Course Description: Non-Technical introductory course for the general student to have hands on experience with the personal computer. Students will learn keyboarding and mouse operation skills as well as the basic commands of Windows 2000 and how to perform word processing, spreadsheet, and database operations using Microsoft Office XP.

Rationale: To familiarize the student with the computer and the most commonly used word-processing, spreadsheet, and database programs. This will allow the student to acquire skills that are of value in both the workplace and the classroom.

Course Goals: To give the student an introduction to the use of computers and the programs most commonly used in both business and classroom environments.

Competencies:
1. Create, save, and print documents using Microsoft WORD.
2. Set up a spreadsheet and perform calculations on the data it contains using Microsoft EXCEL.
3. Utilize the charting functions of the spreadsheet to create bar, pie, and line charts.
4. Design, Create, and Enter records into a database utilizing Microsoft Access.
5. Query the data in the database files selecting out specific records for a report.
6. Integrate the three applications together to produce a report.

Text: Microsoft Office 2003
Pasewark and Pasewark
Course Technology 2002
Planned Schedule:

Word -
01/11/2005 Discuss Syllabus
Lesson 1: MS Office XP Basics Pages IN1
Lesson 1: Word Basics Pages IW3 – IW22

01/13/2005 Lesson 2: Basic Editing Pages IW23 – IW40

01/18/2005 Lesson 3: Helpful Word Features Pages IW41 – IW60

01/20/2005 Lesson 4: Formatting Text Pages IW61 – IW76

01/25/2005 Lesson 5: Formatting Paragraphs and Documents Pages IW77 – IW102

01/27/2005 Lesson 6: Desktop Publishing with Word Pages IW103 – IW130

02/01/2005 Lesson 7: Working with Word Documents Pages IW131 – IW152

02/03/2005 Lesson 8: Increasing Efficiency Using WORD Pages IW153 – IW183

02/08/2005 Final Word Project

Excel -
02/10/2005 Lesson 1: Excel Basics Pages IE3 – IE20

02/15/2005 Lesson 2: Changing the Appearance Of A worksheet Pages IE21 – IE42

02/17/2005 Lesson 3: Organizing a Worksheet Pages IE43 – IE66

02/22/2005 Lesson 4: Worksheet Formulas Pages IE67 – IE86

02/24/2005 Lesson 5: Function Formulas Pages IE87 – IE108

03/01/2005 Lesson 6: Making the Worksheet Useful Pages IE109 – IE140

03/03/2005 Lesson 7: Working with Multiple Worksheets Pages IW141 – IE154

03/08/2005 Lesson 8: Worksheet Charts Pages IW155 – IE184
03/10/2005  Final Excel Project

Access
03/22/2005  Lesson 1: Access Basics  Pages IA03 – IA28
03/24/2005  Lesson 2: Manipulating Data  Pages IA29 – IA44
03/29/2005  Lesson 3: Creating and Modifying Forms  Pages IA45 – IA64
03/31/2005  Lesson 4: Finding and Ordering Data  Pages IA65 – IA92
04/05/2005  Lesson 5: Reports and Macros  Pages IA93 – IA114
04/12/2005  Final Access Project

PowerPoint
04/14/2005  Lesson 1: PowerPoint Basics  Pages IP03 – IP20
04/19/2005  Lesson 2: Enhancing a PowerPoint Presentation  Pages IP21 – IP60
04/26/2005  Lesson 4: Expanding on PowerPoint Basics  Pages IP101 – 138
05/05/2005  Final PowerPoint Project  8:00am

Course Duration: 16 weeks

Grade Components: 27 Office Exercises  10pts each  270
4 Final Projects  100
Total  370

Grading Scale: 90% - A, 80% - B, 70% - C, 60% - D, Below 60% - F

Extra Help: The student is encouraged to seek help whenever it is needed. I will be available during my posted office hours or by prior arrangement.
Attendance Policy: Attendance will be taken on a daily basis. There are no excused absences, regular attendance is mandatory if the student hopes to make normal progress. It is the responsibility of the student to make up any work that is missed, whatever the reason for the absence.

The MVC attendance policy is as follows: Any student missing more then 50% of class at any given point in time during the semester will be dropped from that class and a Withdrawal Fail grade will be assigned. If a student misses two consecutive weeks of class them they will be administratively withdrawn from class. If a student is administratively withdrawn after the sixth week of class then they will receive a WP or WF as a grade. If you intend to withdraw from a class please see your advisor, Do no count on this policy to automatically withdraw you from the class.

Assignments: No Credit Will Be Given To Late Work
All assignments are to be completed and submitted on time with no excuses. Any student that is aware they will be missing class on the date an assignment is due needs to meet with the instructor prior to missing class to make other arrangements.

Bibliography: Microsoft Office XP
Pasewark and Pasewark
Course Technology 2002
**Student Code of Conduct**

It shall be the responsibility of every student enrolled at Missouri Valley College to support the academic integrity of the institution. This applies to honesty in all aspects of the collegiate work, all student records and all contacts with faculty and staff. Academic dishonesty will not be tolerated.

It shall also be the responsibility of every student enrolled at Missouri Valley College to be respectful of the right of other students, staff, and instructors to a safe, peaceful atmosphere conducive to the education goals of an institution of higher learning. Rude or disruptive behavior will not be tolerated.

Student actions that do not adhere to the MVC Student Code of Conduct will be addressed according to College policies regarding academic dishonesty and disruptive behavior (Pages 31 – 36 in the Student Handbook). Students who exhibit dishonest, disruptive, or disrespectful behavior in any setting where Missouri Valley College is officially represented, risk suspension or expulsion from the institution.

**ADA Statement**

Special Needs: If you have special needs as addressed by the Americans with Disabilities Act, please contact your instructor immediately. After proper documentation, reasonable efforts will be made to accommodate your special needs.