

**SADDLEBACK COLLEGE
BUSINESS SCIENCE DIVISION
COURSE SYLLABUS
CIM 112 – MICROSOFT OFFICE**

Instructor:	Joyce Quade	Semester:	1/18 through 2/22/12 Spring 2012
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Email:	jquade@saddleback.edu	Time & Day:	Internet-based
Office:	BGS 217		

COURSE DESCRIPTION

Provides a computer exploration of Microsoft Office. Extensive activities are provided using word processing, database management, spreadsheets, and presentation software. Focus includes creating, maintaining, and querying a database management system and creating, editing, formatting, and printing text and spreadsheet documents.

COURSE OBJECTIVES

Upon completion of this course, the student will be able to:

1. Illustrate word processing concepts, and document creation and formatting.
2. Illustrate spreadsheet concepts, and spreadsheet creation and formatting.
3. Illustrate presentation concepts.
4. Illustrate database management concepts, database design, and database creation and management.

TEXTBOOK AND SUPPLIES

- ***Go! With Microsoft Office 2010 Getting Started* bundled with Myitlab Office 2010 Access Card;; ISBN:9780132607735; Gaskin; Textbook bundled with access card for online lab materials available in Saddleback College Bookstore. Textbook and access card for online lab required.**

POLICIES AND PROCEDURES

Computers are available in the Information Management Center (IMC) located in BGS 248. The IMC lab hours are: 8:30 a.m. to 10 p.m. Monday through Thursday, 9 a.m. to 4 p.m. Friday, and 9 a.m. to 5 p.m. on Saturday.

No cell phones, children, food, or drinks (including water) are allowed in the IMC lab.

PASS/NO PASS: Students enrolled in this class for Pass/No Pass must receive 70% or more of the total possible points to obtain credit.

Students enrolled in this course are expected to maintain the highest standards of academic integrity and honesty. All assignments submitted should be exclusive and original work of each student. Any copying, plagiarism, or other form of cheating on exams, quizzes, or homework will subject a student to failure in this course and sanctions stipulated by school disciplinary proceedings.

WITHDRAWAL: It is the student's responsibility to withdraw from class by the appropriate dates.

If you have specific disabilities and require accommodations, please discuss your academic adjustment needs with me as soon as possible. Please contact the Special Services Office in the Student Services Center, Room 113, for additional information. All information will remain confidential.

This course schedule is subject to change and may be modified.

Tkt # 13815		Weekly Schedule	Spring 2012
Week	Reading		
1	Purchase textbook and access card Read Syllabus and Online Orientation in Blackboard Review Common Features Chapter 1 (Using the Common Features of Office 2010)	<p>Complete all assignments and exams in myitlab (myitlab.com)</p> <p>Read Announcements in Blackboard (socccd.blackboard.com) and MySite (Saddleback email).</p> <p>You will need Office 2010 for myitlab grader projects and capstone.</p>	
2	Word Chapter 1 – Creating Documents with Word 2010	<ul style="list-style-type: none"> • Create a New Document and Insert Text • Insert and Format Graphics • Insert and Modify Text Boxes and Shapes • Change Document/Paragraph Layout • Create and Modify Lists • Set and Modify Tab Stops • Insert a SmartArt Graphic 	
3	Excel Chapter 1 – Creating a Worksheet and Charting Data (Excel 2010)	<ul style="list-style-type: none"> • Create, Save,.Navigate a Workbook • Enter Data in a Worksheet • Construct and Copy Formulas/SUM Function • Format Cells with Merge & Center • Chart Data (Column Chart & Insert Sparklines) • Check Spelling in Worksheet • Enter Data by Range • Construct Formulas (Mathematical Operations) • Edit Values in a Worksheet • Format a Worksheet 	
4	Access Chapter 1 – Getting Started with Access Databases	<ul style="list-style-type: none"> • Create a Table and Design Fields in New Database • Change the Structure of Tables • Create and Use Query, Form, and Report • Create a Database Using a Template • Organize Objects in Navigation Pane • Create a New Table Created with Template 	
5	PowerPoint Chapter 1 – Getting Started with Microsoft Office PowerPoint	<ul style="list-style-type: none"> • Create a New Presentation • Edit a Presentation in Normal View • Add Pictures to a Presentation • Save a Presentation • Print and View a Presentation • Format a Presentation • Use Slide Sorter View • Apply Slide Transitions 	
	Course ends February 22		