

COMMUNITY COLLEGE OF PHILADELPHIA

Division of Economics and

Business Administration

Department of Computer Technologies

Mrs. Brotsker

Office: C3-1J

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8704

OA 106--On Line

Microsoft Word, Excel, and PowerPoint:

3 semester

credits

An Introduction

Required Texts: MICROSOFT WORD 2007 Marquee Series
Nita Rutkosky and Denise
Seguin
EMC Paradigm Publishing,
Inc., 2008. ISBN - 978-0-76382-960-5

MICROSOFT EXCEL 2007, MARQUEE
SERIES -
Sections 1 and 2 and Pages 80
- 83
Nita Rutkosky and Denise
Seguin,
EMC Paradigm Publishing,
Inc., 2008 ISBN - 978-0-76383-138-7.

MICROSOFT POWERPOINT 2007
Marquee Series
Nita Rutkosky and Denise
Seguin
EMC Paradigm Publishing, Inc., 2008 ISBN -
978-0-76382-962-9.

Note 1: During the first half of the semester students will learn Microsoft Word, and during the second half of the semester students learn some Microsoft Excel, and Microsoft PowerPoint. The textbooks will be shrink-wrapped along with Microsoft 2007 software for 180 days in the College Bookstore. Therefore, textbooks must be purchased at the beginning of the semester.

headers, footers, and page numbers in slides.

10. To demonstrate the ability to enhance slide presentations visually by adding animation, clip art images, customizing WordArt to text, and editing organizational charts in presentations.

Course Requirements:

1. Late assignments are not acceptable after the grace period of the first two weeks. All assignments are posted on the Timeline in OA 106 course.
2. Both you and your professor will have many papers to handle; therefore, it is essential that you have a left footer on every page of every Word assignment. Your full Name on the left first line of the footer and your job number as shown in the text on the second line of the footer (WordS1-02) before submitting it. On Excel assignment there should be footers with your name, and job number. On the PowerPoint assignments, complete a footer on every page of every PowerPoint assignment with your current date; your full name, and job number, and your screen number.
3. For WordS1-02, complete Activity 1.1, 1.2, 1.3, 1.4, 1.5, 1.6, 1.7, 1.8, and 1.9 (or Pages 2 to 19); but only send me the last job(1.9) (or Page 19) with your footers.
4. Tests will be graded and may be reviewed with the students.
5. Throughout the semester, students will be assigned tasks that will increase their "hands-on" knowledge of the information processing equipment and software. To be successful in these tasks, students will need to practice the specific functions of the software required for each task. This means that students should arrange their personal and work schedules so that it is possible to attend the SACC Lab in Room B2-33 at the Main Campus if one does not have the software on the home computer. *All jobs must be submitted on time; late assignments will not be accepted after the grace period.*
6. All assignments submitted through Web Study Assignments with a footer with the student's full name and job number (WordS1-02) to be acceptable.
7. Students are required to complete their own assignments, exercises, and tests. Plagiarism will not be tolerated. A student found cheating will be withdrawn from class. See

College Policy and Procedures No. 3.

8. Evaluation:

Exercises	20%
Tests and quizzes	60%
Final Exam	20%

Office Hours: Tuesdays and Thursdays from 9:00 to 10:30 a.m.

Please telephone and make an appointment if you would like come in to see me.

TO STUDENTS RECEIVING TITLE IV FINANCIAL AID FUNDS:

Effective All 2000 students who receive Title IV financial aid funds and who withdraw from **ALL** their classes before completion of 60% of the term, i.e., the 10th week (or its equivalent for summer terms) may be required to return all or a portion of their financial aid award. If it is determined that funds must be returned to the financial aid programs, students must make satisfactory payment arrangements within 45 days of notification or they become ineligible for further aid funding. For further information contact the Financial Aid Office.