



North Central Kansas Technical College

Syllabus

Instructor: Robert McCreight

Office Hours: 2:30 – 3:30 M-F **Office Phone:** (785) 738-9070

E-Mail Address: rmccreight@ncktc.edu

Where to Leave Messages: On Office Phone or by E-Mail

Course Number: CIS – 108 **Semester Credits:** 3

Course Title: Advanced Computer Applications - Online

Building: Computer Technology

Catalog Description: This course is an in-depth introduction to Microsoft Office 2007. The student will learn the fundamentals of Microsoft Word, Excel, Access, and PowerPoint. Students will be exposed to practical examples of using the computer as a useful tool. Integration of data between the four software programs will be used to show the usefulness of data from one application to the other.

Required purchases (texts, supplies, etc.): Shelly, Cashman and Vermaat, "Microsoft Office 2007: Introductory Concepts and Techniques, Premium Video Edition," 1st Edition, ISBN 0324826842, © 2010

Reference Material: None

Method of Evaluation/Grades: _____
60% - Daily / Lab Work
40% - Tests

Due Dates for Assignments: All work is due by 12:00 (midnight) day its due. All work not turned in on time will receive no credit. Exceptions are made by interview only.

Date of Final Examination: There is no Final Exam

Late Assignment Policy: Late assignments are not accepted unless prior arrangements are made with the instructors.

Attendance Policy: All students are expected to read and complete all assignments. If you must miss any work, please notify the instructor before due date. All assignments are expected to be completed before excused absence.

Services For Students With Disabilities: Students, with either a permanent or temporary disability, who require accommodation for more than one week should request services by contacting the Student Services Office. Students requesting accommodations must present written documentation from a certified professional, which should include a statement identifying the disability as well as recommendations for accommodations. Contact, at least one month in advance, the Dean of Student Services (785) 738-2276 to make requests for accommodations.

Policy Regarding Academic Dishonesty: Academic dishonesty of any kind will not be tolerated while attending North Central Kansas Technical College. The examples of academic dishonesty are plagiarism, cheating, falsification or forgery of any assignments or examinations. Any student who participates in any form of academic dishonesty must accept the consequences of their actions. These consequences may include but are not limited to the following (a) verbal or written warning, (b) lowering of grade for assignment/activity, (d) failure of class assignment or exam.

Course Objectives:

- Introduction to Windows XP and Office 2007
- Introduction to Word 2007
- Be able to create and edit a Word document
- Be able to create a research paper
- Be able to create a resume and cover letter with a table
- Be able to create a web page using Word
- Introduction to Excel 2007
- Be able to create a worksheet and embed a chart
- Be able to work with Formulas, Functions, Formatting and Web Queries
- Be able to create what if analysis, charting, and working with large worksheets
- Be able to create static and dynamic web pages using Excel
- Introduction to Access 2007
- Be able to create and use a database
- Be able to query a database using the select query window
- Be able to maintain a database using the design and update features of Access
- Be able to share data among applications
- Introduction to PowerPoint 2007
- Be able to use a design template and text slides layout to create a presentation
- Be able to use the outline tab and clip art to create a slide show
- Be able to create a presentation on the Web using PowerPoint
- Be able to Integrate Office 2007 applications and the World Wide Web

Course Outline:

Week 1 – Course Introduction and upload tests

Week 2 – Word 2007 Chapter 1 Lecture “Creating and Editing a Word Document”

Week 3 – Word 2007 Chapter 2 Lecture “Creating a Research Paper”

Week 4 – Word 2007 Chapter 3 Lecture “Creating a Cover Letter and Resume”

Week 5 – Word 2007 Web Feature Lecture “Creating a Web Page Using Word” and **Word Test**

Week 6 – Excel 2007 Chapter 1 Lecture “Creating a Worksheet and an Embedded Chart”

Class 7 – Excel 2007 Chapter 2 Lecture “Formulas, Functions, Formatting, and Web Queries”

Class 8 – Excel 2007 Chapter 3 Lecture “What-If Analysis, Charting, and Working with Large Worksheets”

Class 9 – Excel 2007 Web Feature Lecture “Creating Web Pages Using Excel” and **Excel Test**

Class 10 – Access 2007 Chapter 1 Lecture “Creating and Using a Database”

Class 11 – Access 2007 Chapter 2 Lecture “Querying a Database”

Class 12– Access 2007 Chapter 3 Lecture “Maintaining a Database”

Class 13– Access 2007 Integration Feature Lecture “Sharing Data Among Applications” and **Access Test**

Class 14 – PowerPoint 2007 Chapter 1 Lecture “Creating and Editing a Presentation”

Class 15– PowerPoint 2007 Chapter 2 Lecture “Creating a Presentation with Illustrations and Shapes”

Class 16– PowerPoint 2007 Integration Features Lecture “Creating Web Pages Using PowerPoint” and **PowerPoint Test**

Chapter Work/Assignments:

If Assigned complete these sections for each chapter

Chapter Reinforcement TF, MC, and SA

Complete “In the Labs” 1 - 3

Proctored Exams:

Each student is required to retain an Exam Proctor.

1. An exam proctor is someone the course instructor has approved.
2. The college is not responsible for paying this individual.
3. The proctor must have access to Microsoft Office 07 and an Internet connection
4. The proctor must provide an email address and phone number to the instructor.

Examples of Proctors are:

- A. Public School Teachers
- B. Clergy
- C. Public Library employees
- D. College Instructors
- E. Law Enforcement Officers
- F. Not your Mother or Father or other Relative

You must submit their information to me by the end of the 2nd week. I will then call them and explain their roll and my expectation to them. Then on the Monday of test week I will email them with the password for that test.

At the conclusion of the course it is suggested that you reward them with at least a thank you.

If you are unable to retain a proctor you are allowed to use my room and facilities here on the Beloit campus. Again please make arrangements with me during the 2nd week of the course.

Most tests will take at least 30 minutes and no more than two hours.