IMPERIAL VALLEY COLLEGE

## Basic Course Information

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|---|---|---|---|
| Semester: | **Fall 2025** | Instructor Name: | **Noel Ortiz Jr** |
| Course Title & #: | **BUS180: Microsoft Office Suite for The Workplace** | Email: | **noel.ortiz@imperial.edu** |
| CRN #: | **10075** | Webpage (optional): | |
| Classroom: | **803** | Office #: | |
| Class Dates: | **08/11/2025 - 12/06/2025** | Office Hours: | **1:00 PM to 2:00 PM (Monday & Wednesday)** |
| Class Days: | **Tuesdays & Thursdays** | Office Phone #: | |
| Class Times: | **8:00 AM to 9:25 AM** | Emergency Contact: | |
| Units: | **3** | Class Format/Modality: | **Lecture/Discussion** |

## Course Description

The 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 course completion, the successful student will have acquired new skills, knowledge, and attitudes as demonstrated by being able to: 1. Using Excel, apply formulas to calculate total cost, gross sales, and total profit. 2. Design, analyze, and present a proposal using Office applications, simulating the need for a college snack bar. 3. In a simulated setting, communicate the snack bar proposal to the college Board of Directors. 4. In a simulated setting, create a database and create reports using the query function*

## Course Objectives

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

*1. Explore the Basics of the Windows environment and use Paint.*
*2. Create, manage, and 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.*
*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 relationships 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; 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 for review.

## Textbooks & Other Resources or Links

NONE

## Course Requirements and Instructional Methods

Full access to all Microsoft 365 applications and Windows 11 Paint.

## Course Grading Based on Course Objectives

| Assessments | Point Value | Maximum Points | % Total Grade |
|---|---|---|---|
| **Weekly Discussion** | 1.5 pts x 15 weeks | 22.5 pts | 11.9 % |
| **Labs** | (2pts/4pts) x 22 labs | 60 pts | 31.7% |
| **WBL Assignment (Extra Credit)** | 10 pts | 10 pts | Extra Credit |
| **Check Your Knowledge** | 3 pts x 14 quizzes | 42 pts | 22% |
| **Test** | 10 pts x 3 Test | 30 pts | 15.8% |
| **Midterm** | One-time | 15 pts | 8 % |
| **Final** | One-time | 20 pts | 10.6% |
| **Total Points** | | **189.5 points** | **100%** |

| | | |
|---|---|---|
| *170.55–189.5* | *A* | *90-100%* |
| *151.6–170.54* | B | *80-89%* |
| *132.65–151.59* | C | *70-79%* |
| *113.7–132.64* | D | *60-69%* |
| *0–113.69* | F | *Below 60%* |

## Academic Honesty (Artificial Intelligence -AI)

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

## Accessibility Statement

Imperial Valley College is committed to providing an accessible learning experience for all students, regardless of course modality. Every effort has been made to ensure that this course complies with all state and federal accessibility regulations, including Section 508 of the Rehabilitation Act, the Americans with Disabilities Act (ADA), and Title 5 of the California Code of Regulations. However, if you encounter any content that is not accessible, please contact your instructor or the area dean for assistance. If you have specific accommodation through **DSPS**, contact them for additional help.

We are here to support you and ensure that you have equal access to all course materials.

## Course Policies

### 1. Punctuality

*Students are expected to arrive on time for every class. Being punctual demonstrates respect for both the instructor and fellow classmates. Late arrivals disrupt the learning environment and may result in missed information. If you arrive more than 10 minutes late, you may be marked as absent for that class session.*

### 2. Participation

*Active participation is crucial for a successful learning experience. Students are encouraged to engage in class discussions, ask questions, and contribute to group activities. Participation will be a component of your final grade, so please come prepared to interact and share your insights.*

Updated 11/2024

*3. Attendance*

*Regular attendance is mandatory. Each student is allowed up to three unexcused absences per semester. Additional absences will require a valid excuse and may impact your final grade. If you know you will be absent, please inform the instructor in advance and decide to catch up on the missed work.*

*4. Completing Assignments*

*All assignments must be completed and submitted on time. The first two instances of late submission will be excused. However, any subsequent late submissions will result in a 10% deduction from the assignment grade for each day it is late.*

## Financial Aid

Your Grades Matter! To continue to receive financial aid, you must meet the Satisfactory Academic Progress (SAP) requirement.  Maintaining a 2.0 GPA means that you are on track to graduate on time, having successfully completed 67% of your coursework.  If you do not maintain SAP, you may lose your financial aid.  If you have any questions, please contact the Financial Aid office at finaid@imperial.edu.

## IVC Student Resources

IVC wants you to be successful in all aspects of your education. For help, resources, services, and an explanation of policies, visit http://www.imperial.edu/studentresources or click the heart icon in Canvas.

## Anticipated Class Schedule/Calendar

| Date or Week | Activity, Assignment, and/or Topic | Pages/ Due Dates/Tests |
|---|---|---|
| Week 1 | **Syllabus & Course Introduction**<br><br>**Week 1 Module \| Explore the Basics of the Windows Environment & Use Paint**<br>• Week 1 \| Discussion: Evolution of Microsoft Paint<br>• Week 1 \| Lab #1: Exploring the Windows Environment<br>• Week 1 \| Lab #2: Using Microsoft Paint<br>• Week 1 \| Check Your Knowledge Quiz | **Due August 17ᵗʰ** |
| Week 2 | **Week 2 Module \| File Management**<br>• Week 2 \| Discussion: Reflecting on File Management<br>• Week 2 \| Lab #1: The Importance of File Management<br>• Week 2 \| Lab #2: Creating and Organizing Files<br>• Week 2 \| Check Your Knowledge Quiz | **Due August 24ᵗʰ** |
| Week 3 | **Week 3 Module \| Internet Basics and Information Literacy**<br>• Week 3 \| Discussion: Which Internet Browser is Better?<br>• Week 3 \| Lab #1: Understanding the Internet and the World<br>• Week 3 \| Lab #2: Starting and Customizing Microsoft Edge<br>• Week 3 \| Check Your Knowledge Quiz | **Due August 31ˢᵗ** |
| Week 4 | **Week 4 Module \| Word: Creating & Editing a Document**<br>• Week 4 \| Discussion: Word Processing Features<br>• Week 4 \| Lab #1: Part 1: Planning the Event | **Due September 7ᵗʰ** |

| Date or Week | Activity, Assignment, and/or Topic | Pages/ Due Dates/Tests |
|---|---|---|
| | • Week 4 \| Lab #2: Part 2: Event Invitations and Final Edits<br>• Week 4 \| Check Your Knowledge Quiz | |
| Week 5 | **Week 5 Module \| Word: Navigating, formatting a Document, Creating Tables, and a Multipage Report**<br>• Week 5 \| Discussion: Advanced Word Processing Techniques<br>• Week 5 \| Lab #1: Word: Navigating and Formatting a Document<br>• Week 5 \| Lab #2: Word: Creating Tables and a Multipage Report<br>• Week 5 (A) \| Check Your Knowledge Quiz<br>• Week 5 (B) \| Check Your Knowledge Quiz | **Due September 14th** |
| Week 6 | **Week 6 Module \| Word: Enhancing Page Layout and Design**<br>• Week 6 \| Discussion: The Importance of Proper Formatting in<br>• Week 6 \| Lab #1: Advanced Microsoft Word Techniques<br>• Week 6 \| Check Your Knowledge Quiz<br>• Microsoft Paint & Word Test | **Due September 21st** |
| Week 7 | **Week 7 Module \| Excel: Getting Started with Excel**<br>• Week 7 \| Discussion: Essential Excel Skills Employers Seek in<br>• Week 7 \| Lab #1: Excel Assignment: Creating a Customer Order<br>• Week 7 \| Lab #2: Comprehensive Sales Report for Business & Tax Purposes<br>• Week 7 \| Check Your Knowledge Quiz | **Due September 28th** |
| Week 8 | **Week 8 Module \| Excel: Performing Calculations with Formulas and Functions / Analyzing and Charting Financial Data**<br>• Week 8 \| Discussion: The Importance of Proper Formatting in Excel for Small Business Budgeting<br>• Week 8 \| Lab #1: Excel Tutorial: Formulas & Functions Using Real-World Data<br>• Week 8 \| Lab #2: Excel: Build a Financial Workbook for EverOak Week 8 \| Check Your Knowledge Quiz | **Due October 5th** |
| Week 9 | **Week 9 Module \| Access: Creating a Database**<br>• Week 9 \| Discussion: Application of Microsoft Access Skills Across Multiple Industries<br>• Week 9 \| Lab #1: Access: HealthcareDB – Relational Database Management in Microsoft Access<br>• Week 9 \| Check Your Knowledge Quiz<br>• Midterm Assignment (Excel): Farm Financial Analysis – Oak Hollow Farm | **Due October 12th** |

| Date or Week | Activity, Assignment, and/or Topic | Pages/ Due Dates/Tests |
|---|---|---|
| Week 10 | **Week 10 Module \| Access: Building a Database and Defining Table Relationships**<br>• Week 10 \| Discussion: Application of Microsoft Access Skills Across Multiple Industries<br>• Week 10 \| Lab #1: Access: Inventory Management System Summary – XYZ Company<br>• Week 10 \| Check Your Knowledge Quiz | **Due October 19th** |
| Week 11 | **Week 11 Module \| Access: Creating Forms and Reports**<br>• Week 11 \| Discussion: Comparing Google Forms and Microsoft Access Forms<br>• Week 11 \| Lab #1: Microsoft Access – Forms, Queries, and Reports<br>• Week 11 \| Check Your Knowledge Quiz | **Due October 26th** |
| Week 12 | **Week 12 Module \| Securing Your Microsoft Access Database**<br>• Week 12 \| Discussion: Securing Your Database<br>• Week 12 \| Lab #1: Securing Your Access Database<br>• Microsoft Access Test | **Due November 2nd** |
| Week 13 | **Week 13 Module \| PowerPoint Presentations: From Slide to Story**<br>• Week 13 \| Discussion: Why Strong Slide Design Matters<br>• Week 13 \| Lab #1: Creating & Organizing a PowerPoint<br>• Week 13 \| Check Your Knowledge Quiz | **Due November 9th** |
| Week 14 | **Week 14 Module \| Enhancing Presentations with Multimedia and Animation**<br>• Week 14 \| Discussion: PowerPoint That Moves: Visuals, Media, and Motion<br>• Week 14 \| Lab #1: The Story of My Life – Multimedia PowerPoint Presentation<br>• Week 14 \| Check Your Knowledge Quiz | **Due November 16th** |
| Week 15 | **Week 15 Module \| Advanced PowerPoint Tools for Security, Accessibility, and Workflow**<br>• Week 15 \| Discussion: Beyond Design: Protecting and Preparing Your Presentation<br>• Week 15 \| Lab #1: Securing and Finalizing a Professional PowerPoint Presentation<br>• PowerPoint Presentation Exam | **Due November 23rd** |
| Week 16 | **Week 16 Module \| Final**<br>• BUS180 Final | **Due December 5th** |

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