

**Basic Course Information**

Semester	<b>Spring 2015</b>	Instructor Name	<b>Angie T. Ruiz</b>
Course Title & #	<b>BUS 180 Microsoft Office Suite for the Workplace</b>	Email	<a href="mailto:angie.ruiz@imperial.edu">angie.ruiz@imperial.edu</a>
CRN #	<b>20888</b>	Webpage (optional)	
Room	<b>803</b>	Office	<b>Room 811</b>
Class Dates	<b>01/17-06/12/2015</b>	Office Hours	<p><b>Jan 21-April 17</b></p> <p>TTH 12:15-2:15pm</p> <p><b>April 20 –June 12</b></p> <p>TTH 8-8:30am 12:15-12:45 p.m. F 1:00 – 3:00 p.m.</p>
Class Days	<b>M &amp; W</b>	Office Phone #	<b>(760) 355-6339</b>
Class Times	<b>10:15 a.m.-12:45 p.m.</b>	Office contact if student will be out or emergency	<b>Frances Arce-Gomez, Staff Secretary (760) 355-6361</b>
Units	<b>4</b>		

**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, Explore the Basics of the windows environment and use Paint.
- 2, Create, manage, organize files and save files.
- 3, Show comprehension of the SkyDrive Application.
- 4, Create, edit, and format business documents in Word applying the following advanced features: work with styles and themes; add and format pictures; add charts and tables; edit an academic document according to MLA style; design an online form/survey and customize it.
- 5, Create and format business Excel spreadsheets/workbooks applying colors, patterns and borders; deleting
- 6, and adding columns and rows; renaming; moving and adding worksheets.
7. Apply arithmetic operators in an Excel worksheet by entering formulas to calculate sales data and the SUM and Count functions selecting currency, accounting or percentage style while understanding the order of operations applied to Excel formulas.
8. Calculate average, median, minimum, and maximum in an Excel worksheet; move and copy cell range; add charts to worksheets; view worksheet formulas and set print options; calculate payments with PMT functions.

9. Create and format an Access database applying the following features: Design a database by creating fields and records in a variety of table datasheets; create forms, reports and queries; build relationship between datasheets; import data from an Excel worksheet; add data to table by importing a text file; organize documents within Access.
10. Create and format a PowerPoint presentation applying the following features: create a title slide and slides with lists; add a theme; insert and format pictures; add animation to content; select professional slide transition and sounds; print slides in different views.
11. Use Internet applications such as VoiceThread, Animoto, WordItOut and Prezi in class projects.
12. Create and format business documents using Microsoft Publisher.
13. Learn to search for, evaluate, and effectively use information from the Internet.
14. Create a professional profile using LinkedIn incorporating professional business documents.
15. Put together an on-the-job simulation and projects integrating applications and multimedia capabilities.
16. Show acceptable communication skills including proofreading, grammar, and spelling in all work presented for review.

### Textbooks & Other Resources or Links

#### Textbooks

- Textbook:* Shaffer, Ann, New Perspectives Microsoft Office 2013: Brief, Cengage Learning
- Materials:* Memory Stick 1GB  
2” Binder  
8-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:

<b>Portfolio</b>	<b>10%</b>
<b>Exams</b>	<b>40%</b>
<b>Lab Activities</b>	<b>20%</b>
<b>Final Presentation</b>	<b>10%</b>
<b>Final Exam</b>	<b>20%</b>

#### 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](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 8
Week 2	Managing Your Files Microsoft Word: Tutorial 1 Writing a Business Letter Lab Assignments
Week 3	Microsoft Word: Tutorial 2 Academic MLA Report Lab Assignments <b>Concepts, Windows, File Management, Internet &amp; Word Exam</b>
Week 4	Microsoft Excel: Tutorial 1 Creating a Customer Order Report Lab Assignments
Week 5	Microsoft Excel: Tutorial 2 Designing a Sales Report Lab Assignments
Week 6	Microsoft Excel: Tutorial 3 Creating a Fitness Tracker Lab Assignments
Week 7	<b>Microsoft Excel Exam</b> Microsoft PowerPoint: Tutorial 1 Information on Community Supported Agriculture
Week 8	Microsoft PowerPoint Childhood Story <b>Microsoft PowerPoint Exam</b>
Week 9	Microsoft Access: Tutorial 1 Creating a database Tracking Patient, Visit, and Billing Data Lab Assignments
Week 10	Microsoft Access: Tutorial 2 Building a Database and Defining Table Relationships

	Creating the Billing and Patient Tables Lab Assignments
Week 11	Microsoft Access: Tutorial 3 Maintaining and Querying a Database Updating and Retrieving Information About Patients, Visits, and Invoices Lab Assignments
Week 12	<b>Microsoft Access Exam</b> <b>Final Project Introduction</b>
Week 13	Integration Create a Professional LinkedIn Profile
Week 14	Integrate VoiceThread, Animoto, WordItOut to Final Project Assignment
Week 15	Final Project Assignment
Week 16	Final Project Presentation