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# OFFICE SOFTWARE APPLICATIONS

## CIS 99

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**IMPORTANT: PLEASE NOTE THAT AT THE END OF THIS SYLLABUS THERE ARE STEP-BY-STEP INSTRUCTIONS ON HOW TO PURCHASE MYITLAB, REGISTER AND BEGIN THIS COURSE.**

### COURSE DESCRIPTION

This course introduces concepts and hands-on projects using four common office productivity software programs including word processing, spreadsheet, database and presentation software. To master the concepts in this course, you will use a simulated, internet-based, interactive learning website called myitlab.com

### PREREQUISITE SKILLS

You must know how to use a mouse and be able to send and receive email.

### INSTRUCTOR INFORMATION: LINDA WEST

Office Hours Held: **On line in MyITlab**  
E-mail address: [westlinda@deanza.edu](mailto:westlinda@deanza.edu)  
Website: myitlab.com, catalyst.deanza.edu

### DROP POLICY

1. You must log into Myitlab.com by **SUNAY OF THE FIRST WEEK OF THE COURSE and complete the Week 1 assignments OR YOU WILL BE DROPPED.**
2. In addition to deadline above, unsatisfactory performance in this course by not completing assignments and tests or more than 2 weeks behind in the class will result in students being dropped.
3. Students who want to be dropped from the class **MUST** take the initiative to follow the De Anza College drop procedures. Drop calendar deadlines can be found at <https://www.deanza.edu/calendar>. **Do not assume you will be automatically dropped from this course. If you intend to drop the course, you must drop yourself.**

### OBJECTIVES

Upon completion of this course, students will be able to:

- Use graphics and lists
- Create tables and letters
- Format research papers and newsletters
- Create a spreadsheet and chart data
- Use functions, create tables, and manage large workbooks
- Analyze data with pie charts, line charts, and what-if analysis tools
- Use Financial and lookup functions, define names and validate data

- Create database with defined tables and fields using queries, forms, reports and templates
- Sort and query within multiple databases
- Utilize forms, filters, and reports
- Create, edit and view presentations using pictures and slide transitions

## STUDENT LEARNING OUTCOMES FOR THIS COURSE:

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

## REQUIRED COURSE MATERIALS

1. **Textbook:** Myitlab textbook/Registration-Code Required.  
There are **two purchase options** for your Myitlab textbook/Registration-Code (Purchase at the bookstore or online). **IMPORTANT: See end of this syllabus for links to step-by-step directions on how to purchase and register your Myitlab account and start your Myitlab course.**
2. High speed internet connection (not dial up) required if you work at home.
3. Headset: Any headset with 1/8" connector plug if you work in the CIS lab.

## REQUIRED COMPUTER COMPONENTS AND AVAILABILITY

**Email:** You will need an email account in which you can send and receive e-mail.

**Internet/Browsers:** Most assignments in the course require you to use the internet. The Myitlab.com website requires a high-speed Internet connection and an updated browser.

**Hardware Requirements:** A PC or Macintosh computer is required for most assignments. However, a PC is recommended to perform the Office 2010 grader assignments.

**Software Requirements:** Myitlab software must be installed on your home computer. You Do NOT need to have the Microsoft Office Suite installed on your computer for the majority of assignments. However, one assignment each week will require Microsoft Office 2010. You may use the CIS lab if you do not wish to purchase this Office 2010. You will be accessing a web site called myitlab.com that will simulate the Office Suite.

**Computers in CIS Lab:** If you need help getting started or have trouble with an assignment, you can email me within MyItLab, or you can get help from the CIS staff in the CIS Lab. If you need access to a computer at De Anza College to complete your work, you may use the computers in the CIS Lab. **For CIS computer lab hours access:** <http://www.deanza.edu/buscs/lab/hours.html>

## WEEKLY ASSIGNMENTS/SUBMITTING ASSIGNMENTS

This course uses a website called Myitlab.com. All course information including tentative weekly assignments, exams, course deadlines, etc. can be found in your Myitlab.com course. Since this is an on-line course, you can complete all assignments at home. You won't have to come to campus

for anything. Homework/On-line assignments will include answering multiple choice & fill in the blank questions. Assignments must be completed by Sunday night of the week they are assigned.

**Each week, you will enter your on-line Myitlab.com course and complete the assignment and exams for that week!** The course has been designed so that if you successfully complete the weekly assignments, you will succeed! I take Fridays and weekends off so we won't be communicating with one another during the weekends! I will send out weekly emails reminding you of each weekly assignment so that you can complete the course by the end of the quarter.

## GRADING POLICIES

- To pass this course, you must complete ALL training assignments and ALL Tests with the minimum percentages shown below. Weekly Assignment/Test deadlines are posted inside your Myitlab.com course. All assignments will be evaluated by your instructor on-line. Feedback will also be provided on-line in myitlab.

<b>Myitlab Assignments/Exams</b>					
<b>Attempts Allowed and Required Percentages</b>					
	<b>Training Assignments (Simulations)</b>	<b>Exam (Simulations)</b>	<b>Exam (Grader/Live in the application)</b>	<b>Homework</b>	<b>Final Exam</b> On Line.
<b>Number of attempts allowed</b>	<b>Unlimited</b>	<b>5</b>	<b>5</b>	<b>Unlimited</b>	<b>1</b>
<b>Amount of hours per exam</b>	<b>Unlimited</b>	<b>3 hours</b>	<b>Unlimited</b>	<b>Unlimited</b>	<b>2 hours</b>
<b><u>Minimum</u> Percentage allowed on <u>each</u> assignment/Exam required to pass course</b>	<b>80%</b>	<b>70%</b>	<b>70%</b>	<b>80%</b>	<b>Any allowed</b>

### Final Grade Mix:

The following percentages reflect how your final grade will be determined:

<b>Homework assignments:</b>	<b>10%</b> of total grade
<b>Training assignments (Simulations):</b>	<b>10%</b> of total grade
<b>Tests (Simulations):</b>	<b>30%</b> of total grade
<b>Tests (Grader):</b>	<b>30%</b> of total grade
<b>Final Exam:</b>	<b>20%</b> of total grade

### Exams Grading Scale:

A	93%-100%
A-	90%-92%
B+	87%-89%

- B 83%-86%
- B- 80%-82%
- C+ 77%-79%
- C: 73%-76%
- C- 70%-72%
- D+ 67%-69%
- D 63%-66%

### Academic Integrity:

Students who submit work of others as their own or cheat on exams or other assignments will receive a failing grade in the course and will be reported to college authorities.

## NOTE TO STUDENTS WITH DISABILITIES

If you have a disability-related need for reasonable academic accommodations or services in this course, provide your instructor with a Test Accommodation Verification Form (also known as a TAV form) from Disability Support Services (DSS) or the Educational Diagnostic Center (EDC). Students are expected to give five days notice of the need for accommodations. Students with disabilities can obtain a TAV form from their DSS counselor (864-8753 DSS main number) or EDC advisor (864-8839 EDC main number).

## TECHNICAL DIFFICULTIES

If you have technical problems with the Myitlab.com website, please contact Myitlab Technical Support directly at <http://myitlab.com/support/support-2010/student-customer-technical-support.html> or complete your course work using our CIS lab computers.

## HOW TO PURCHASE AND REGISTER MYITLAB

There is a different Myitlab registration process depending on whether you purchase Myitlab on-line or purchase through the De Anza College bookstore. (Read options 1 and 2 below before making your purchase decision).

### CHOOSE ONE OF THE FOLLOWING PURCHASE & REGISTRATION OPTIONS:

- REGISTRATION OPTION 1 (Purchase textbook at bookstore):**  
*This bundle option includes a textbook, registration code and a complimentary 180-day Office 2010 license. **This is the simplest option that your instructor recommends.** (Option 1 Cost= Approx. \$170+tax) You cannot use a "used" registration-code.*  
  
**IMPORTANT:** *If you chose option 1, go to <http://facultyfiles.deanza.edu/gems/westlinda/option1.pdf> to obtain the textbook ISBN #, and step-by-step directions to purchase, register, and start your Myitlab course.*
- REGISTRATION OPTION 2: (Purchase textbook online)**  
*This bundle option includes registration code, (which will require upgrade to a printed version of text). This option **does not include the complimentary 180-day Office 2010 license.** You cannot use a "used" registration-code. (Option 2 approx. cost= \$120+tax). **IMPORTANT:** *If you chose option 2, go to <http://facultyfiles.deanza.edu/gems/westlinda/option2.pdf> to obtain step-by-step directions to purchase, register, and start your Myitlab course.**