

ITSM-501
(Core – Supporting Skills)
Computer Application Techniques (Microsoft Office 365)
COURSE DESCRIPTION

Course Code Number	ITSM-501	Course Title	Computer Application Techniques (Microsoft Office 365)
Semester hours	2	Course Coordinator	Daw Wai Wai Lwin

Course Description

ITSM-501 (Computer Application Techniques)

Four hours practical;
Pre-requisites: none

This course introduces Microsoft Office 365, a subscription that includes access to all Microsoft Office applications. Course participants will learn to use and apply the following applications in instruction: Outlook, OneDrive, Word, Excel, and PowerPoint. This course intend to get up-to-date on the latest changes to the Microsoft Office Suite, and learn what's new in Word, Excel, PowerPoint, and Outlook. And find out how and why to use OneDrive and Microsoft Office Online.

References: eBooks

1. MOS-Study-Guide for MS Office by John Pierce
2. Office 365 Work book
3. Office 365 Custom Guide online learning
4. Using Office 365 with Wind by Kevin Wilson
5. Getting Started with Office 365 for IT Pros. Release

Course Outcomes

Students who complete the course will be able to

1. To be confident when opening the Office 365 home screen and apps. To be able to adjust basic settings.
2. Understand the Outlook 365 interface and proficiently use this web application to complete e-mail tasks.
3. Learn the basics of creating, sending, saving, printing, and managing emails and gain the ability to access and write e-mails from anywhere.
4. Understand cloud storage and to use OneDrive to save and share files online and direct from machine.
5. To use the key apps within Office 365, to help communicate with colleagues and organise work.

6. Identify the commonly used Office programs online and offline, their limitations and how they integrate with Office 365.
7. Introduce new tools for collaboration, communication and sharing content. Set up online profiles and make work accessible to others.

Major Topics Covered in the Course

1. Microsoft Office 365 – Outlook
2. Microsoft Office 365 – OneDrive
3. Microsoft Office 365 – Word, Excel, PowerPoint
4. Microsoft Office 365 – SharePoint
5. Microsoft Office 365 – Team
6. Microsoft Office 365 – Form

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

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 classmates 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 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.

ITSM – 501 : Computer Application Techniques (MS Office 365) First Semester

Text Book : <https://support.office.com/en-us/office-training-center>

Periods : 60 periods for 15 weeks (50 minutes for 1 period)

No.	Content	Weeks	Remark
1	Microsoft Office 365 - Outlook	2	
	1.1 Creating new passwords 1.2 How to write/send emails 1.3 How to justify email contents 1.4 How to do attachments 1.5 How to create groups 1.6 How to send email groups		
2	Microsoft Office 365 – OneDrive	1	
	2.1 How to use OneDrive 2.2 How to upload files and folders to OneDrive 2.3 How to download files and folders from OneDrive		Assignment 1
3	Microsoft Office 365 – Word	2	Assignment 2 (Combined with Outlook and OneDrive)
4	Microsoft Office 365 – SharePoint	2	
	4.1 How to use SharePoint 4.2 How to create SharePoint 4.3 How to create Sites and Posts in SharePoint 4.4 How to share documents in SharePoint		
5	Microsoft Office 365 – Excel	2	Assignment 3
6	Microsoft Office 365 – PowerPoint	2	Assignment 4 (Create a PowerPoint Presentation and make presentation.)
7	Microsoft Office 365 – Team	2	
	7.1 How to create Team 7.2 To demonstrate how to do projects/assignment with Team 7.3 To do presentation and discussion		
8	Microsoft Office 365 – Form	1.5	
	8.1 How to create Forms		

	8.2 To fill up and submit Student Registration Form by students 8.3 Form Exercises		Assignment 5
9	Revision and Summary and Lab Examination	0.5	