

CIS099 Course Syllabus

CIS -099.-62Z Course Syllabus
DE ANZA COLLEGE
Fall 2015

CIS -099.-62Z Office Software Applications
CRN: 23077
4 1/2 units (fully online course)
Instructor: Anita Whitehill
Email address: whitehillanita@fhda.edu
Office hours: online 24/7 via Catalyst and email

Requisites: Advisory: EWRT 1A or EWRT 1AH or ESL 5.

Course Description:

Introduces concepts and hands-on projects using four common office productivity software programs including word processing, spreadsheet, database and presentation software.

Student Learning Outcome Statements (SLOs):

1. Demonstrate correct format for creating letters using a word processing software.
2. Create spreadsheets to solve business problems.
3. Use of database software to create, search, modify and arrange information.
4. Create a text/graphics presentation using presentation graphics software.

Course Objectives

1. Use graphics and lists
2. Create tables and letters
3. Format research papers and newsletters
4. Create a spreadsheet and chart data
5. Use functions, create tables, and manage large workbooks
6. Analyze data with pie charts, line charts, and what-if analysis tools
7. Use Financial and lookup functions, define names, validate data and utilize pivot tables
8. Create database with defined tables and fields using queries, forms, reports and templates
9. Sort and query within multiple databases
10. Utilize forms, filters, and reports
11. Create, edit and view presentations using pictures and slide transitions
12. Format electronic presentations
13. Enhance a presentation with animation, tables, and charts

Required:

Word 2013, Excel 2013, Access 2013, PowerPoint 2013 software
myitlab (web application for Microsoft Office Applications)

Optional textbook:

GO! with Office 2013 Volume 1

by Shelley Gaskin, Alicia Vargas, Carolyn McLellan
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Course Requirements/Activities:

1. Weekly Hands-on Lab Application Software Projects
2. Final Project

All of the Weekly Hands-on Lab Application Software Projects and final project must be submitted on or before the due dates. Please NO make-up or late Weekly Hands-on Lab Application Software Projects and final project allowed! NO EXCEPTIONS!! Also, there are absolutely no re-submission and/or make-up work permitted.

So, to summarize some of the course policies::

1. NO late work accepted. No exceptions.
2. No resubmission of work. Only 1 submission attempt per homework.
3. No extra credit in this course
4. No make-up work accepted for partially-submitted work or no work submitted.

Please do NOT email instructor to request for extension of course work due dates, re-submission of work, extra credit in this course, and/or make-up work.

Please refer to the "Weekly Course Topic, Assignment and Lab Guide" (see below) for the Weekly Hands-on Lab Application Software Projects and final project due dates.

Your course grade will be determined by your performance on the following:

Weekly Hands-on Lab Application Software Projects (7 lab assignments @ 100 points each = 700 points)
Final Project (400 points)

The course grade will be determined on a percentage basis based on the table below: Percentage Grade

100 - 95 A
94 - 90 A-
89 - 87 B+
86 - 84 B
83 - 80 B-
79 - 75 C+
74 - 70 C
69 - 67 D+
66 - 64 D
63 - 60 D-
59 or below F

Note: It is the student's responsibility (not the instructor's) to drop or withdraw from the class if deemed necessary. But the instructor reserves the right to drop or withdraw any student from the class if the student continually fails to turn in Weekly Hands-on Lab Application Software Projects. At the end of the quarter (week 11), it is the student's responsibility to go over his/her scores in the gradebook to make sure all scores for work submitted are properly recorded. Otherwise, the final grade appearing

on the student's permanent record will not be altered.

Required: Please go to:

<http://deanza.edu/studenthandbook/> (Student Handbook)

<http://deanza.edu/studenthandbook/academic-integrity.html> (Academic Integrity)

Accessibility:

If there are any students with a learning disability or physical challenge, you are entitled to any assistance you need to achieve your academic goals. If you or anyone you know would benefit from such a service, please go to: <http://www.deanza.edu/dss/> and <http://www.deanza.edu/dsps/index.html>.

Course Completion:

Students assume responsibility for completing the course. Should you decide to drop the course during the quarter, please contact the Admissions and Records Office and request to be dropped. Students who do not follow the requirements for this course and failed to drop the course themselves may receive an "F" as a grade at the end of the quarter. For more information, please go to:

<http://www.deanza.edu/registration/add-drop.html> and scroll down to the appropriate content.

IMPORTANT INFORMATION REGARDING DROPS:

You must submit homework assignments, discussion board postings and examinations to count toward your attendance in this course. You may be dropped from the class if you are "absent" (not submitting work) when they are due and these are not excused absences.

Details:

If you do not participate as indicated above, you may be dropped. But you are responsible for your enrollment and official status. If you need to drop from this class, you are responsible to drop the class officially at Admission and Records. I may not drop you if you stop participating. If I failed to drop you and you continue to not submit lab work, you will receive a failing grade.

You can access all the dates for the quarter at <http://deanza.edu/calendar/falldates.html>

Drop Date:

You are responsible for initiating the drop process and for notifying both the instructor and Admissions & Records Office. The last day to drop a class with a W grade is November 13, 2015.

Attendance:

Regular attendance is an integral part of the learning process. As a De Anza student, you are expected to attend all scheduled classes in which you are enrolled. An instructor has the authority to drop a student who violates written attendance policies. Instructors are not obligated to hold seats for students who are enrolled but do not attend the first class meeting.

For Online Students: Students assume responsibility for completing the course. Should you decide to drop the course during the quarter, you must contact the Admissions and Records Office and request to be dropped. Students who do not follow the attendance requirements for this course may be dropped by the instructor. The attendance requirement for this course is: submit course work each week.

Technical Assistance:

As a student enrolled in an online course, please go to:

<http://deanza.edu/distance/>

Important Dates: <http://deanza.edu/calendar/falldates.html>

Resources On Campus:

Current Students Resources: <http://deanza.edu/students/>

Tutorial -- <http://www.deanza.edu/studentsuccess/>

EDC -- <http://www.deanza.edu/dss/>

Counseling -- <http://www.deanza.edu/counseling/>

Classroom Conduct: Academic Integrity --<http://www.deanza.edu/studenthandbook/academic-integrity.html>

Mutual Respect Policy -- <http://fhdafiles.fhda.edu/downloads/aboutfhda/4110.pdf>

Student Grievance Procedure -- <http://www.deanza.edu/studenthandbook/grievance.html>

Student Rights & Responsibilities == <http://www.deanza.edu/studenthandbook/studentrights.html>

Weekly Course Topic, Assignment and Lab Guide:

Word 2013: September 21 to October 6 (Tuesday)

Complete all the assigned activities for Word 2013

Word Homework due 10/6/15 at 11:30 pm

Excel 2013: October 7 - October 27 (Tuesday)

Complete all the assigned activities for Excel 2013

Excel homework due on 10/27/15 at 11:30 pm

PowerPoint 2013: October 28 to November 10 (Tuesday)

Complete all the assigned activities for PowerPoint 2013

PowerPoint homework due 11/10/15 at 11:30 pm

Access 2013: November 11 to November 24 (Tuesday)

Complete all the assigned activities for Access 2013

Access homework due on 11/24/15 at 11:30 pm

Final Project (comprehensive): due 12/7/15 (Monday) at 11:30 pm