

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

Instructors: Joyce Quade  
Phone: (949) 582-4597  
Email: [jquade@saddleback.edu](mailto:jquade@saddleback.edu)  
Office: BGS 217  
Office Hours: 10 a.m. – 12 noon Wednesday (BGS 217)  
8 – 9 a.m. Monday, Tuesday, Friday (Virtual)

Semester: Fall 2015  
Ticket: 20055  
Time & Day: Internet-based  
Dates: **8/31 – 10/9**

### **COURSE DESCRIPTION**

Provides a computer exploration of Microsoft Office. Extensive activities are provided using word processing, database management, spreadsheet, 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/LEARNING OUTCOMES**

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

1. Demonstrate knowledge of word processing concepts, and create and format documents.
2. Illustrate spreadsheet concepts, and create and format spreadsheets.
3. Create, edit, and format presentations.
4. Apply database design and management concepts to databases.

### **TEXTBOOK AND SUPPLIES**

***Go! With Microsoft Office 2013, Getting Started* bundled with Myitlab Office 2013 access card; Gaskin (Pearson); Textbook bundled with access card for lab materials available in Saddleback College Bookstore and bookstore across the street from campus. Etext and myitlab available from publisher (myitlab.com).** If you choose to purchase the required course materials from any other source, please be aware of the risk of purchasing the incorrect textbook and/or access code for lab materials. Neither the publisher nor your instructor will be able to issue replacement materials.

**USB Drive:** recommended, 1 GB is sufficient

**Internet:** You must have access to a computer with a reliable Internet connection, email, Adobe Reader (free from adobe.com), a newer version of Chrome or Firefox browser, and MS Excel 2013. 3G/4G Internet connection might be sufficient.

Computers and Excel 2013 are available on the computers in the computer lab in BGS 248.

### **POLICIES AND PROCEDURES**

Check Announcements in Blackboard ([soccdd.blackboard.com](http://soccdd.blackboard.com)) and MySite (Saddleback College email) daily. Regular online attendance is expected. Assignments/exams must be submitted by due date.

Contact Info: [jquade@saddleback.edu](mailto:jquade@saddleback.edu)

In the subject line specify semester and course, your last and first name, and assignment number.

**Send emails from your Saddleback College email account.**

**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.

**IMPORTANT DATES: Drop without “W” Grade – September 8**  
**Pass/No Pass – September 11**  
**Last Day to Drop with a “W” – September 25**

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

This course meets the requirements set forth in the accessibility checklist and universal design grid provided by Special Services. The Web pages, video presentations, textbooks and class materials used in this course are accessible to students with disabilities. 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 for additional information. All information will remain confidential.

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

| Schedule        |   | Fall 2015   |
|-----------------|---|---|
| Week of         | Lab   | Lecture Topics  |
| 8/31<br><br>9/7 | <p><b>Purchase Textbook/access code.</b><br/> <b>Read campus email in MySite.</b><br/> <b>Read Office Features Chapter 1 (Using the Common Features of Office) in textbook and take quiz in MyITlab.</b></p> <p><b>Due: by 8:59 p.m. Friday, September 11</b></p>   | <p><b>Read Announcements in Blackboard (soccdd.blackboard.com) and MySite (Saddleback email).</b></p> <p><b>Register myitlab access code online (myitlab.com)</b></p>   |
| 9/14            | <p><b>Read Word Chapter – Creating Documents with Word</b></p> <p><b>View Word video in myitlab.</b><br/> <b>Read Word lecture/assignments in Blackboard.</b><br/> <b>Complete simulations, projects, exams and quizzes in myitlab.</b></p> <p><b>Submit Word Grader Project</b></p> <p><b>Due: by 8:59 p.m. Friday, September 18</b></p>                       | <ul style="list-style-type: none"> <li>• Create a New Document and Insert Text</li> <li>• Insert and Format Graphics</li> <li>• Insert and Modify Text Boxes and Shapes</li> <li>• Change Document/Paragraph Layout</li> <li>• Create and Modify Lists</li> <li>• Set and Modify Tab Stops</li> <li>• Insert a SmartArt Graphic and an Online Video</li> </ul>  |
| 9/21            | <p><b>Read Excel Chapter – Creating a Worksheet and Charting Data (Excel)</b></p> <p><b>View Excel video in myitlab.</b><br/> <b>Read Excel lecture/assignments in Blackboard.</b><br/> <b>Complete simulations, projects, exams and quizzes in myitlab.</b></p> <p><b>Submit Excel Grader Project</b></p> <p><b>Due: by 8:59 p.m. Friday, September 25</b></p> | <ul style="list-style-type: none"> <li>• Create, Save, Navigate a Workbook</li> <li>• Enter Data in a Worksheet</li> <li>• Construct and Copy Formulas/Use SUM Function</li> <li>• Format Cells with Merge &amp; Center, Cell Styles, and Themes</li> <li>• Chart Data (Create Column Chart &amp; Insert Sparklines)</li> <li>• Check Spelling in Worksheet</li> <li>• Enter Data by Range</li> <li>• Construct Formulas (Mathematical Operations)</li> <li>• Edit Values in a Worksheet</li> <li>• Format a Worksheet</li> </ul> |

| Schedule |  | Fall 2015  |
|----------|--|--|
| Week of  | Lab  | Lecture Topics   |
| 9/28     | <p><b>Read Access Chapter – Getting Started with Access Databases</b></p> <p><b>View Access video in myitlab.</b><br/> <b>Read Access lecture/assignments in Blackboard.</b><br/> <b>Complete simulations, projects, exams and quizzes in myitlab.</b></p> <p><b>Submit Access Grader Project</b></p> <p><b>Due: by 8:59 p.m. Friday, October 2</b></p>  | <ul style="list-style-type: none"> <li>• Identify Good Database Design</li> <li>• Create a Table and Design Fields in Blank Desktop Database</li> <li>• Change the Structure of Tables and Add a Second Table</li> <li>• Create a Query, Form, and Report</li> <li>• Use a Template to Create a Database</li> <li>• Organize Objects in Navigation Pane</li> <li>• Create a New Table in a Database Created with a Template</li> </ul> |
| 10/5     | <p><b>Read PowerPoint Chapter – Getting Started with Microsoft Office PowerPoint</b></p> <p><b>View PowerPoint video in myitlab.</b><br/> <b>Read PowerPoint lecture and assignments in Blackboard.</b><br/> <b>Complete simulations, projects, exams and quizzes in myitlab.</b></p> <p><b>Submit PowerPoint Grader Project</b></p> <p><b>Due: by 8:59 p.m. Friday, October 9</b></p> <p><b>Course ends at 9:59 p.m. on Friday, October 9</b></p> | <ul style="list-style-type: none"> <li>• Create a New Presentation</li> <li>• Edit a Presentation in Normal View</li> <li>• Add Pictures to a Presentation</li> <li>• Print and View a Presentation</li> <li>• Edit an Existing Presentation</li> <li>• Format a Presentation</li> <li>• Use Slide Sorter View</li> <li>• Apply Slide Transitions</li> </ul>   |