COM | Lifelong Learning
College of the Mainland®

Course Syllabus: MICROSOFT FOR BEGINNERS
SENR 7116 101CL
10:45-12:45 / T / LLGP Rm # 105

Instructor Information
Name: Mishelene Baker, MBA

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Course Description
This course will familiarize the user with Microsoft Word, Microsoft Excel, and Microsoft PowerPoint. The student will create professional-looking documents, learn to manage, edit workbooks, incorporate formulas, and plan a professional presentation.

Required Supplies
1 Flash Drive

End-of-Course Outcomes
Upon successful completion of this course, students will: Recognize the importance of computer applications. Determine the appropriate application for specified tasks. Explore numerous options that are available in each program. Discuss various computer applications in society.

Course Outline
Week 1: Get acquainted; Discuss course goals; Review syllabus, student information letter; Discuss Run/Hide/Fight; Review Fire Shelter/AED information • Navigate and perform common tasks in Word, such as opening, viewing, editing, saving, and printing documents, and configuring the application.
• Format text and paragraphs.
Week 2: Perform repetitive operations efficiently using tools such as Find and Replace, Format Painter, and Styles. Enhance lists by sorting, renumbering, and customizing list styles.
Week 3: Create and format tables.
• Insert graphic objects into a document, including symbols, special characters, illustrations, pictures, and clip art.
Week 4: Format the overall appearance of a page through page borders and colors, watermarks, headers and footers, and page layout.
• Use Word features to help identify and correct problems with spelling, grammar, readability, and accessibility.
Week 5: Create and edit worksheets Use formulas and functions
Week 6: Sort and filter detail data visually Summarize data with Excel by incorporating formulas, formatting, and charts and graphs
Week 7: Optimize your worksheets using templates, graphs, and formulas Design simple to complex formulas by nesting Excel functions
Week 8: Import, fine-tune, and share Excel data Create, manage, and launch macros
Week 9: Examine slide show presentation concepts and explore the Microsoft Office PowerPoint environment. Create a new presentation. Modify presentation themes.
Week 10: Add and edit text to slides. Add new slides to a presentation. Insert clipart images and shapes to slides.
Week 11: Insert and modify tables and charts. Add sound and video to a slide presentation. Insert and edit animations and slide transitions. Display a speaker-lead and self-running presentation.
Week 12: Review entire office suite/ Application of concepts Review/Discuss features and uses for each program

COVID Statement
All students, faculty and staff are expected to familiarize themselves with materials and information contained on the College of the Mainland's Coronavirus Information site at www.com.edu/coronavirus. Students are required to watch a training video, complete the self-screening, and acknowledge the safety guidance at: www.com.edu/selfscreen. In addition, students, faculty, and staff must perform a self-screening prior to each campus visit. Finally, students, faculty, or staff which have had symptoms of COVID-19, received a positive test for COVID-19, or have had close contact with an individual infected with COVID-19 must complete the self-report tool.

Grading Scale

Students enrolled in non-funded non-credit classes will receive a final grade of "CR" (Completed Successfully) or "N" (no, did not complete).

Withdrawal Policy

You may withdraw from this course at any time by speaking with the Front Desk Personnel who will file the necessary paperwork. Once the semester is underway, we do not issue refunds. If you have a special circumstance, please speak with the Program Manager.

Americans with Disabilities

Any student with a documented disability needing academic accommodations is requested to contact the Office of Services for Students with Disabilities at 409-933-8520, which is in the Student Success Center. http://www.com.edu/student-services/counseling.php).

Classroom Conduct Policy

College of the Mainland requires that students be familiar with the Standards of Student Conduct, which can be found in the on-line Student Handbook at http://www.com.edu/student-services/student-handbook.php. Students should always act in a professional manner and will be held accountable according to college policy. Violations of the Code of Conduct will result in a referral to the Office for student Conduct and may result in class dismissal.

Emergency Notification System

College of the Mainland uses a rapid notification system called COM Alert to send text, voice and/or email messages for unscheduled school closings and other emergencies. Student and employee contact information provided during registration is automatically loaded into the system and updated every night. Because of this, students are encouraged to provide a cellphone number as their primary contact phone number. Students may update their default contact information through the Lifelong Learning office. In addition to the automated process, anyone including non-student family and community members may create a COM Alert account by visiting https://comalert.bbcportal.com. This type of account is managed independently from the automatic uploads and allows for multiple contact phone numbers to be provided.

Concerns/Questions Statement

If you have any questions or concerns about any aspect of this course, please contact the instructor using the contact information provided at the top of this form. If, after discussing your concern with the instructor, you continue to have questions, please contact Lisa Renfroe at 409-933-8432.

Drug-Free / Smoke-Free Campus Policy

College of the Mainland prohibits the possession or use of illegal drugs or alcohol by students on campus or while representing the college at off campus student events. Violations of this policy will result in dismissal from the program. College of the Mainland campuses are smoke-free campuses.