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## **IS300 Teaching Personal Productivity Software**

### **GENERAL INFORMATION**

#### ***Class Time and Place:***

**Section 1 ~ Thursday ~ 12:30 p.m. to 1:50 p.m. ~ GCB 150**

#### ***Course Description***

**Prepare to teach others to skillfully use personal productivity software including word processing, spreadsheets, personal database, and presentation software. Microsoft Office applications are emphasized.**

#### ***Textbook/Class Supplies :***

Online Training Solutions, Inc. (2004 or current). Microsoft Office Specialist Study Guide, Office 2003 Edition

#### ***Learning Objectives and Outcomes:***

- Demonstrate computer literacy and proficiency with desktop computer skills using Microsoft Office programs (Word, Excel, Excel and Access).
- Work effectively with others to solve problems providing end user support for users.
- Obtain appropriate certification such as MOUS in at least two programs.

#### ***Requirements:***

- Attendance  
You are required to attend class. Three (2) absences will constitute a "Failed" grade. Three (2) tardies will equal one absence.
- Homework/Assignments  
Completion of SAM e-training modules and practical exercises as assigned.
- Quizzes/Mid-term/Final  
Certification exams for applicable Microsoft Office program.
- End User Support Assignments  
As assigned by instructor.

***Grade Requirements:***

The grades will be assigned as follows:

- 2 points will be given for each attendance. 1 point designates a tardy.

Assignment/Tests	Points	Requirement
Attendance	**	More than 3 absences will result in an "NP" grade
SAM E-training	40%	Word, PowerPoint, Excel, and Access
Assignments	25%	Requirement
Final-Certification	85%	Must successfully pass 2 for an A

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