University of Computer Studies, Yangon
B.C.Sc./ B.C.Tech. (Second Semester)
ITSM-502 (Computer Application Techniques II)

COURSE DESCRIPTION

Course Code Number	ITSM-502	Course Title	Computer Application Techniques II (Advanced Microsoft Office)
Semester hours	2	Course Coordinator	Daw Wai Wai Lwin

Course Description
ITSM-502. Computer Application Techniques II (**Advanced Microsoft Office**)
Two hours practical

References: eBooks
1. Step by Step Microsoft Word 2013
2. Step by Step Microsoft Excel 2013
3. Microsoft Office Word 2013
4. Microsoft Office Excel 2013
5. Microsoft Office PowerPoint 2013

Course Outcomes

Upon successful completion of this course, students will be able to:

- Format text and to use styles.
- Add a footnote to a document.
- Create a mail merge document and save the document. –Create data source in Excel – Set up main document –Open data source –Insert merge fields
- Review and apply formatting techniques to produce professional documents.
- Determine layout to achieve desired formatting and calculations for accurate workbook design.
- Manage databases and tables
- Automate excel with macros and custom functions
- Discussion of the concepts of design templates, text slide layout, transitions, and clip art in PowerPoint.
- Determine and develop presentation content to create presentation slides by entering text, data, and graphics.
- Cover opening Slide Master View, creating slide layouts, working with placeholders, and changing a slide's layout.

Major Topics Covered in the Course
1. Microsoft Office Word
   a. Create document for use outside word
   b. Work with mail merge
   c. Collaborate on documents

2. Microsoft Office Excel
   a. Reordering and summarizing data
   b. Using PivotTables
   c. Creating charts and graphs
   d. Working with Macros and Forms
3. Microsoft Office Power Point
   a. Formatting a Presentation
   b. Working with Multimedia

Grading Procedures:

Your performance in this class will be evaluated using your scores for attendance, quizzes, assessments, assignments and lab examination.

Assessment Plan for the Course

Attendance	- 10%
Quizzes	- 10%
Assessments	- 10%
Assignments	- 50%
Lab examination	- 20%

Grading System

UCSY follows a letter grade system comprising of grades A, A-, B+, B, B-, C+, C, C-, D and F. All marks obtained by students during the semester will be used in the grading process. A grade of "D" is considered a passing grade for undergraduate courses. For undergraduate students, a grade of "C" or better is required in this course because it is a prerequisite for other courses in the program. **The student who gets the grade point less than 2 must do Re-Exam.** The grading scale for this course is:

Marks obtained	Letter Grade	Grade Point
>=90	A	4
85 – 89	A-	3.75
80 – 84	B+	3.25
75 – 79	B	3
70 – 74	B-	2.75
65 – 69	C+	2.25
60 – 64	C	2
55 – 59	C-	1.75
50 – 54	D	1
0 – 49	F	0

Fail Grade & Re-Exam – C-, D, F (Grade point<2)

Class Attendance and Participation Policy:

- **Attendance**

  Class attendance is **mandatory**. Most of the material you will learn will be covered in the lectures, so it is important that you not miss any of them. You are expected to show up on time for class, and

stay for the whole lecture. Students are expected to attend each class, to complete any required preparatory work (including assigned reading) and to participate actively in lectures, discussions and exercises.

• Mobile phones **must** be silenced and put away for the entire lecture unless use is specified by the instructor. You may not make or receive calls on your cell phone, or send or receive text messages during lectures.

• You are responsible for all material sent as email. Ignorance of such material is no excuse. You are responsible for all materials presented in the lectures.

• Your conduct in class should be conducive towards a positive learning environment for your class mates as well as yourself.

- **Quizzes, assessment, assignments and lab examination**

Your performance in this class will be evaluated using your scores for attendance, quizzes, assessment, assignments and lab examination. There are no planned extra credit projects or assignments to improve your grade.

We will take a short quiz for every lecture.

We will assess your performance in class room.

There will be 5 assignments by related topics. Please do all your assignments neatly. Credit will be given according to completeness of work for assignment.

Any assignment or quiz is simply missed, regardless of the reason why (e.g. illness, work, traffic, car trouble, computer problems, death, etc.), and **earns a grade of zero**. You are strongly encouraged to complete all assignments and attend all quizzes so that you can check that you understand the material and can throw out bad grades, or grades for which you had to miss an assignment or quiz for a valid reason. **Late submissions will not be accepted for any graded activity for any reason.**

- **Lab examination**

Lab examination will be held after all chapters finished and the coordinator will announce the date.

- **There are no extra credit opportunities.**

Students may not do additional work nor resubmit any graded activity to raise a final grade.

For this course, the following additional requirements are specified:

All work submitted for a grade must have been prepared by the individual student. Students are expressly prohibited from sharing any work that has been or will be submitted for a grade, in progress or completed, for this course in any manner with a person other than the instructor and teaching assistant(s) assigned to this course). Specifically, students may not do the following, including but not limited to:

- Give to, show, or receive from another person (intentionally, or accidentally because the work was not protected) a partial, completed, or graded solution.

- Ask another person about the completion or correctness of an assignment.

- Post questions or a partial, completed, or graded solution electronically (e.g. a Web site).
- All work must be newly created by the individual student for this course. Any usage of work developed for another course, or for this course in a prior semester, is strictly prohibited without prior approval from the instructor.
- Posting or sharing course content (e.g. instructor provided lecture notes, assignment directions, assignment questions, or anything not created solely by the student), using any non-electronic or electronic medium (e.g. web site, FTP site, any location where it is accessible to someone other than the individual student, instructor and/or teaching assistant(s)) constitutes copyright infringement and is strictly prohibited without prior approval from the instructor.