



MC1221: Productivity Tools

Course Information – Winter 2009

Contact: Instructor: Mr. Rob Power Section #: 3
Office: Building 10 – Room 271
Email: robert.power@cna-qatar.edu.qa
Phone: 495-2520

Prerequisite(s): MC1220

Purpose of the Course:

This course is designed to teach students more advanced word processing features building on the fundamentals of Word Processing I, to introduce students to the basic concepts and applications of electronic spreadsheets, and to introduce students to the basic components of presentation software. Students will apply concepts through practical application.

Class Location: 10-226

Textbook:

MS Office 2003 Introductory Concepts and Techniques, Shelly Cashman. ISBN: 1-418-85931-1

Microsoft Office 2007: Introductory Concepts and Techniques, ISBN: 9781418843274

Major Topics:

- 1.0 Word Processing II
- 2.0 Spreadsheets I
- 3.0 Presentation Software

Classroom Guidelines:

- Attendance:** Students are expected to attend all lecture and lab sessions for this course, as scheduled. Students absent for medical reasons must provide documentation from their doctor / hospital upon return to class.
- Assignments:** Assignments must be submitted on or before the assigned due date. Late assignments CANNOT be accepted.
- Missed Tests:** Students are expected to attend and write all quizzes / exams for this course. Students missing quizzes / exams must provide medical documentation upon return to class, or a grade of zero (0%) will be assigned. Make-up tests CANNOT be provided. However, students missing quizzes / exams for valid, documented medical reasons, can discuss alternate evaluation arrangements with the instructor (ie: the value of the missed quiz will be added to the value of the next quiz).
- Plagiarism:** Absolutely no plagiarism, copying or sharing of work allowed. All students who are involved will receive a zero (0%) for the specific work that was copied, and a form will be placed in the student's folders. If you are researching from the Internet or text books, information must be paraphrased or changed into your own words with proper referencing provided.

Evaluation:

Item	Date	Value	Description
LABS	**	10%	
TEST 1	Week 4	10%	Word Projects 2 & 3
TEST 2	Week 6	20%	Word Projects 4 & 6
TEST 3	Week 9	20%	Excel Projects 1 & 2
TEST 4	Week 12	20%	Excel Projects 3 & 5
TEST 5	Week 14	20%	PowerPoint Projects 1 & 2

** Labs must be completed at the end of each project. Each lab is 1%.

Class Schedule and Instructor Contact Hours:

	Sunday	Monday	Tuesday	Wednesday	Thursday
7:30 AM	MC1820 10-208		On Campus	Office 10-271	On Campus
8:30 AM	MC1820 10-208		Office 10-271	MC2220 10-206	Office 10-271
9:30 AM	CP2190 10-229		CP2190 10-229	MC1820 10-208	CP2190 10-229
10:30 AM	CP2190 10-229		TPP MC105-2 10-205	MC1820 10-208	TPP MC105-2 10-205
11:30 AM	Office 10-271		Meeting Time	TPP Meeting	On Campus
12:30 PM	MC1221 10-226		Meeting Time		MC2220 10-206
1:30 PM	MC1221 10-226	Office 10-271	MC1221 10-226		MC2220 10-206
2:30 PM		MC2220 10-206	MC1221 10-226		
3:30 PM		MC2220 10-206			
4:30 PM					

Delivery Schedule, Winter 2009, MC1221:

Week:	Agenda:
Week 1: January 6-8	Registration (January 6-8)
Week 2: January 11-15	Word Project 2 <ul style="list-style-type: none"> ▪ Apply Your Knowledge (WD129) ▪ In the Lab 1 (WD130-131) ▪ In the Lab 2 (WD132-133)
Week 3: January 18-22	Word Project 3 <ul style="list-style-type: none"> ▪ Read pages WD160-195 ▪ Apply Your Knowledge (WD198) ▪ In the Lab 2 (WD199-200)
Week 4: January 25-29	Test 1: Microsoft Word I (10%) <ul style="list-style-type: none"> ▪ (Covers Projects 2-3) Word Project 4 <ul style="list-style-type: none"> ▪ Read Word 4 handout ▪ Apply Your Knowledge (WD 287)
Week 5: February 1-5	Word Project 4 <ul style="list-style-type: none"> ▪ In the Lab 3 (WD292-294) Word Project 6 <ul style="list-style-type: none"> ▪ Read Word 6 handout
Week 6: February 8-12	Word Project 6 <ul style="list-style-type: none"> ▪ In the Lab 2 (WD451-452) Test 2: Microsoft Word II (20%) <ul style="list-style-type: none"> ▪ (Covers Word Projects 4 & 6)
Week 7: February 15-19	Excel Project 1 <ul style="list-style-type: none"> ▪ Read pages EX4-55 ▪ In the Lab 2 (EX59-61)
Week 8: February 22-25	Excel Project 2 <ul style="list-style-type: none"> ▪ Read pages EX66-119, EX124-128 ▪ In the Lab 2 (EX 134-136)
Week 9: March 1-5	Test 3: Microsoft Excel I (20%) <ul style="list-style-type: none"> ▪ (Covers Excel Projects 1-2) Midterm Break – March 5-8
Week 10: March 8-12	Midterm Break – March 5-8 Excel Project 3 <ul style="list-style-type: none"> ▪ Read pages EX146-204, EX209 ▪ Apply Your Knowledge (EX211)
Week 11: March 15-19	Excel Project 3 <ul style="list-style-type: none"> ▪ In the Lab 2 (EX215-217) Excel Project 5 <ul style="list-style-type: none"> ▪ Read Excel 5 handout

Week:	Agenda:
Week 12: March 22-26	Excel Project 5 <ul style="list-style-type: none"> ▪ In-Class Practice Handout Test 4: Microsoft Excel II (20%) <ul style="list-style-type: none"> ▪ (Covers Excel Projects 3 & 5)
Week 13: March 29-April 2	PowerPoint Project 1 <ul style="list-style-type: none"> ▪ Read pages PPT4-66 PowerPoint Project 2 <ul style="list-style-type: none"> ▪ Read pages PPT82-129
Week 14: April 5-9	Test 5: Microsoft PowerPoint (20%) <ul style="list-style-type: none"> ▪ (Covers PowerPoint Projects 1-2)
Week 15: April 12-16	Final Exams Begin (December 4th – Tentative)
Week 16: April 19-23	Admin

*****Please Note: All due Dates are Tentative!**