

Basic Course Information

Semester	Spring 2014	Instructor Name	Angie T. Ruiz
Course Title & #	BUS 180 Microsoft Office Suite for the Workplace	Email	angie.ruiz@imperial.edu
CRN #	20647	Webpage (optional)	
Room	803	Office	Room 811
Class Dates	01/21-05/16/2014	Office Hours	<p>Jan 21-March 14</p> <p>MW 8-8:30am 3:05-3:35pm</p> <p>T&TH 12:15-12:45pm</p> <p>F 3:30-4:30pm</p> <p>March 17-May 16</p> <p>MW 8-8:30am 1-3:00pm</p> <p>T&TH 12:15-12:45pm</p>
Class Days	M & W	Office Phone #	(760) 355-6339
Class Times	10:15 a.m.-12:45 p.m.	Office contact if student will be out or emergency	Frances Arce-Gomez, Staff Secretary (760) 355-6361
Units	4		

Course Description

In this course you will develop basic knowledge of computer skills needed in the modern business office. You will cover word processing software, spreadsheet creation, database development, Internet, and presentation graphics through the windows environment of a personal computer. You will incorporate graphics into your documents with the use of scanner and clip art. A working knowledge of the windows environment and a foundation for using a variety of applications of the personal computer will also be covered in the course.

Student Learning Outcomes

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

- Apply formulas to calculate total cost, gross sales and total profit.
- Design, analyze, and present a proposal using Office applications, simulating the need of a college snack bar
- In a simulated setting, communicate the snack bar proposal to a college Board of Directors

Course Objectives

1. Develop a working knowledge of the windows environments of personal computers.
2. Apply the following advance functions of a word processing software package: merge, advanced file managements, outlining, sort, and graphic imaging.
3. Demonstrate the use of a second word processing package in order to illustrate the transfer of word processing techniques to an unfamiliar software package.
4. Create Web Pages using Microsoft Word.
5. Explain the operational technique of the flatbed scanner to other students after receiving directions from the instructor in order to develop the scan competency of teaching others a new skill.
6. Put together on-the-job simulation and practice projects using integration, embedding, and desktop publishing capabilities.
7. Build a worksheet through a current spreadsheet software package and incorporate the use of formulas, point mode, average, max and mix functions, and graphic charts.
8. Create a database, learn queries, maintain and update tables in a current data base software.

9. Build a slide presentation from computerized presentation software and demonstrate a final group project.
10. Learn the basics of Internet.
11. Show acceptable communication skills including proofreading, grammar, and spelling in all work presented for review.

Textbooks

Textbook: New Perspectives Microsoft Office 2010: First Course
Materials: Memory Stick 1GB
2” Binder
5-Tab Dividers

Course Requirements and Instructional Methods

Out of Class Assignments: The Department of Education policy states that one (1) credit hour is the amount of student work that reasonably approximates not less than one hour of class time and two (2) hours of out-of-class time per week over the span of a semester. WASC has adopted a similar requirement.

Course Grading Based on Course Objectives

Methods of Evaluation:

Portfolio	10%
Exams	40%
Lab Activities	20%
Final Presentation	10%
Final Exam	20%

Notice

The instructor reserves the right to modify, change or add to the assignments or the number of exams. Class participation and attendance will make a difference in a borderline grade

Attendance

- A student who fails to attend the first meeting of a class or does not complete the first mandatory activity of an online class will be dropped by the instructor as of the first official meeting of that class. Should readmission be desired, the student’s status will be the same as that of any other student who desires to add a class. It is the student’s responsibility to drop or officially withdraw from the class. See General Catalog for details.
- Regular attendance in all classes is expected of all students. A student whose continuous, unexcused absences exceed the number of hours the class is scheduled to meet per week may be dropped. For online courses, students who fail to complete required activities for two consecutive weeks may be considered to have excessive absences and may be dropped.
- Absences attributed to the representation of the college at officially approved events (conferences, contests, and field trips) will be counted as ‘excused’ absences.

Classroom Etiquette

- Electronic Devices: Cell phones and electronic devices must be turned off and put away during class unless otherwise directed by the instructor. Consider: specifics for your class/program
- Food and Drink are prohibited in all classrooms. Water bottles with lids/caps are the only exception. Additional restrictions will apply in labs. Please comply as directed.
- Disruptive Students: Students who disrupt or interfere with a class may be sent out of the room and told to meet with the Campus Disciplinary Officer before returning to continue with coursework. Disciplinary procedures will be followed as outlined in the General Catalog.
- Children in the classroom: Due to college rules and state laws, no one who is not enrolled in the class may attend, including children.

Academic Honesty

- Plagiarism is to take and present as one's own the writings or ideas of others, without citing the source. You should understand the concept of plagiarism and keep it in mind when taking exams and preparing written materials. If you do not understand how to correctly 'cite a source', you must ask for help.
- Cheating is defined as fraud, deceit, or dishonesty in an academic assignment or using or attempting to use materials, or assisting others in using materials, or assisting others in using materials, which are prohibited or inappropriate in the context of the academic assignment in question.

Anyone caught cheating or will receive a zero (0) on the exam or assignment, and the instructor may report the incident to the Campus Disciplinary Officer, who may place related documentation in a file. Repeated acts of cheating may result in an F in the course and/or disciplinary action. Please refer to the General School Catalog for more information on academic dishonesty or other misconduct. Acts of cheating include, but are not limited to the following: (a) plagiarism; (b) copying or attempting to copy from others during an examination or on an assignment ;(c) communicating test information with another person during an examination; (d) allowing others to do an assignment or portion of an assignment, (e) use of a commercial term paper service

Additional Help

- Blackboard support center: <http://bbcrm.edusupportcenter.com/ics/support/default.asp?deptID=8543>
- Learning Labs: There are several 'labs' on campus to assist you through the use of computers, tutors, or a combination. Please consult your college map for the Math Lab, Reading & Writing Lab, and Learning Services (library). Please speak to the instructor about labs unique to your specific program
- Library Services: There is more to our library than just books. You have access to tutors in the learning center, study rooms for small groups, and online access to a wealth of resources.

Disabled Student Programs and Services (DSPS)

Any student with a documented disability who may need educational accommodations should notify the instructor or the Disabled Student Programs and Services (DSP&S) office as soon as possible. The DSP&S office is located in Building 2100, telephone 760-355-6313 if you feel you need to be evaluated for educational accommodations.

Student Counseling and Health Services

Students have counseling and health services available, provided by the pre-paid Student Health Fee. We now also have a fulltime mental health counselor. For information see <http://www.imperial.edu/students/student-health-center/>. The IVC Student Health Center is located in the Health Science building in Room 2109, telephone 760-355-6310.

Student Rights and Responsibilities

Students have the right to experience a positive learning environment and due process. For further information regarding student rights and responsibilities please refer to the IVC General Catalog available online at http://www.imperial.edu/index.php?option=com_docman&task=doc_download&gid=4516&Itemid=762

Information Literacy

Imperial Valley College is dedicated to help students skillfully discover, evaluate, and use information from all sources. Students can access tutorials at <http://www.imperial.edu/courses-and-programs/divisions/arts-and-letters/library-department/info-lit-tutorials/>

Anticipated Class Schedule / Calendar

BUS 180
Microsoft Office Suite for the Workplace
Course Outline

Weeks	
Week 1	Essential Computer Concepts Exploring the Basics of Microsoft Windows 7
Week 2	Managing Your Files Browser and Email Basics
Week 3	Microsoft Word
Week 4	Concepts, Windows, File Management, Internet & Word Exam Microsoft Excel
Week 5	Microsoft Excel
Week 6	Microsoft Excel Microsoft Excel Exam
Week 7	Microsoft PowerPoint
Week 8	Microsoft PowerPoint Microsoft PowerPoint Exam
Week 9	Microsoft Access
Week 10	Microsoft Access
Week 11	Microsoft Access
Week 12	Microsoft Access
Week 13	Microsoft Access Exam Integration
Week 14	Integration Final Project Assignment
Week 15	Final Project Assignment
Week 16	Final Project Presentation