

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

Instructor:	Joyce Quade	Semester:	Fall 2009
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Office:	BGS 217		

8/24 through 9/25/09

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. Design a file management system.
2. Navigate the Windows environment.
3. Illustrate word processing concepts, and document creation and formatting.
4. Illustrate spreadsheet concepts, and spreadsheet creation and formatting.
5. Illustrate presentation concepts.
6. Illustrate database management concepts, database design, and database creation and management.

TEXTBOOK AND SUPPLIES

Go! With Microsoft Office 2007 Getting Started (4 chapters); Gaskin; Prentice Hall;

POLICIES AND PROCEDURES

Computers are available in the Information Management Center (IMC) located in BGS 248. The IMC lab hours are: 9 a.m. to 10 p.m. Monday through Thursday, 9 a.m. to 6 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.

CR/NCR: Students enrolled in this class for Credit/No Credit 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 may 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 # 11855		Weekly Schedule	Fall 2009
Week	Reading	Discussion	
1	Online Orientation Purchase textbook Complete Blackboard Tutorial Read Syllabus		
2	Ch. 1 – Word 2007	<ul style="list-style-type: none"> • Documents with Microsoft Word 2007 • Edit and Save a Document • Print a Document • Navigate the Word Window • Check Your Work <p>Complete Project 1A and Project 1B</p> <p>Chapter 1 Exam</p>	
3	Ch. 2 – Excel 2007	<ul style="list-style-type: none"> • Create a Worksheet • Chart Data • Perform Calculations • Make Comparisons by Using a Pie Chart <p>Complete Project 2A and Project 2B</p> <p>Chapter 2 Exam</p>	
4	Ch. 3 – Access 2007	<ul style="list-style-type: none"> • Create a New Database • Create a Database from a Template <p>Complete Project 3A</p> <p>Chapter 3 Exam</p>	
5	Ch. 4 – PowerPoint 2007	<ul style="list-style-type: none"> • Open a Presentation • Edit a Presentation • Save a Presentation • Print a Presentation • Create and Format a Presentation <p>Complete Project 4A and Project 4B</p> <p>Chapter 4 Exam</p>	
	Course ends September 25		