



Microsoft Office CRC-125
COURSE INFORMATION SHEET (MASTER)

Instructor: Susan Gross
High School Class Title: Advanced Computers-Microsoft Office
Partnering High School: Rochester City School District
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School Phone Number: 585-288-3130
School Year: 2019-2020
Course occurrence: Full-Year
High School Credit: 1.0
MCC Credit: 4.0

This is a concurrent enrollment course offered to high school students. The course is taught during the school day by a high school teacher whose academic background has been reviewed and approved to teach the MCC curriculum. The course is supervised by an MCC faculty member.

PEDOGOGY, THEORY OR PHILOSOPHY REGARDING THE COURSE

This is a hands-on course designed to allow students to work with the Microsoft Office Professional Suite. The course is designed for students to understand the various features and tools in each application; in addition to students viewing the applications as a workgroup. The goal is for students to transcend point-and-click skills and ideally to understand how to problem-solve using the software. Hands-on, practice problems are a must.

COURSE DESCRIPTION

Provides an indepth, hands-on introduction to major application software programs found in the Microsoft Software Package: Microsoft Office. The following software packages will be utilized: Microsoft Word (word processing), Microsoft Excel (spreadsheet), Microsoft Access (database management), and Microsoft Powerpoint (presentation). Several major projects are assigned. Basic knowledge of the PC keyboard and mouse are recommended prior to enrollment in this course.

REQUIRED COURSE MATERIALS

Texts Bundled – Author is Gaskin

The Bundle is VP ISBN 1269911090

List of the individual component books IN THE BUNDLE are:

GO! with Microsoft Access 2013 Brief	ISBN 9780133414509
GO! with Microsoft Word 2013 Brief	ISBN 9780133349337
GO! with Microsoft Excel 2013 Brief	ISBN 9780133414424
GO! with Microsoft PowerPoint 2013 Brief	ISBN 9780133408812
GO! with Windows 7 Getting Started	ISBN 9781256363729

COURSE LEARNING OUTCOMES

1. Demonstrate knowledge of microcomputer terminology
2. Create and edit Word documents
3. Create and edit an Excel spreadsheet
4. Create and edit an Access database
5. Create and edit a PowerPoint presentation
6. Integrate the use of the software and hardware components together

ATTENDANCE AND WITHDRAWAL POLICY

Prompt and regular attendance at all class and laboratory sessions is expected. Excessive absence may be reported and will adversely affect the student's academic achievement in a particular course.

WITHDRAWAL FROM A COURSE

If the student and teacher agree that withdrawing from the course is in the student's best interest, the teacher will contact the MCC faculty liaison. In order to receive a grade of W, a student must officially withdraw from the MCC course. It is important to note the withdrawal deadlines. Failure to properly withdraw from a course will result in the student receiving the grade he/she earned in the course. Students who no longer attend class, quit school, or move out of the school district must also be withdrawn from their MCC course. There is no tuition refund for a course withdrawal.

MAKE-UP POLICY

[Enter the make-up policy agreed upon between the high school teacher and MCC liaison.]

ACADEMIC HONESTY

In the academic process, it is generally assumed that intellectual honesty and integrity are basic responsibilities of the student. Violations of these responsibilities consist mainly of cheating and plagiarism. Cheating is defined as the unauthorized use or exchange of information by students or others for the purpose of achieving unfair advantage in the classroom or assessment process. Plagiarism is using someone else's work as if it were one's own, whether or not it is done intentionally. This includes, but is not limited to: using the exact language, using nearly the exact language and using ideas without showing they originated in another's work. The work taken from another person or source (including publications, web sites, speeches, etc.) may be as little as an isolated formula, portions of a speech, a simple sentence, an idea, or as much as entire paragraphs, papers, or writings of professionals or other students.

The Monroe Community College Catalog and Student Handbook (available online) describes the college's expectations regarding academic honesty in more detail, and outlines the procedures for handling violations of this policy as well as disciplinary action which may be executed.

COURSE REQUIREMENTS

Students must be organized in the electronic filing of their work utilizing named folders in order to retrieve projects in an organized fashion.

ASSESSMENTS

[Enter the assessments agreed upon between the high school teacher and MCC liaison.]

GRADING

Letter Grade	Grade	GPA 4.0 Scale	Quality of Work
A	93-100	4.0	Excellent Work
A-	90-92	3.7	
B+	87-89	3.3	
B	83-86	3.0	Better than Average
B-	80-82	2.7	
C+	77-79	2.3	
C	73-76	2.0	Average Work
C-	70-72	1.7	
D+	67-69	1.3	
D	63-66	1.0	Below Average Work, will likely not transfer
D-	60-62	.7	
F	Below 60	0	Failing Work

For questions regarding this course, we ask that students and/or parents communicate with the high school teacher. The high school teacher will communicate with their supervising liaison at the college. This communication protocol is consistent with the Family Educational Rights and Privacy Act (FERPA) (as the Act relates to high school concurrent enrollment students.)