide for key concepts
- Follow instructions in all assignments
- Start assignments early and submit them on time
- Consult/meet with the professor immediately when you need help.

CANVAS
- Posted will be the syllabus, resources (articles and examples), Power point slides, announcements, guides, etc. To access this system, go to https://rutgers.instructure.com or canvas.rutgers.edu, log in, and click on the course tab "2023SP - INTRO BUSNS COMPUTNG 52:623:201:01".

PROFESSOR COMMUNICATION
- All communications to students will be done using the Rutgers email address provided to you. Please forward your Rutgers email to your personal email if necessary.
- You can either email me at jose.torres@rutgers.edu, or via the Canvas tool.
- Note that during the week, from Monday until Friday, I will try reply to all e-mails within 24 hours. Please do not expect immediate response. (If you do not hear from me within 48 hours, please re-send your email as I may have overlooked or accidentally deleted your e-mail.)
- Although, I check my e-mails a few times daily, I may not be able to completely answer all e-mails immediately upon receiving them. Note that I may also be travelling out of town on many weekends and may not be able respond to weekend e-mails until Monday.
- You can also reach out to me by cell/text at 609-744-4866. If I am not available when you call, please leave me a voice message and I will get back to you as soon as possible.
- When communicating to me by email or text, please <u>ALWAYS identify yourself and the course</u>!
- **<u>Not checking your Rutgers email is not an excuse for missing any communications.</u>**

EVALUATION METHOD

Assignments	50%
Exams	40%
Attendance and Participation (for every class missed 0.5% will be deducted until it reaches 0%)	10%

GRADING SCALE
Grades represent the level or quality of the student's performance in a course and are reported by instructors to the registrar at the end of the semester by the following symbols:

Grade	Definition	Numerical Equivalent	Score Equivalent
A	Outstanding	4.0	90-100%
B+		3.5	85-89%
B	Good	3.0	80-84%
C+		2.5	75-79%
C	Satisfactory	2.0	70-74%
D	Poor	1.0	60-69%
F	Failing	0.0	Below 60%

COURSE OUTLINE BY WEEK

Week / Dates	Topics	Assignments	Learning Events
1 **(1/17 – 1/22)**	Orientation Windows	• Syllabus Review • Set up MindTap	N/A
2 **(1/23 – 1/29)**	Word 1	• Word Module 1 SAM Training **(due 1/25)** • Word Module 1 SAM Project 1 **(due 1/27)**	• Creating and Modifying a Flyer
3 **(1/30 – 2/5)**	Word 2	• Word Module 2 SAM Training **(due 2/1)** • Word Module 2 SAM Project 1 **(due 2/3)**	• Creating a Research Paper
4 **(2/6 – 2/12)**	Word 3	• Word Module 3 SAM Training **(due 2/8)** • Word Module 3 SAM Project 1 **(due 2/10)**	• Creating a Business Letter
5 **(2/13 – 2/19)**	Word Exam	• Word SAM Capstone Project 1 (Exam - **due 2/16**)	• Word Exam
6 **(2/20 – 2/26)**	PowerPoint 1 PowerPoint 2	• PowerPoint Module 1 SAM Training **(due 2/22)** • PowerPoint Module 1 SAM Project 1 **(due 2/22)** • PowerPoint Module 2 SAM Training **(due 2/24)** • PowerPoint Module 2 SAM Project 1 **(due 2/24)**	• Creating and Editing Presentations with Pictures • Enhancing Presentations with Shapes and SmartArt
7 **(2/27 – 3/5)**	PowerPoint 3	• PowerPoint Module 3 SAM Training **(due 3/1)** • PowerPoint Module 3 SAM Project 1 **(due 3/3)**	• Inserting WordArt, Charts, and Tables
8 **(3/6 – 3/10)** **SHORT WEEK!**	PowerPoint Exam	• PowerPoint SAM Capstone Project 1 (Exam - **due 3/9**)	• PowerPoint Exam
9 **(3/11 – 3/19)**	Spring Recess	N/A	• No Assignments

10 **(3/20 – 3/26)**	Excel 1 Excel 2	• Excel Module 1 SAM Training **(due 3/22)** • Excel Module 1 SAM Project 1 **(due 3/22)** • Excel Module 2 SAM Training **(due 3/24)** • Excel Module 2 SAM Project 1 **(due 3/24)**	• Creating a Worksheet and a Chart • Formulas, Functions, and Formatting
11 **(3/27 – 4/2)**	Excel 3	• Excel Module 3 SAM Training **(due 3/29)** • Excel Module 3 SAM Project 1 **(due 3/31)**	• Working with Large Worksheets, Charting, and What-If Analysis
12 **(4/3 – 4/9)**	Excel Exam	• Excel SAM Capstone Project 1 (Exam - **due 4/6**)	• Excel Exam
13 **(4/10 – 4/16)**	Access 1	• Access Module 1 SAM Training **(due 4/12)** • Access Module 1 SAM Project 1 **(due 4/14)**	• Databases and Database Objects: An Introduction
14 **(4/17 – 4/23)**	Access 2	• Access Module 2 SAM Training **(due 4/19)** • Access Module 2 SAM Project 1 **(due 4/21)**	• Querying a Database
15 **(4/24 – 4/30)**	Access 3	• Access Module 3 SAM Training **(due 4/26)** • Access Module 3 SAM Project 1 **(due 4/28)**	• Maintaining a Database
(5/1 – 5/3)	Reading Days	N/A	• No Assignments
16 **(5/4 – 5/10)**	Access Exam	• Access SAM Capstone Project 1 (Exam - **due 5/9**)	• Access Exam

IMPORTANT: Please be aware that since this course is being taught from Camden, New Jersey, the time for the deadlines is always in **Eastern Standard Time (EST)**. There will be no exceptions to this rule.

GRADING INFORMATION
IMPORTANT
- I am <u>very strict</u> with deadlines. I have <u>zero tolerance</u> for missing deadlines.
- There will be no make-ups for missed exams or graded homework assignments.
- There will be no extra-credit work and there will be no extensions for any assignments.

<u>Acceptable</u> reasons for not completing your work on time (proof is required):
- Death of an immediate family member (parent, sibling, child, grandparent)
- Military service
- Hospitalization
- Jury Duty

<u>Unacceptable</u> reasons for not completing your work on time:
- "My computer crashed/broke"
- "My Internet access went down"
- "I don't have the textbook"
- "I mixed up the deadlines of this course with another class"
- "I submitted the wrong assignment" (i.e.; a blank document or the incorrect assignment)
- "I am taking too many classes"
- "I did not save my file" or "I lost my file"
- "I have a job" or "I have two jobs"
- "I work very long hours"
- "I worked late last night"
- "I was sick" (without providing a doctor's note)
- "I have personal issues"
- "I was on vacation" (however, if you have a planned vacation, please let me know **before** you take it)
- "I forgot"

CLASS POLICIES
- Students are expected to attend and participate in class. Come to class prepare to contribute to the discussion. Read the chapters and any relevant outside material you can find.
- Duties related to your employment or business do not provide an acceptable excuse for class absences, or missed examinations. If, for a university approved reason, you cannot take an exam at the scheduled time you must give the professor written notice at least one week in advanced and then take the exam on the specified day and time.
- No incomplete will be given
- If Rutgers cancels class for a snow or other emergency, this class will not meet. If an exam is scheduled and the university is closed, the exam will be postponed one class period. Check https://camden.rutgers.edu/operating-status for possible class cancellations. If Rutgers cancels class on a day when no exam is scheduled, expect the exam to take place on the date originally scheduled.
- Students are required to turn off their cells while they are in class, unless there is an emergency. Emailing, texting, and web-surfing other than assignments should not be done in class.

MICROSOFT OFFICE ASSIGNMENTS

Computer assignments will be given periodically throughout the semester and will require you to learn software packages such as Microsoft Word, Excel, PowerPoint, and Access. Computer assignments must be professional looking when you submit them. These assignments will be submitted electronically via Canvas.

COURSE POLICIES/PROCEDURES/ADMINISTRATIVE

ACADEMIC INTEGRITY

The Academic Integrity policy can be found at http://studentconduct.rutgers.edu/student-conduct-processes/academic-integrity/

Students are responsible for understanding the principles of academic integrity and abiding by them in all aspects of their work at the University. Students are also encouraged to help educate fellow students about academic integrity and to bring all alleged violations of academic integrity they encounter to the attention of the appropriate authorities.

Academic Integrity means that you (the student) must:
- properly acknowledge and cite all use of the ideas, results, or words of others,
- properly acknowledge all contributors to a given piece of work,
- make sure that all work submitted as your own in a course activity is your own and not from someone else
- obtain all data or results by ethical means and report them accurately
- treat all other students fairly with no encouragement of academic dishonesty

Adherence to these principles is necessary in order to ensure that:
- everyone is given proper credit for his or her ideas, words, results, and other scholarly accomplishments
- all student work is fairly evaluated and no student has an inappropriate advantage over others
- the academic and ethical development of all students is fostered
- the reputation of the University for integrity is maintained and enhanced.

Failure to uphold these principles of academic integrity threatens both the reputation of the University and the value of the degrees awarded to its students. Every member of the University community therefore bears a responsibility for ensuring that the highest standards of academic integrity are upheld. Violations are taken seriously and will be handled according to University policy.

PLAGIARISM

Plagiarism means the act of passing off the work or ideas of another person as one's own.

Plagiarism can be either intentional (for example, downloading a research paper from the Internet and submitting it as one's original work), or unintentional (for example, the single improper citation of another person's statement). Both forms of plagiarism are unacceptable at Rutgers University.

STUDENT CODE OF CONDUCT

Rutgers University-Camden seeks a community that is free from violence, threats, and intimidation; is respectful of the rights, opportunities, and welfare of students, faculty, staff, and guests of the University; and does not threaten the physical or mental health or safety of members of the University community, including in classroom space.

As a student at the University you are expected adhere to the Code of Student Conduct.
To review the code, go to the Office of Community Standards:
 https://deanofstudents.camden.rutgers.edu/student-conduct

Note that the conduct code specifically addresses disruptive classroom conduct, which means *"engaging in behavior that substantially or repeatedly interrupts either the instructor's ability to teach or student learning. The classroom extends to any setting where a student is engaged in work toward academic credit or satisfaction of program-based requirements or related activities."*

If the violation is immediate and a potential threat is a concern, call the Rutgers-Camden police at 856-225-6111

NETIQUETTE STATEMENT
Etiquette expectations from online students
The following protocols on the codes of behavior reflect professional business norms on manners, courtesy, and respect. (In general, you should treat others as you would like others to treat yourself. Be mindful that what is acceptable in a text or chatroom with friends may not be appropriate in a classroom or in an online conversation with an instructor.)

Even though many of you are already aware of these protocols, they are explicitly stated here so that everyone is cognizant of the same protocols. These protocols should be followed by all students taking this course to help ensure the online experiences for everyone involved are pleasant. They are as follows:
- If you were to send an e-mail to the professor / tutor, please address the person appropriately such as "Dr. …." or "Mr./Ms. …." , not 'Hey'. Note that I will address you with your first name, un-less you prefer that I address you differently.
- When sending an e-mail, you can get better attention by using the following guidelines:
  - use descriptive subject lines, (I am sure you have received a lot of Spam e-mails and I have occasionally and accidentally deleted student e-mails that I thought was Spam.)
  - please be as brief as possible by going straight to the point, and if possible, limit the use of attachments

Never send offensive and insulting messages (this is a violation of the Student Code of Conduct). If you disagree, say so and state your reasons. Social media is a very powerful tool for communication. However, it can be badly misused if it is not used correctly or professionally. For example, you may have personal and legitimate concerns with this course. However, other students, who do not have similar feelings, can be negatively influenced by your concerns. This will unnecessarily and negatively affect their overall experience of the course. Therefore, to minimize such an occurrence, please feel free to directly contact the instructor/tutor first to resolve any concerns that you may have to help ensure that everyone's online experience of this course is beneficial.

- Always guard against inciting others when it comes to content, opinions, etc. That is, avoid blaming or accusing others of wrong doing.

- Do not start a volley of back and forth e-mails, with copies distributed to every student in the class.
- Copy the minimum number of people. That is, send e-mails to only the people you think should receive and will benefit from it.
- Treat all e-mails and postings as permanent forms of written record and do not expect that any your e-mail communications to be private, unless stated otherwise. Instead, assume that all e-mail communications are public.
- Do not publicize your own or others' personal information (such as email, phone numbers, last names, etc.)

DISABILITY SERVICES/ACCOMMODATIONS

The University is committed to supporting the learning of all students and faculty will provide accommodations as indicated in a Letter of Accommodation issued by the Office of Disability Services (ODS). If you have already registered with ODS and have your letter of accommodations, please share this with me early in the course. If you have or think you have a disability (learning, sensory, physical, chronic health, mental health or attentional), please contact https://success.camden.rutgers.edu/disability-services.

Accommodations will be provided only for students with a letter of accommodation from ODS. Their services are free and confidential. Letters only provide information about the accommodation, not about the disability or diagnosis.

EXPECTATIONS OF CLASSROOM CIVILITY
(Source: The Assoc of College and University Educators)

The following protocols on the codes of behavior reflect professional business norms on manners, courtesy, and respect. (***In general, you should treat others as you would like others to treat yourself. Be mindful that what is acceptable in a text or chatroom with friends may not be appropriate in a classroom or in an online conversation with an instructor***.)

- Classroom attendance is a necessary part of this course; therefore, (include specific requirements and any impact on grades).
- You are expected to do your own work. Cheating, plagiarism, and any other form of academic dishonesty will not be tolerated and will result in (include consequences).
- Meaningful and constructive dialogue is encouraged in this class and requires a willingness to listen, tolerance for different points of view, and mutual respect from all participants. All course members will be expected to show respect for individual differences and viewpoints at all times.
- The use of electronic devices can be disruptive to those around you. As a result, the use of such devices should be limited to class-related tasks.

Exam Make-up Policy

If, for a university approved reason, you cannot complete an assignment during the scheduled time you must give the professor written notice at least one week in advance so that other arrangements can be made. If the situation does not allow for advance notification (for example, emergency hospitalization), contact the professor as soon as possible after a missed exam. Make-up exams for non-university approved reasons are not guaranteed. The professor reserves the right to request written documentation to support your absence (such as a doctor's note, an obituary, or military orders).

Student Health & Well Being Resources

Health and Wellbeing resources. Health and well-being impact learning and academic success. Throughout your time in college, you may experience a range of concerns that can cause barriers to your academic success. These might include illnesses, strained relationships, anxiety, high levels of stress, alcohol or drug problems, feeling down, or loss of motivation. The Wellness Center Medical and Counseling staff can help with these or other issues you may experience. You can learn about the free, confidential mental health services available on campus by calling 856-225-6005, visiting the website at https://wellnesscenter.camden.rutgers.edu/ or visiting the Wellness Center on the 2nd Floor of the Campus Center.

Dean of Students CARES Team - College is a time when students are testing their independence and striving to find themselves. It's not uncommon for these journeys to have rough points. For some students, personal, emotional, psychological, academic, or other challenges may hinder their ability to succeed both in and outside of the classroom. The Dean of Students Office is here to assist students with these concerns by strategically and effectively handling and referring student concerns/needs across all areas of the campus and University as needed. The Dean of Students Office serves as an initial contact for students who need assistance with these challenges. Phone: 856-225-6050, Email: deanofstudents@camden.rutgers.edu, or http://deanofstudents.camden.rutgers.edu/

Basic needs security
Students who have difficulty affording groceries or accessing sufficient food to eat every day, or who lack a safe and stable place to live, or do not have regular access to technology, and believe this may affect their performance in the course, are urged to contact the Dean of Students for support.
- Rutgers–Camden Dean of Students: deanofstudents@camden.rutgers.edu
- Rutgers–Camden Food Pantry: scarlet-raptor-foodpantry@camden.rutgers.edu

Students with Disabilities
I am committed to supporting the learning of all students in my class and will provide accommodations as indicated in a Letter of Accommodation issued by the Office of Disability Services (ODS). If you have already registered with ODS and have your letter of accommodations, please share this with me early in the course. If you have or think you have a disability (learning, sensory, physical, chronic health, mental health or attentional), please contact https://success.camden.rutgers.edu/disability-services.

Accommodations will be provided only for students with a letter of accommodation from ODS. Their services are free and confidential. Letters only provide information about the accommodation, not about the disability or diagnosis.

Title IX and the Violence Prevention & Victim Assistance Office
Rutgers faculty are committed to helping to create a safe learning environment for all students and for the university as a whole. If you have experienced any form of gender or sex-based discrimination or harassment, including sexual assault, sexual harassment, relationship violence, or stalking, know that help and support are available. Rutgers has staff members trained to support survivors in navigating campus life, accessing health and counseling services, providing academic and housing accommodations, and more. The University strongly encourages all students to report any such incidents to the University. Please be aware that all *Rutgers employees (other than those designated as confidential resources such as advocates, counselors, clergy and healthcare providers as listed in Appendix A to Policy 60.1.33) are required to report information about such discrimination and harassment to the University*. This means that if you tell me or any faculty member about a situation of sexual harassment or sexual violence, or other related misconduct, we must share that information with the University's Title IX Coordinator. If you wish to speak to a confidential employee who does not have this reporting responsibility, you can speak to staff in the Office of Violence Prevention & Victims Assistance. For more information about your options at Rutgers, please go to http://respect.camden.rutgers.edu .

NATIONAL AND STATE RESOURCES FOR STUDENT WELLBEING:
National Suicide Prevention Lifeline: 1-800-273-8255
Crisis Text Line: text HOME to 741741
Crisis Text Line for Students of Color: text STEVE to 741741
Trevor Lifeline (LGBTQ+): 1-866-488-7386
National Domestic Violence Helpline: 1-800-799-7233 or text LOVEIS to 22522
NJ HOPE line- https://njhopeline.com/

Undocumented Students - Student Services. Undocumented students enrich our university community. Rutgers-Camden is steadfast in its effort to protect and support all members of our community, regardless of immigration status or personal circumstance. Resources (legal, career and support) for students can be found here: https://undocumented.camden.rutgers.edu/

Veteran, Active Duty and National Guard Member Services.
The Office of Military and Veterans Affairs and Rutgers-Camden supports our students who have served and their family members, including explanation of benefits, referrals to resources on and off campus, supporting students who are deployed for active duty and answering questions. Contact the office for resources at: http://veterans.camden.rutgers.edu/

International (F-1) Students.
Rutgers Camden Office of International Students and Programs provides support services and resource referrals for our international students. Contact the office: https://international.camden.rutgers.edu/

LEARNING CENTER, LEARNING SPECIALISTS AND TUTORING
I am committed to making course content accessible to all students. The Learning Center provides Learning Specialists who can help you build a learning plan based on your strengths and needs, tutors, study groups and more services. Many services are available in virtual formats and after normal business hours. If English is not your first language and this causes you concern about the course, please contact the Learning Center and make an appointment with a Learning Specialist to create a plan of action. More information and to make an appointment - https://learn.camden.rutgers.edu/

Writing Support and Services. The Rutgers Camden Writing and Design Lab provides personal tutoring, workshops and online. https://wdl.camden.rutgers.edu/

Using Microsoft Office 2019 in Rutgers Virtual Lab - For Students with Mac Laptops

1) Start by going to this website: https://rcit.rutgers.edu/virtlab
2) Select "Access the Rutgers Virtual Computer Lab" (see screenshot below)
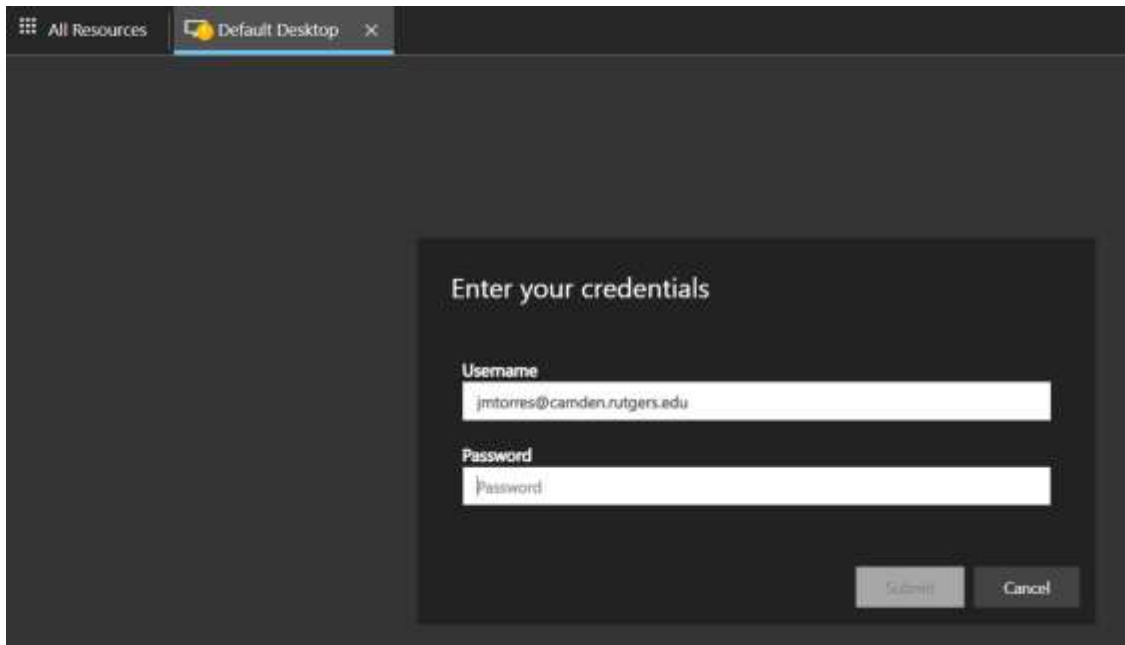

3) Click Default Desktop

4) Select Allow
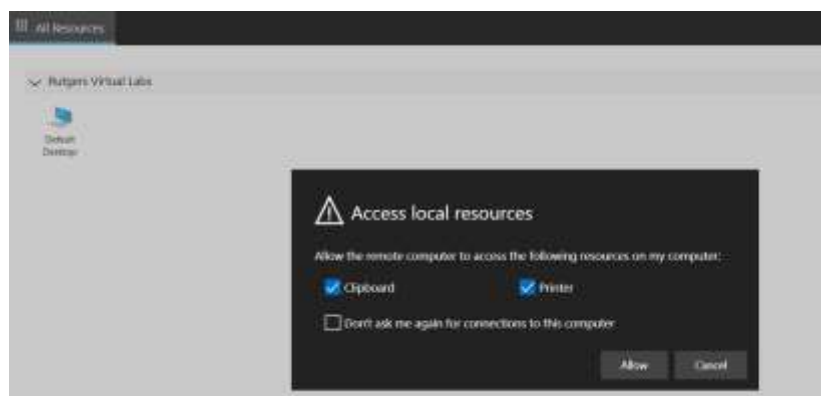
5) Enter your credentials

6) Click OK

7) Once you enter your credentials, it will take about 40-45 seconds to get into Rutgers' Virtual Lab

8) Your Rutgers Virtual Lab screen would look like this (see screenshot next page):

9) Once in his screen, it is just like being on any computer in Rutgers' Computer Labs. Here, you can access your Rutgers email, Canvas, Microsoft Office, MS Project, Google Chrome, Firefox, etc.

10) Please note that at the lower-left corner of the screen, you will see two (2) Start buttons. The one at the very bottom is YOUR computer's Start button. The one above is Rutgers' Virtual Lab Windows Start button. This is **VERY** important to recognize so that if you work on a file while being in the Rutgers' Virtual Lab environment, you **MUST** save your work in a flash drive.

11) **IMPORTANT**: if you logout of Rutgers' Virtual Lab without saving your file to a flash drive, your work will be lost permanently. Therefore, it is always a good practice to continuously save your file to a flash drive while working through the exercises.

12) To get out of Rutgers Virtual Lab, simply click the "X" next to the Default Desktop tab. This will take you back to the Rutgers Virtual Labs screen. Once there, you can just close the screen.

13) If you have any technical issues, please contact Rutgers IT Help Desk at 856-225-6274 (Mon-Fri)

GENERAL /ADMINISTRATIVE

Key Spring 2023 Dates:

Spring 2023 classes begin — Tuesday, January 17th
Last day to drop classes w/o "W" — Thursday, January 26th
Last day to add classes — Thursday, January 26th

Spring Recess — Saturday, March 11th - Sunday, March 19th

Last day to withdraw with a "W" — Monday, April 3rd - Deadline 5:00 PM

Regular classes end — Monday, May 1st
Reading days — Tuesday May 2nd and Wednesday, May 3rd
Final exam period — Thursday, May 4th – Wednesday, May 10th

SKILL SET EXPECTED FROM STUDENTS UPON COMPLETION THE COURSE

Expectations about using **Word**

- Open, Modify and Save a Word Document
- Create an AutoText Entry and Insert AutoText
- Set Page Margins and Orientation
- Insert a Page Break, Section Break
- Insert a Page Number in the Footer
- Perform a Spelling and Grammar Check
- Insert Non-breaking Spaces and Non-breaking Hyphens
- Add a Cover Page and Insert a Document Header
- Change document appearance such as format text, change line spacing, apply border
- Insert a Section Break and Create Columns
- Insert a Table of Contents
- Create a Table. Insert Rows and Columns. Apply table style
- Insert an Excel chart/graph and data range
- Track Document Changes. View, Add, and Delete Comments. Accept and Reject Changes
- Create and modify footnotes. Convert Footnotes to Endnotes.
- Use Mail merge

Expectations about using **Excel**

- Create a new workbook, open existing workbook, add worksheets, rename worksheets and workbooks, change page order in a workbook, save workbooks
- Insert rows and columns
- Format rows, columns, cells (e.g., change alignments, date & money formats etc)
- Insert an Image
- Insert a Comment, insert Custom Header and Footer
- Insert or copy formulas (use fill handle), use General Functions
- Freeze and Unfreeze Rows and Columns
- Hide and Unhide Rows, Columns, and Worksheets
- Protect a Worksheet and a Workbook and Control Calculations
- Use the IF Function
- Use the VLOOKUP Function
- Create, format, sort tables. Filter a table
- Create, format, name, modify, resize, copy charts, change chart types, add text box and nomenclature
- Create Chart with Multiple Data Series
- Save and View Chart as Web Page
- Create print area, format and print charts, worksheets
- Embed a Chart in Microsoft Word

Expectations about using **PowerPoint**

- Create a New Presentation. Add Slides. Check Spelling and Use the Thesaurus.
- Modify Text and Layout. Reorder Slides. Apply a Design Theme
- Add a Table. Insert, Move, and Resize Clip Art. Apply a Transition. Animate Objects
- Display a Slide Show. Navigate to Specific Slides. Annotate a slide
- Create a Presentation in Outline View. Import a Microsoft Word Outline
- Reuse Slides from Another Presentation
- Apply a Theme to a Presentation. Apply a Color Scheme. Add a Font Scheme. Apply a Background Style. Hide Background Graphics on a Slide
- Create a Handout Header and Footer
- Insert, size, position, flip, group, ungroup Cliparts
- Insert, modify, crop pictures
- Insert movie clip. Set movie options
- Add sound from a file. Change sound settings

Expectations about using **Access**

- Create a new simple database with 3 or 4 tables, create tables, create different types of fields (date, currency, auto number, integer etc.), define primary key
- Create, and view relationship diagram and use referential integrity
- Edit existing table to add or delete fields
- Import Excel data into an Access Table
- Create query using wizard using simple query criteria.
- Create a Report Using the Report Tool
- Add Grouping Levels and Calculate Summary Statistics in reports.
- Modify report such as change field width, reposition report objects etc.

Note: The instructor reserves the right to add, discontinue, or modify its programs and policies at any time. Modifications subsequent to the original publication of this syllabus may not be reflected here.