

SADDLEBACK COLLEGE
BUSINESS SCIENCE DIVISION
CIM 112 – MICROSOFT OFFICE

Instructors: Natalia Grigoriants
Semester: Spring 2018
Ticket: 15780
Email: ngrigoriants@saddleback.edu
Time & Day: Internet-based
Dates: 01/16/2018 – 03/12/2018 11:59PM (Pacific)

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.

STUDENT LEARNING OUTCOMES

Students completing this course satisfactorily will be able to:

1. Demonstrate knowledge of computer terminology and concepts.
2. Apply database design and management concepts to databases.
3. Create, edit, and format presentations.

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 2016, (Custom)** Gaskin (Pearson)
 - **Myitlab for Office 2016:** 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 Office 2016. 3G/4G Internet connection might be sufficient.
- Computers and Office 2016 are available on the computers in the computer lab in BGS 248 and in the Tutoring Center in the LRC (Library).

CONTACT INFO

- Emails: ngrigorians@saddleback.edu
- **Do not hesitate to email if you need any help. When in doubt email!** Email immediately if you experience any course related problems. I will do my best to reply next school business day. In the subject line specify semester and course and assignment name followed by brief description of an issue. For example, *213A Off Proc June 16 Jones, B3 cannot print*. Review presentation on email etiquette (in Blackboard). 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. 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 (Bb) and myitlab 11:59 p.m. (Pacific) every Sunday.**
- **Late submissions** are subject to penalty, 1% per day late.
- Assignments/exams must be submitted by due date.
- **No assignments will be accepted after 11:59pm (Pacific) on Saturday, August 12**, 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 9:30 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/>. LRC (Library) computer center hours are 8 a.m. to 8 p.m. Monday through Thursday and 8 a.m. to 2 p.m. on Friday.
- **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.
- **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 accepted after the last day of the course. No exceptions and no extensions.

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

COURSE OUTLINE, ASSIGNMENTS, AND COURSE SCHEDULE

Week	Topic	Assignments to Complete	<input checked="" type="checkbox"/>
1	Read announcements in Bb and MySite Obtain myitlab account Read Syllabus and Online Orientation in Bb	Syllabus Survey	
2	Business Email Etiquette Getting to Know Windows 10 <ul style="list-style-type: none"> ▪ Identify the functions of the Win 10 OS ▪ Sign out, turn off your computer ▪ Manage user accounts & your Win 10 system ▪ Download and extract files and folders ▪ Display locations, folders, and files ▪ Start programs and open data files ▪ Create, rename, and copy files and folders ▪ Use OneDrive as cloud storage 	Email Etiquette, review PPT and take the Quiz Windows 10 Skill-Based Training Windows 10 Skill-Based Exam	
3-4	Creating Documents with MS Word <ul style="list-style-type: none"> ▪ Create a new document and insert text ▪ Insert and format graphics ▪ Insert and modify text boxes and shapes ▪ Preview and print a document ▪ Change document and paragraph layout ▪ Create and modify lists ▪ Set and modify tab stops ▪ Insert a SmartArt graphic and an online video 	Read Word Chapter, view PPT and Video (myitlab) Word Chapter 1 Skill-Based Training Word Chapter 1 Skill-Based Exam Word Chapter 1 Concept Review Quiz Word Chapter 1 Grader	
	Creating a Worksheet and Charting Data <ul style="list-style-type: none"> ▪ Create, save and navigate an Excel workbook ▪ Construct and copy formulas and use the SUM ▪ Format cells with cell styles, and themes ▪ Chart data to create a column chart and insert Sparklines ▪ Print a worksheet, display formulas ▪ Construct formulas for mathematical operations ▪ Edit values in a worksheet 	Read Excel Chapter, view PPT and Video (myitlab) Excel Chapter 1 Skill-Based Training Excel Chapter 1 Skill-Based Exam Excel Chapter 1 Concept Review Quiz Excel Chapter 1 Grader	
6	Getting Started with MS Access <ul style="list-style-type: none"> ▪ Identify good database (DB) design ▪ Create a table and define fields in a blank DB ▪ Change the structure of tables, add second table ▪ Create a query, form, and report ▪ Use a template to create a database ▪ Organize objects in the navigation pane ▪ Print a report and a table 	Read Access Chapter, view PPT and Video (myitlab) Access Chapter 1 Skill-Based Training Access Chapter 1 Skill-Based Exam Access Chapter 1 Concept Review Quiz Access Chapter 1 Grader	
7-8	Getting Started with MS PowerPoint <ul style="list-style-type: none"> ▪ Create and edit a presentation ▪ Add pictures to a presentation ▪ Print and view a presentation ▪ Format a presentation ▪ Use slide sorter view ▪ Apply slide transitions 	Read PPT Chapter, view PPT and Video (myitlab) PPT Chapter 1 Skill-Based Training PPT Chapter 1 S Skill-Based Exam PPT Chapter 1 Concept Review Quiz PPT Chapter 1 Grader	
		Final Exam Parts 1 & 2 (comprehensive)	