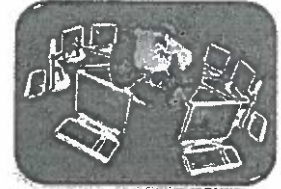




BUS 180
MICROSOFT OFFICE SUITE FOR THE WORKPLACE
Monday & Wednesday
10:15a.m. – 12:45p.m.
(4 Units)
Code 20559



INSTRUCTOR:

Angie T. Ruiz
Office – Room 811
Telephone 355-6339
Email: angie.ruiz@Imperial.edu

Office Hours	
Tues. & Thurs.	10:00-11:00a.m.
Friday	8:15-10:15a.m.

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 for the personal computer will also be covered in the 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 form 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.

STUDENT LEARNING OUTCOMES

Upon completion of this course, the student 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

ATTENDANCE POLICY

The instructor will drop a student who fails to attend the first meeting of the class. Regular attendance in all classes is expected of all students enrolled. A student may be excluded from further attendance in a class during any semester when absences after the close of registration have exceeded the number of class hours, which the class meets per week. Students can be dropped if he/she is disturbing in class. A student who is tardy three times may be considered as having been absent once.

MATERIALS REQUIRED:

Textbook: Microsoft Office 2010: Introductory , Shelly, Gary, Vermaat, Misty
Memory Stick 1GB
2" Binder
5-Tab Dividers

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 borderline grade.

Turn off cell phone while in class.

Course Outline

Wk 1	Intro. To Computers Office 2010 & Windows	Wk 9	Microsoft Access
Wk 2	Microsoft Word	Wk 10	Microsoft Access
Wk 3	Microsoft PowerPoint	Wk 11	Microsoft Access
Wk 4	Microsoft PowerPoint	Wk 12	Microsoft Access
Wk 5	Microsoft PowerPoint	Wk 13	Microsoft Publisher
Wk 6	Microsoft Excel	Wk 14	Microsoft Outlook
Wk 7	Microsoft Excel	Wk 15	Final Project Assignment
Wk 8	Microsoft Excel	Wk 16	Final Project Presentations