

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

Instructors: Joyce Quade, Natalia Grigoriants
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Semester: Spring 2016
Ticket: 11170
Time & Day: Internet-based
Dates: 2/2 – 3/15 8:59PM

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

- **Textbook Package available in Saddleback College Bookstore and bookstore across the street from campus or directly from the publisher and consists of**
 - **Go! With Microsoft Office 2013, Getting Started** Gaskin (Pearson)
 - **Myitlab for Office 2013:** Each student must have their OWN MyITLab account. Please be careful when buying used books – they normally do not come with MyITLab
 - Note: 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.
 - If you already have active MyITLab account, you might be able to use it for this course. Please let us know before purchasing a new one.
 - MyITLab offers free 14-day temporary accounts. You have to obtain your own MyITLab license either through the bookstore or directly from MYITLab.com before end of the trial period. **Grades from multiple and/or expired temporary accounts cannot be retrieved and/or consolidated.**
- **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.

CONTACT INFO

- Emails: jquade@saddleback.edu and ngrigoriants@saddleback.edu
- **Do not hesitate to email us if you need any help. When in doubt email!** Email us immediately if you experience any course related problems. We will do our best to reply next school business day. In the subject line specify semester and course, your last and first name, and assignment number followed by brief description of an issue. For example, *213A Off Proc June 12 Jones, Lee B3 cannot print*. Review presentation on email etiquette (in Blackboard). Send emails only from your school (Saddleback or IVC) email account. Attach a file if needed. Screen shots of a problem speed up problem resolution time process. Emails that do not follow the format above and email etiquette will be rejected.

POLICIES AND PROCEDURES

- **This course is recommended for self-disciplined students with strong time management skills.**
Take a brief quiz to see if you are ready to take an online course:
<http://www.saddleback.edu/de/DEquiz.html>
- **We want you to succeed!** We strongly recommend completing at least 5-6 assignments per week. Please get the required materials as soon as possible.
- The help is just an email away! Do not hesitate to email me if you **need any help**. If in doubt, do not delay and **email immediately**.
- Students are responsible for checking their emails and Blackboard account on the daily basis.
- **Due dates are posted in Blackboard (further referred as Bb) and myitlab.**
- **Late submissions** are subject to penalty, 1% per day late, usually **8:59 p.m. every Tuesday**
- Assignments/exams must be submitted by due date.
- No assignments will be accepted after 8:59pm March 15, no extensions and no exceptions under any circumstances
- **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. There is a deadline to submit pass/no pass request. Please check the class schedule online.
- **Plagiarism:** 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. Your assignments must be your work ONLY. **If you need help, email and get it from us.** Any copying, plagiarism, potential integrity violation, or other form of cheating on exams, quizzes, or homework will subject a student to failure in the assignment (grade of zero) and sanctions stipulated by school disciplinary proceedings. Copying someone else's assignment or submitting someone else's file is considered cheating and is not acceptable. Any student who violates this rule will be given a failing grade of zero for the assignment. If you turn an assignment that is a copy of someone else's, do not expect full credit for it—even if you were the person who actually did it! All parties involved will receive grade of zero. Academic dishonesty, including, but not limited to falsification, plagiarism, cheating or fabrication, which compromises the integrity of an assignment, a college record or a program is in violation of Saddleback College's student Code of Conduct. Please review your Student Handbook to fully understand your responsibilities within this important college policy: <http://tinyurl.com/saddleback-handbook>
- **MyITLab Grader Projects:**
 - Grader Projects are automatically graded. Please only perform commands and actions outlined in the instructions file. Performing operations, commands, and actions that are not in the instructions will result in lower grade.
 - Each student must download his/her own starter file(s) through his/her own myitlab account. Failing to do so will be considered plagiarism and will result in zero grade for the assignment.
 - Please be aware that the myITlab software embeds metadata (data about data) tags in all downloaded materials and compares the submitted work with the downloaded work. If the metadata tags do not match, the software flags the submission as a Potential Integrity Violation (PIV). The instructor will promptly begin the appropriate proceedings.

- In the event another student is involved in the honor code violation (and, yes, the metadata tags will identify your coconspirator to the instructor), all parties involved will receive the same penalty. The software will identify the co-conspirator even if that student is in a different class with a different teacher.
- "Borrowing a friend's computer" and accidentally submitting your friend's project file instead of your own is not an excuse. You and your friend will both fail the assignment.
- Effective file management in this course and on your job is always the responsibility of the computer user. Failing to secure your files adequately has consequences in this course and on the job.
- **Computer Lab:** Computers are available in the Information Management Center (IMC) located in BGS 248. The IMC lab hours are: 8:30 a.m. to 8 p.m. Monday through Thursday, closed Friday, and 9 a.m. to 1 p.m. on Saturday. For more details go to <http://www.saddleback.edu/bsed/imc/>.
- **TechSupport:**
 - Blackboard and email: scstudenthelp@saddleback.edu & <http://www.saddleback.edu/de/student-technical-support/>
 - Myitlab: Email me the detailed description of the problem immediately and include screenshots if possible. <http://www.pearsonmylabandmastering.com/northamerica/myitlab/students/support-office-2013/index.html>.
- **Special needs:** Students with specific disabilities, who believe they need accommodations in this class, are encouraged to contact both the instructor and Special Services (DSPS) as soon as possible to ensure that such accommodations are implemented in timely fashion. DSPS is available to facilitate the accommodation process. All information will remain confidential. DSPS is located in the Student Services Center, Room 113. DSPS website: saddleback.edu/dsps/
- **Accommodations:** *This course meets the requirements set forth in the accessibility check list and universal design grid provided by Special Services. The Web pages, video presentations, text books and class materials 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.*
- **Privacy:** The Family Rights and Privacy Act of 1974 restricts the release of certain student information such as grades. Therefore, please do not call or email from personal email account for grade information. Your grades will be made available through the My Grades link found in Blackboard and myitlab, and final course grade will be posted through MySite. To protect your privacy only email from school (Saddleback or IVC) email account. Sensitive information, such as but not limited to grades, may be discussed only with the student him/herself via school email.
- This course schedule is subject to change and may be modified.
- **WITHDRAWAL:** It is the student's responsibility to withdraw from class by the appropriate dates.
- **IMPORTANT DATES:** **Drop without "W" Grade – February 8**
Pass/No Pass – February 16
Last Day to Drop with a "W" – March 1
- **Grading:** All assignments in this course are worth 100 pts each and have multiple attempts. Students who wish to get a higher grade may redo and resubmit the assignments before the due date. The gradebook records the highest score only. No assignments including the final will be accepting after the last day of the course. No exceptions and no extensions.

Grade	Range, %
A	>=90%
B	>=80% AND <90%
C	>=70% AND <80%
D	>=60% AND < 70%
F	>0 AND < 60%

COURSE OUTLINE, ASSIGNMENTS, AND COURSE SCHEDULE

Week	Topic	Assignments to Complete	☑
2/2/16	Read announcements in Bb and MySite Obtain myitlab account Read Syllabus and Online Orientation in Bb	Syllabus Survey (due on 2/9)	
2/9/16	Business Email Etiquette Windows 10 & File Management Concepts <ul style="list-style-type: none"> ▪ Create, rename, delete, restore ▪ Compress folders ▪ Copy and move folders ▪ Navigate using Address bar and libraries <p align="right">Due on 2/16</p>	Email Etiquette, review PPT and take the Quiz Windows 10 SBT Windows 10 SBE	
2/16/16	Introduction to MS Office Features <ul style="list-style-type: none"> ▪ Type and edit text ▪ Print and save documents ▪ Cut, copy, paste text ▪ Format text and paragraphs ▪ Open files and save copies with save as ▪ Use screen capture and snipping tool ▪ Shortcut menus; use MS Office Help Creating Documents with MS Word <ul style="list-style-type: none"> ▪ Create a new document and insert text ▪ Insert and format graphics ▪ Preview and print document ▪ Change document and paragraph layout ▪ Create and modify lists and tab stops <p align="right">Due on 2/23</p>	Read Off. Features Ch, view PPT and video (myitlab) Office Features Concept Review Quiz Read Word Chapter, view PPT and Video (myitlab) Word Chapter 1 SBT Word Chapter 1 SBE Word Chapter 1 Concept Review Quiz Word Chapter 1 Grader	
2/23/16	Creating a Worksheet and Charting Data <ul style="list-style-type: none"> ▪ Create, save and navigate a workbook ▪ Construct and copy formulas ▪ Format a worksheet ▪ Preview and print a worksheet ▪ Chart data to create a chart <p align="right">Due on 03/01</p>	Read Excel Chapter, view PPT and Video (myitlab) Excel Chapter 1 SBT Excel Chapter 1 SBE Excel Chapter 1 Concept Review Quiz Excel Chapter 1 Grader	
03/01/16	Getting Started with MS Access <ul style="list-style-type: none"> ▪ Create a database ▪ Create a table and define fields ▪ Change the structure of tables ▪ Create a query, form, and a report ▪ Print a report and a table <p align="right">Due on 03/08</p>	Read Access Chapter, view PPT and Video (myitlab) Access Chapter 1 SBT Access Chapter 1 SBE Access Chapter 1 Concept Review Quiz Access Chapter 1 Grader	
03/08/16	Getting Started with MS PowerPoint <ul style="list-style-type: none"> ▪ Create, save, edit and format a presentation ▪ Preview and print a presentation ▪ Apply slide transitions and animations ▪ Preview and print a presentation <p align="right">Due on 03/15 8:59PM</p>	Read PPT Chapter, view PPT and Video (myitlab) PPT Chapter 1 SBT PPT Chapter 1 SBE PPT Chapter 1 Concept Review Quiz PPT Chapter 1 Grader Final Exam Parts 1 & 2 (comprehensive)	