



Bethesda University

730 North Euclid Street, Anaheim, California 92801 Tel: (714)517-1945, Fax: (714)683-1440

GM 180 Introduction to Microsoft Office Spring 2015

Professor	
Class Hour: Mon 9:30-12:00 PM	Class Room: 301
Office: Room 309	Phone: 714-683-1382
Office Hours/ Consultation: Wed 10:00 AM – 12:00 PM	E-mail: hyokim@buc.edu
TA: TBA (To Be Arranged)	Credit Unit: 3

A. Mission Statement

1. Bethesda University

Mission of the Bethesda University

Bethesda University is a Christ-centered community of higher education preparing Korean/English speaking men and women with professional competence, academic excellence, and spiritual integrity to be servant leaders in the Church, community, and global society.

2. Bethesda University General Education Mission Statement

The Mission of General Education at Bethesda University is to facilitate the acquisition and integration of knowledge, abilities, ethics and spirituality in order to form a foundation for lifelong learning through the interdisciplinary study.

B. Course's Academic Level and Place in Curriculum:

This is one of general education courses for all undergraduate students. This course may be taken at anytime. But, it fits best if it is taken at the first stage of your course of study.

C. Course Description

An examination of Microsoft Excel, the tool to manage and analyze numeric data, Powerpoint, the tool that creates attention through computer slide presentations, and Access, the tool of the database management program.

D. Course Objectives & Student Outcomes

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	Expected Student Outcomes	Assessment Used to Measure Outcomes
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Spiritually	Students will develop their spiritual mind by learning program in the use of religious purpose	Click here to enter text.
Intellectually	Students will be able to use MS Powerpoint, Excel, Access 2010 program	Quizzes and written test
Socio-Emotively	Students will be able to understand variety usage of program	Click here to enter text.
Vocationally	Students will apply their knowledge to serve in church and community.	Click here to enter text.

E. Teaching/Learning Methods

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F. Required Textbook(s)

No.	Title	Author	Publisher	Library code	Year
1	파워포인트 2007 디자인	이상훈	성안당		
2	엑셀 2007 무작정따라하기	김종학	길벗		
3	쉽게배우는Access 2007	윤석헌윤희김	정보문화사		

G. Recommended Reading and Other Course Resources (All reserved for reading)

Please, provide at least 5-10 recommended book on the subject and prioritize by importance and popularity. The library will try to buy those books if not already there.

No.	Title	Author	Publisher	Library code	Year
1	파워포인트 2002 무작정따라하기		길벗	(006.06 ㅍ 7364 ㅍ)	
2	실무와자격증에자신있는 엑셀 2002		영진닷컴	(005.369 E96 ㅅ ㅂ)	
3					
4					



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H. Course Calendar/Schedule, include the following

N	Date	Theme	Reading	Assignments
1	2/23	1. Introduction to Powerpoint 2010 - Powerpoint 2010 Lesson 1 2. Creating a New Presentation	Lecture Note	
Last Day to Request Add/Drop is Friday of First Week				
2	3/2	Customizing Presentation - Powerpoint 2010 Lesson 2	Lecture Note	Skill Test 1
3	3/9	Drawing and Tables - Powerpoint 2010 Lesson 3	Lecture Note	Skill Test 2
4	3/16	Slide shows - Adding Transition Effects & Animation Effects - Powerpoint 2010 Lesson 4	Lecture Note	Skill Test 3
5	3/23	Outlining and Proofing - Powerpoint 2010 Lesson 5	Lecture Note	Skill Test 4
6	3/30	Introduction to Excel 2007 - Excel 2010 Lesson 1 Enter and Edit Data Editing Worksheets Work with Formulas and Functions	Lecture Note	Skill Test 5
7	4/6	Easter Break		
8	4/13	Editing Worksheets Work with Formulas and Functions - Excel 2010 Lesson 2	Lecture Note	Skill Test 6
Last Day to Request Grade Withdrawal "W" is Friday of 8 th Week				
9	4/22	Formatting Worksheet - Excel 2007 Lesson 3	Lecture Note	Skill Test 7
10	4/27	Create Charts and Graphics - Excel 2007 Lesson 4	Lecture Note	Skill Test 8
11	5/4	Mid-term Exam		
12	5/11	Introduction to Access 2010 - Access 2010 Lesson 1 Working with Datasheets	Lecture Note	
13	5/18	Working with Tables - Access 2010 Lesson 2 Creating and Running Queries	Lecture Note	Skill Test 9
14	5/25	No School		
15	6/1	Using Forms - Access 2010 Lesson 3	Lecture Note	Skill Test 10
Last Day to Request Grade Incomplete "I" is Friday of 15 th Week				
16	6/8	Final Project Due Date		

I. Assignments

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J. Evaluation/Assessment Rationale for Grade Determination

1. Grade Assessment

Class Grading Rubric is follows as; Attendance (10%), Participation (10%), Skill Test (30%), Mid-term Exam (30%), Final Project (20%)

2. Grade definition

- A Excellent
- B Good
- C Satisfactory
- D Poor
- F Failure

3. Grade scale

Letter Grade	Numeric Grade	Grade Points
A	95-100	4.0
A-	90-94	3.7
B+	87-89	3.3
B	84-86	3.0
B-	80-83	2.7
C+	77-79	2.3
C	74-76	2.0
C-	70-73	1.7
D+	67-69	1.3
D	64-66	1.0
D-	60-63	0.7
F	59 or below	0

K. Course Policies

1. Attendance, Preparation, and Participation:

- 1) If student miss over 20% of the class sessions, "F" will be given.
- 2) 매 주 있는 Skill Test 를 대비해서 잘 준비해 오기
- 3) 매 주 주어진 reading assignment 를 잘 읽고 오기

2. Deadlines:

None



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3. Advance Assistance:

Advance Assistance 가 필요한 경우는 이메일 또는 전화로 미리 연락하여 약속을 정할 수 있음

4. Assignment Options:

None

5. Make up work:

None

6. Extra-credit work:

None

7. Emergency procedures:

응급사항이 생겨 수업을 참석할 수 없는 경우 반드시 수업시작 전에 이메일 및 전화로 연락

8. Other policies on Withdrawal and Grade Permanence, Academic Integrity, and Appeals and Grievance procedures refer to the Student Handbooks and Catalog.

1) ACADEMIC INTEGRITY: Plagiarism and cheating are unacceptable. Plagiarism is defined as the use of someone else's ideas, arguments or other original material without acknowledging the source.

2) INCOMPLETE POLICY:

All course work is due on the dates assigned. Students who fail to submit assignments on time will be subject to the course's late grading policy. In all other cases and unless otherwise stated by the instructor, all course work is due by 4:00 p.m. on the last day of the semester.

A grade of incomplete will only be awarded to students who cannot physically complete their course work by the last day of the semester due to an avoidable situation such as a serious illness. In such cases, students must provide valid evidence of their condition. After a semester has ended it is no longer possible to request an incomplete. Incompletes will not be granted simply because of poor time management. Students who assume that an incomplete will be issued because they failed to finish their course work by the end of the semester will automatically receive a grade of F.

Incompletes must first be approved by the Academic Affairs office. To apply for an incomplete, students must fill out an incomplete-grade-request form and submit it to the office by Dec 2,



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2014. After receiving approval from the office, the student must then obtain approval from his or her instructor.

L. Support Services

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M. Bibliography

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