Basic Course Information

Semester	**Fall 2018**	Instructor Name	**Angie T. Ruiz**
Course Title & #	**BUS 180 Microsoft Office Suite for the Workplace**	Email	**angie.ruiz@imperial.edu**
CRN #	**10152**	Office	**Room 811**
Room	**803**		
Class Dates	**August 13 – December 8, 2018**	Office Hours	**M&W 9:30-10:00 am** **WTH 1:00-2:30 p.m.**
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	**Tisha Nelson, 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. 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 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, <u>Microsoft Office 365, Office 2016</u>, Cengage Learning, ISBN 978-1-305-87918-8
Materials:	Memory Stick 1GB
	1.5" Binder
	8-Tab Dividers

Course Requirements and Instructional Methods

<u>Out of Class Assignments</u>: 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 <u>and </u>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%**
Assignments	**30%**
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.

Online Netiquette

- What is netiquette? Netiquette is internet manners, online etiquette, and digital etiquette all rolled into one word. Basically, netiquette is a set of rules for behaving properly online.
- Students are to comply with the following rules of netiquette: (1) identify yourself, (2) include a subject line, (3) avoid sarcasm, (4) respect others' opinions and privacy, (5) acknowledge and return messages promptly, (6) copy with caution, (7) do not spam or junk mail, (8) be concise, (9) use appropriate language, (10) use appropriate emoticons (emotional icons) to help convey meaning, and (11) use appropriate intensifiers to help convey meaning [do not use ALL CAPS or multiple exclamation marks (!!!!)].

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 Student Services

- CANVAS LMS. Canvas is Imperial Valley College's main Learning Management System. To log onto Canvas, use this link: Canvas Student Login. The Canvas Student Guides Site provides a variety of support available to students 24 hours per day. Additionally, a 24/7 Canvas Support Hotline is available for students to use: 877-893-9853.
- Learning Services.   There are several learning labs on campus to assist students through the use of computers and tutors. Please consult your Campus Map for the Math Lab; Reading, Writing & Language Labs; and the Study Skills Center.

- Library Services.   There is more to our library than just books. You have access to tutors in the Study Skills 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. Students have counseling and health services available, provided by the pre-paid Student Health Fee.

- **Student Health Center**. A Student Health Nurse is available on campus. In addition, Pioneers Memorial Healthcare District provide basic health services for students, such as first aid and care for minor illnesses. Contact the IVC Student Health Center at 760-355-6128 in Room 1536 for more information.
- **Mental Health Counseling Services**. Short-term individual, couples, family and group counseling services are available for currently enrolled students. Services are provided in a confidential, supportive, and culturally sensitive environment. Please contact the IVC Mental Health Counseling Services at 760-355-6310 or in the building 1536 for appointments or more information.

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/

Veteran's Center

The mission of the IVC Military and Veteran Success Center is to provide a holistic approach to serving military/veteran students on three key areas: 1) Academics, 2) Health and Wellness, and 3) Camaraderie; to serve as a central hub that connects military/veteran students, as well as their families, to campus and community resources. Their goal is to ensure a seamless transition from military to civilian life. The Center is located in Building 600 (Office 624), telephone 760-355-6141.

Extended Opportunity Program and Services (EOPS)

The Extended Opportunity Program and Services (EOPS) offers services such as priority registration, personal/academic counseling, tutoring, book vouchers, and community referrals to qualifying low-

income students. EOPS is composed of a group of professionals ready to assist you with the resolution of both academic and personal issues. Our staff is set up to understand the problems of our culturally diverse population and strives to meet student needs that are as diverse as our student population.

Also under the umbrella of EOPS our CARE (Cooperative Agency Resources for Education) Program for single parents is specifically designed to provide support services and assist with the resolution of issues that are particular to this population. Students that are single parents receiving TANF/Cash Aid assistance may qualify for our CARE program, for additional information on CARE please contact Lourdes Mercado, 760-355- 6448, lourdes.mercado@imperial.edu.

EOPS provides additional support and services that may identify with one of the following experiences:
- Current and former foster youth students that were in the foster care system at any point in their lives
- Students experiencing homelessness
- Formerly incarcerated students

To apply for EOPS and for additional information on EOPS services, please contact Alexis Ayala,

760-355-5713, alexis.ayala@imperial.edu.

Student Equity Program

- The Student Equity Program strives to improve Imperial Valley College's success outcomes, particularly for students who have been historically underrepresented and underserved. The college identifies strategies to monitor and address equity issues, making efforts to mitigate any disproportionate impact on student success and achievement. Our institutional data provides insight surrounding student populations who historically, are not fully represented. Student Equity addresses disparities and/or disproportionate impact in student success across disaggregated student equity groups including gender, ethnicity, disability status, financial need, Veterans, foster youth, homelessness, and formerly incarcerated students. The Student Equity Program provides direct supportive services to empower students experiencing insecurities related to food, housing, transportation, textbooks, and shower access. We recognize that students who struggle meeting their basic needs are also at an academic and economic disadvantage, creating barriers to academic success and wellness. We strive to remove barriers that affect IVC students' access to education, degree and certificate completion, successful completion of developmental math and English courses, and the ability to transfer to a university. Contact: 760.355.5736 or 760.355.5733 Building 100.

The Student Equity Program also houses IVC's Homeless Liaison, who provides direct services, campus, and community referrals to students experiencing homelessness as defined by the McKinney-Vento Act. Contact: 760.355.5736 Building 10.

Student Rights and Responsibilities

Students have the right to experience a positive learning environment and to due process of law. For more information regarding student rights and responsibilities, please refer to the IVC General Catalog.

Information Literacy

Imperial Valley College is dedicated to helping students skillfully discover, evaluate, and use information from all sources. The IVC Library Department provides numerous Information Literacy Tutorials to assist students in this endeavor

Anticipated Class Schedule / Calendar

BUS 180
Microsoft Office Suite for the Workplace
Course Outline

Weeks		Pages

Week 1	Word Module 1 – Creating and Editing a Document
	    Session 1.1
	    Exploring the Basics of Microsoft Windows 8
	        Childhood Picture in Paint
	    Managing Your Files
	    Microsoft Word – Childhood Story
	    Case Problem 4 – Sun Star Flyer
		WD 1 – 54
		WD 2 – 29

Week 2	Word Module 1 – Creating and Editing a Document
	    Session 1.2
	    Case Problem 1 – Brightly Letter
	    Case Problem 2 – Pups & Pals Flyer
	GMETRIX Word
		WD 1 – 54
		WD 30 – 54
		WD 56 – 57
		WD 57- 58

Week 3	Word Module 2 – Navigating and Formatting a Document
	    Session 2.1
	    Case Problem 1 – Biking Newsletter
	    Case Problem 3 – Porter and Mills
	    Case Problem 4 – Friends and Triangle Beach
	GMETRIX Word
		WD 62 – 112
		WD 62 – 91

Week 4	Project - Creating an Online Form
	Review Mail Merge Process
	Microsoft Word Project
	    Create your own company designing an online form
	    and using mail merge to invite guest for "Grand
	    Opening"
	GMETRIX Word	

Week 5	Test Microsoft Word
	Introduce Microsoft Publisher
	        Letterhead
	        Business cards
	        Flyers
	        Promotional items	

Week 6	Excel Module 1 – Getting Started with Excel
	        Session 1.1
	        Session 1.2
	        Case Problem 1 – Henderson Pediatric Care Center
	        Donation List
	        Case Problem 2 – Scott Kahne Tool & Die Balance
	        Sheet
	GMETRIX Excel
		EX 1 – 57
		EX 2 – 29
		EX 30 – 57
		EX 59 – 60
		
		EX 60 - 61

Week 7	Excel Module 2 – Formatting Workbook Text and Data
	        Session 2.1
	        Session 2.2
	        Case Problem 1 – Green Clean Homes
	        Case Problem 2 – Peak Bytes
	GMETRIX Excel
		EX 65 – 122
		EX 66 – 93
		EX 93 – 122
		EX 125 – 126
		EX 126 – 127

Week 8	Excel Module 3 – Performing Calculations with Formulas and Functions
	        Session 3.1
	        Session 3.2
	        Case Problem 1 – Gorecki Construction Budget
	        Case Problem 2 – Capshaw Family Dentistry Wages
	Gmetrix Excel
		EX 131 – 180
		
		EX 132 – 153
		EX 154 – 180
		EX 182 – 183
		EX 183 -184

Week 9	Test Microsoft Excel PMT – Calcualte loans PMT Group Project	
Week 10	Introduce Final Project VoiceThread Animoto	

Week 11	Access Module 1 – Creating a Database
	        Session 1.1
	        Session 1.2
	        Case Problem 1 – Beauty To Go
	        Case Problem 2 – Programming Pros
	GMETRIX Access
		AC 1 – 44
		AC 2 – 13
		AC 24 – 44
		AC 46 – 47
		AC 47 – 48

Week 12	Access Module 2 – Building a Database and Defining Table Relationships **Session 2.1** **Session 2.2** Case Problem 1 – Beauty To Go Case Problem 2 – Programming Pros GMETRIX Access	AC 51 – 104 AC 52 – 75 AC 76 – 104 AC 106 – 108 AC 108 - 110
Week 13	Access Module 3 – Maintaining and Querying a Database **Session 3.1** **Session 3.2** Case Problem 1 – Beauty To Go Case Problem 2 – Programming Pros Final Project Group Work	AC 115 – 170 AC 116 – 139 AC 140 – 170 AC 172 – 173 AC 173 – 175
Week 14	PowerPoint Module 1 – Creating a Presentation **Session 1.1** **Session 1.2** Case Problem 1 – Cleaning Essentials Case Problem 2 – Dillaire Music Final Project Group Work	PPT 1 – 61 PPT 2 – 31 PPT 32 – 61 PPT 63 – 64 PPT 65
Week 15	GETRIX Access Final Access Exam	
Week 16	Final Project Presentation	