



Basic Course Information

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|-------------------|--|------------------------|--------------------------------------|
| Semester: | Fall 2024 | Instructor Name: | Noel Ortiz Jr. |
| Course Title & #: | BUS 180: Microsoft Office Suite for The Workplace | Email: | noel.ortiz@imperial.edu |
| CRN #: | | Webpage (optional): | N/A |
| Classroom: | Bldg.: 800 Room: 803 | Office #: | |
| Class Dates: | 12AUG24 – 07DEC24 | Office Hours: | Tue & Thur: 5:00PM-6:00PM |
| Class Days: | Tue & Thur | Office Phone #: | (442) 230-4220 |
| Class Times: | 6:00 PM – 7:25 PM Lecture 7:30 PM – 8:35 PM Lab | Emergency Contact: | N/A |
| Units: | 4 | Class Format/Modality: | Lecture/Discussion |

Course Description

This course is designed to strengthen skills needed in a business office. Students will broaden word processing skills; develop spreadsheets and databases; create documents using desktop publishing software; and search for, evaluate, and use information from the Internet. Students will also develop business documents, presentations, and web pages using multimedia. After completing the class, the student will have a foundation for integrating a variety of business applications in an office setting. (CSU)

Course Prerequisite(s) and/or Corequisite(s)

None

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 for a college snack bar.
- In a simulated setting, communicate the snack bar proposal to a college Board of Directors.

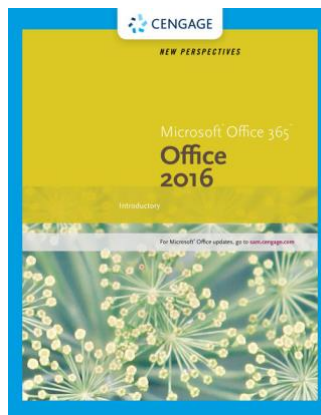
Course Objectives

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 by 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.

6. *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.*
7. *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.*
8. *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 a relationship between datasheets; import data from an Excel worksheet; add data to a table by importing a text file; organize documents within Access.*
9. *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 transitions and sounds; and print slides in different views.*
10. *Use internet applications such as VoiceThread, Animoto, WordItOut, and Prezi in class projects.*
11. *Create and format business documents using Microsoft Publisher.*
12. *Learn to search for, evaluate, and effectively use information from the Internet.*
13. *Create a professional profile using LinkedIn incorporating professional business documents.*
14. *Put together an on-the-job simulation and projects integrating applications and multimedia capabilities.*
15. *Show acceptable communication skills including proofreading, grammar, and spelling in all work presented.*

Textbooks & Other Resources or Links

- *New Perspectives Microsoft Office 365 & Office 2016 Introductory | ISBN-13: 978-1-305-87917-1 | ISBN-10: 1-305-87917-1.*



- *OER Resources for Microsoft Office 365 assignments. These resources will be present in Canvas. Please note: You can download Microsoft Office 365 for free from your IVC @students.imperial.edu email account. The steps to do so can be found in the Week 1 module of the course.*

| Assessment | Grade Weight |
|--------------------|--------------|
| Assignments | 30% |
| Weekly Discussions | 10% |
| WBL Assignment | 10% |
| Weekly Quizzes | 10% |
| Midterm | 10% |
| Final | 15% |
| Project | 15% |
| Total | 100% |

| | |
|---------------------|---|
| 900 PTS - 1,000 PTS | A |
| 800 PTS – 899 PTS | B |
| 700 PTS – 799 PTS | C |
| 600 PTS – 699 PTS | D |
| 0 PTS - 599 PTS | F |

Academic Honesty (Artificial Intelligence -AI)

IVC values critical thinking and communication skills and considers academic integrity essential to learning. Using AI tools as a replacement for your own thinking, writing, or quantitative reasoning goes against both our mission and academic honesty policy and will be considered academic dishonesty, or plagiarism unless you have been instructed to do so by your instructor. In case of any uncertainty regarding the ethical use of AI tools, students are encouraged to reach out to their instructors for clarification.

Course Policies

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

- *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 by the instructor.*
- *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.*

Anticipated Class Schedule/Calendar

| Date or Week | Activity, Assignment, and/or Topic | Pages/ Due Date |
|------------------------------|--|--------------------------------|
| Week 1 8/13 & 8/15 | <p>Day 1:</p> <p><i>Class Expectations & Rules</i></p> <p><i>Canvas Review</i></p> <p><i>Course & Syllabus Review</i></p> <ul style="list-style-type: none"> • <i>Complete Syllabus Quiz in class</i> <p>Explore the basics of the Windows environment and use Paint</p> <ul style="list-style-type: none"> • <i>Complete Week 1 Canvas modules. (Complete by Thursday, 8/15).</i> • <i>Answer weekly discussions. (Complete by Wednesday, 8/14).</i> • <i>Week 1 Assignments: Exploring the Basics of the Windows Environment and Using Paint (Complete all by Saturday, 8/17).</i> <ul style="list-style-type: none"> ○ <i>Part 1: Exploring the Windows Environment</i> ○ <i>Part 2: Using Microsoft Paint</i> • <i>Quiz: Multiple-choice questions about the Windows interface and basic navigation. (Complete all by Saturday, 8/17).</i> | |
| Week 2 8/20 & 8/22 | <p>File Management</p> <ul style="list-style-type: none"> • <i>Read FM 1-31 in your books (Complete by Tuesday, 8/20)</i> • <i>Complete Week 2 Canvas Modules (Complete by Thursday, 8/22)</i> • <i>Answer to Weekly Discussion (Complete by Wednesday, 8/21)</i> • <i>File Management Assignment (Complete by Saturday, 8/24)</i> | |



| Date or Week | Activity, Assignment, and/or Topic | Pages/ Due Date |
|--|--|-----------------------|
| | <ul style="list-style-type: none"> ○ Part 1: Creating and Organizing Files ○ Part 2: Demonstrating File Retrieval ○ Part 3: Applying File Management Best Practices ● Scenario-Based Quiz: Questions on best practices for file management and organization. <i>(Complete by Saturday, 8/24).</i> | |
| <p>Week 3</p> <p>8/27 & 8/29</p> | <p>Internet Basics and Information Literacy</p> <ul style="list-style-type: none"> ● Read IB 2–32 in your books <i>(Complete by Tuesday, 8/27).</i> ● Complete week 3 Modules in Canvas. <i>(Complete by Thursday, 8/29).</i> ● Answer Weekly Discussion <i>(Complete by Wednesday, 8/28).</i> ● Assignment: Internet Basics and Information Literacy <i>(Complete by Saturday, 8/31).</i> <ul style="list-style-type: none"> ○ Part 1: Internet Basics ○ Part 2: Information Literacy ● MC Quiz: Internet Basics and Information Literacy <i>(Complete by Saturday, 8/31).</i> | |
| <p>Week 4</p> <p>9/03 & 9/05</p> | <p>Word: Creating & Editing a Document</p> <ul style="list-style-type: none"> ● Read WD 2–60 in your books <i>(Complete by Tuesday, 9/03).</i> ● Complete Week 4 Modules in Canvas <i>(Complete by Thursday, 9/05).</i> ● Answer Weekly Discussion <i>(Complete by Wednesday, 9/04).</i> ● Homework Assignment: Mastering Basic Skills in Microsoft Word <i>(Complete by Saturday, 9/07).</i> ● MC Quiz <i>(Complete by Saturday, 9/07).</i> | |
| <p>Week 5</p> <p>9/10 & 9/12</p> | <p>Word: Navigating and Formatting a Document</p> <ul style="list-style-type: none"> ● Read WD 61–112 in your books <i>(Complete by Tuesday, 9/10).</i> ● Complete Week 5 Modules in Canvas <i>(Complete by Thursday, 9/12).</i> ● Answer Weekly Discussions <i>(Complete by Wednesday, 9/11).</i> ● Homework Assignment: Advanced Skills in Microsoft Word <i>(Complete by Saturday, 9/14).</i> ● MC Quiz <i>(Complete by Saturday, 9/14).</i> | |
| <p>Week 6</p> <p>9/17 & 9/19</p> | <p>Word: Creating Tables and a Multipage Report</p> <ul style="list-style-type: none"> ● Read WD 119-168 in your books <i>(Complete by Tuesday, 9/17).</i> ● Complete Week 6 Modules in Canvas <i>(Complete by Thursday, 9/19).</i> ● Answer Weekly Discussions <i>(Complete by Wednesday, 9/18).</i> ● Homework Assignment: Creating Tables and a Multipage Report in Microsoft Word <i>(Complete by Saturday, 9/21).</i> ● MC Quiz <i>(Complete by Saturday, 9/21).</i> | |

| Date or Week | Activity, Assignment, and/or Topic | Pages/ Due Date |
|---------------------------------|---|-----------------------|
| Week 7 9/24 & 9/26 | Word: Enhancing Page Layout and Design <ul style="list-style-type: none"> • Read WD 175-230 in your books <i>(Complete by Tuesday, 9/24).</i> • Complete Week 7 Modules in Canvas <i>(Complete by Thursday, 9/26).</i> • Answer Weekly Discussions <i>(Complete by Wednesday, 9/25).</i> • Homework Assignment: Integrating Word Processing Skills <i>(Complete by Saturday, 9/28).</i> • MC Quiz <i>(Complete by Saturday, 9/28).</i> | |
| Week 8 10/01 & 10/03 | Excel: Getting Started with Excel <ul style="list-style-type: none"> • Read EX 1-60 in your books <i>(Complete by Tuesday, 10/01).</i> • Complete Week 8 Modules in Canvas <i>(Complete by Thursday, 10/03).</i> • Answer Weekly Discussions <i>(Complete by Wednesday, 10/02).</i> • WBL Homework Assignment <i>(Complete by Sunday, 10/13).</i> • Homework Assignment: Creating a Customer Order Report <i>(Complete by Saturday, 10/05).</i> • MC Quiz <i>(Complete by Saturday, 10/05).</i> • Midterm <i>(Complete by Sunday, 10/06).</i> | |
| Week 9 10/08 & 10/10 | Excel: Formatting Workbook Text and Data <ul style="list-style-type: none"> • Read EX 65-121 in your books <i>(Complete by Tuesday, 10/08).</i> • Complete Week 9 Modules in Canvas <i>(Complete by Thursday, 10/10).</i> • Answer Weekly Discussions <i>(Complete by Wednesday, 10/09).</i> • Homework Assignment: Creating a Sales Report <i>(Complete by Saturday, 10/12).</i> • MC Quiz <i>(Complete by Saturday, 10/12).</i> | |
| Week 10 10/15 & 10/17 | Excel: Performing Calculations with Formulas and Functions <ul style="list-style-type: none"> • Read EX 131-179 in your books <i>(Complete by Tuesday, 10/15).</i> • Complete Week 10 Modules in Canvas <i>(Complete by Thursday, 10/17).</i> • Answer Weekly Discussions <i>(Complete by Wednesday, 10/16).</i> • Homework Assignment: Calculating Farm Yield and Revenue <i>(Complete by Saturday, 10/18).</i> • MC Quiz <i>(Complete by Saturday, 10/18).</i> | |
| Week 11 10/22 & 10/24 | Excel: Analyzing and Charting Financial Data <ul style="list-style-type: none"> • Read EX 187-250 in your books <i>(Complete by Tuesday, 10/22).</i> • Complete Week 11 Modules in Canvas <i>(Complete by Thursday, 10/24).</i> • Answer Weekly Discussions <i>(Complete by Wednesday, 10/23).</i> • Homework Assignment: Financial Projections <i>(Complete by Saturday, 10/26).</i> | |

| Date or Week | Activity, Assignment, and/or Topic | Pages/ Due Date |
|---|---|-----------------------|
| | <ul style="list-style-type: none"> • MC Quiz (<i>Complete by Saturday, 10/26</i>). | |
| Week 12 10/29 & 10/31 | Access: Creating a Database <ul style="list-style-type: none"> • Read AC 1-43 in your books (<i>Complete by Tuesday, 10/29</i>). • Complete Week 12 modules in Canvas (<i>Complete by Thursday, 10/31</i>). • Answer Weekly Discussions (<i>Complete by Wednesday, 10/23</i>). • Homework Assignments: Tracking Patient, Visit, and Billing Data (<i>Complete, by Saturday, 11/02</i>). • MC Quiz (<i>Complete, by Saturday, 11/02</i>). | |
| Week 13 11/05 (Election Day) & 11/07 | Access: Building a Database and Defining Table Relationships <ul style="list-style-type: none"> • Read AC 51-169 in your books (<i>Complete by Tuesday, 11/05</i>). • Complete Week 13 Modules in Canvas (<i>Complete by Thursday, 11/07</i>). • Answer Weekly Discussions (<i>Complete Wednesday, 11/06</i>). • Homework Assignment: Creating Different Data Bases (<i>Complete by Saturday, 11/09</i>). • MC Quiz (<i>Complete by Saturday, 11/09</i>). | |
| Week 14 11/12 & 11/14 | Access: Creating Forms and Reports <ul style="list-style-type: none"> • Read AC 179-221 in your books (<i>Complete by Tuesday, 11/12</i>). • Complete Week 14 Modules in Canvas (<i>Complete by Thursday, 11/14</i>). • Answer Weekly Discussions (<i>Complete Wednesday, 11/13</i>). • Homework Assignment: Creating Forms & Reports (<i>Complete by Saturday, 11/16</i>). • MC Quiz (<i>Complete by Saturday, 11/16</i>). | |
| Week 15 11/19 & 11/21 | PowerPoint: Creating a Presentation <ul style="list-style-type: none"> • Read PPT 1-129 in your books (<i>Complete by Tuesday, 11/19</i>). • Complete Week 15 Modules in Canvas (<i>Complete by Sunday, 12/01</i>). • Answer Weekly Discussions (<i>Complete by Wednesday, 11/20</i>). • Homework Assignment: Presentation Of Your Life (<i>Complete by Sunday, 12/01</i>). • MC Quiz (<i>Complete by Sunday, 12/01</i>). | |



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| Date or Week | Activity, Assignment, and/or Topic | Pages/ Due Date |
|---|---|-----------------------|
|  <p><i>Thanksgiving Break 11/25 – 11/30</i></p> | | |
| Week 16 12/03 & 12/05 | Final Week <ul style="list-style-type: none">• Chapter Review in Class• Complete Review Modules on Canvas <i>(Complete by Thursday, 12/05).</i>• Complete Project <i>(Complete by Thursday, 12/05).</i>• Complete Final <i>(Complete by Thursday, 12/05).</i> | |

*****Subject to change without prior notice*****