University of Missouri – Kansas City
Henry W. Block School of Business & Public Administration
MIS 101 Microsoft Office Specialist Excel Core Exam Prep Course
Spring Semester 2009

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Class Meeting Dates: Mondays and Wednesdays, January 12, 14, 21, 26, 28, February 2, 4, 9, 11.
OR Tuesdays and Thursdays, January 13, 15, 22, 27, 29, February 3, 5, 10, 12

Class Meeting Time/Place: 3:30 – 4:45 pm   -- Bloch School Room 4

Course Objective: To review and expand students' knowledge of Excel in preparation for successful completion of the Microsoft Office Specialist Excel Core Certification Exam.

Required Textbook: *Microsoft Office Specialist Study Guide – Office 2003 Edition*, Online Training Solutions, Inc., Microsoft Press. ISBN # 0-7356-2110-1

Optional: CourseCard, Excel 2003, Course Technology, 2004, ISBN 0-619-20365-X.

Software:
- Microsoft Office 2003 – Excel
- Windows XP
- Microsoft Windows Explorer

NOTE: The Microsoft Office Specialist Exam you will be taking is based on Microsoft Office Excel version 2003. Therefore, it is important that all class preparation and assignment work is completed using Excel version 2003. It is important to note that files prepared using Microsoft Office version 2007 cannot be opened in Microsoft Office version 2003. When using a PC which has both MS Office 2003 and MS Office 2007 installed, you will need to select the MS Office Excel 2003 version software from the Start Menu before opening an existing file. Otherwise the computer may default to displaying your 2003 files in Excel version 2007. Microsoft Office version 2003 is installed and available in all UMKC computer labs across campus. Click on this link to find list of computer labs and times available:
http://www.umkc.edu/is/oa/IS-Lab-Brochure.pdf

Internet:
- Students will be required to regularly access the course Blackboard site at blackboard.umkc.edu
- Items included on course Blackboard site:
    - Electronic Syllabus
    - Class Announcements
    - Special Topic Handouts
    - Course Assignments
    - Data Files coordinated with assignments and class exercises
    - Individual grades
    - Others items may be added during the course

Campus Computer Account:
    If you do not already have a UMKC lab/email account, you are required to obtain a **userid** as soon as possible.

Homework: There will be 4 homework assignments. These assignments will collectively count for 40% of your final grade. Assignment files must be submitted to Blackboard by midnight Sunday night each week starting Sunday, January 18th. Printed copies (when required) must be turned in **at the beginning of class** on Mondays (M/W class) or Tuesdays (T/R class) to receive full credit. NOTE: Your assignments should be printed **before** coming to class – do not expect to print before or during class periods. Late assignments will be accepted up to one class period late and will receive a **penalty of 25%** .

In-Class Assignments:
This is an accelerated class designed to cover many Excel tools each class period. Each class session will have advance reading assignments and may include hands-on work and/or a daily quiz. These assignments, collectively, along with attendance and participation will make up your weekly class grade, valued at 40% (10% each week) of the final grade. Arriving late and/or leaving early will cause a reduction in the in-class score. **NOTE: It is the student's responsibility to inform the instructor immediately following class if he/she arrived late in order to receive partial credit for attendance**.

Exams:
There will be one exam on the last day of class. This exam will constitute 20% of your final grade.

Grades:

Homework: 4@ 10% each	40%	90-100%	A
Attendance and In-class Work 4@10%	40%	80-89%	B
Exam	20%	70-79%	C
	100%	60-69%	D
		Below 60	F

NOTE: Individual points are assigned for each assignment and posted into Blackboard. Please note final grades are based on weighted % as indicated above.

Appeals:
Students wishing to appeal a grade on a homework assignment or exam must provide the instructor with a clear and detailed written explanation of the reason for the appeal within seven days of the date the grade was distributed to the class. The instructor will respond to the appeal within seven days.

Plagiarism/Cheating:
- Students are expected to do their own work, create their own files and submit their own files and printouts.

- Copying files or printouts for homework assignments or exams, consulting texts or notes or conferring with others during tests, or in-class quizzes is not allowed.

- Engaging in any of these practices will result in a grade of zero on the exam or assignment

- Violations may result in additional disciplinary action.

Cooperation:
- Claiming the work of others as your own is a form of academic dishonesty. On homework, you will be allowed to work together provided you note that joint effort in your documentation section. On exams, any joint work is considered cheating.

ADA:
- If you have any questions about a disability or desire accommodation under the Americans With Disabilities Act, please contact the Office of Disabled Student Services at 235-1083.

Food And Beverages:
- It is a UMKC policy not to allow food and beverages in computer classrooms. Bottled water is the only exception.

Attendance/Participation:
- Missing class and/or failing to read materials before class and/or participate in discussions may have an effect on your final grade. Equally important is the effect tardiness and or absences may have on your ability to develop the skills necessary to pass the Microsoft exam.

Phones:
- Please turn off all mobile phones, pagers and other alarms and texting during class sessions.

Computer Labs:
- Hardware and software needed to complete assignments for this class are available at a number of the open computer labs at UMKC, including those located at the Miller-Nichols Library, University Center and the Bloch School. Lab equipment, like all computers, may have failures at times. Students should allow adequate time to complete assignments. Do NOT come to class expecting to print assignments prior to class discussion. This could result in late penalties.

Lab Assistants:
- Lab attendants are not aware of the class assignments and may not be knowledgeable about Excel.

Modifications To The Course Syllabus:
- All course requirements, grading standards, and due dates for assignments in this course are subject to change at the discretion of the instructor. Changes to the printed syllabus will be announced during a regularly scheduled class period as well as distributed in printed form and/or on the class Blackboard site..

MOS Exam
- Students can arrange to take Microsoft Certification Exams at the UMKC testing center for a reduced "UMKC student rate". Enrollment and participation in this course does not guarantee successful results on the Microsoft Office Specialist Excel Exam. However, your instructor is committed to providing you the opportunity to learn and demonstrate the Microsoft Office Specialist Exam Skill Standards as described by Microsoft on their Web site and in your textbook. Your performance in this class may be affected by your effort, which in turn may affect the grade you receive as well as your level of preparedness to take the MOS exam.