

# VALENCIA COLLEGE

Department of Business

*West Campus*

*Prof. Melba Medina*

## Microsoft Office (Applications Package Using Microsoft Office 365 & Office 2019)

OST-2854C CRN 27565

Spring 2022 — TWK 202220

Online Class Format with CANVAS LMS

*(Subject to Change)*

## Course Syllabus

### COURSE DESCRIPTION

Beginning/Intermediate office application course. Students will learn Microsoft Office 2019 in a Windows environment and its use in business including *Word* for creating and editing word processing documents, *Excel* for creating spreadsheets, *Access* for creating databases, and *PowerPoint* for creating professional slide show presentations.

### TOPICS/AREAS COVERED:\*

1. Be able to create and modify letters, tables, and other business documents using formatting tools, and other Microsoft *Word* features.
2. Be able to organize and analyze sets of numbers, perform calculations, graph data, and develop reports using Microsoft *Excel*.
3. Be able to organize and manipulate data, perform selection queries, develop reports and convert files using Microsoft *Access*.
4. Be able to create slide show presentations, speaker notes, and audience handouts utilizing Microsoft *PowerPoint*.

\* These may be covered as discrete topics and/or integrated with other areas in an order, which is at the discretion of the professor. It should be understood that this topic knowledge is the minimum level of a grade of D or better. These and other topics may be expanded or elaborated at the discretion of the individual professor and is in no way intended to be comprehensive or all-inclusive.

**CREDIT HOURS:** 3 credit hours

**COURSE FORMAT:** Online via CANVAS LMS – Learning Management System

**PROFESSOR:** Prof. Melba Medina, BCS, MA, CAS

**DEPT. OFFICE:** Business, 7-107, West Campus. (If available.)

**COMPUTER LAB:** Building 7-144 @ West Campus. Phone: (407) 582-1730.

**EMAIL:** Contact via email at CANVAS / Inbox. (This is the designated online communication venue for this course.)

**2021-2022 Important College Calendar Dates:** Refer to <http://valenciacollege.edu/calendar/>.

## Spring 2022-TWK School Term (202210)

|                                   |                        |
|-----------------------------------|------------------------|
| Course Dates                      | February 14 to May 1   |
| College Closed                    | March -13 Spring Break |
| Withdrawal Deadline for “W” Grade | April 8                |
| Final Exam                        | April 25               |

## Technique for Online Classes

- Research has shown that students who are **highly self-directed and manage their time well** are more likely to succeed using these delivery methods. Online courses can be time intensive. Varying keyboard skill rates can impact the amount of time students spend completing course work online. It is recommended that students carefully evaluate their readiness and abilities in these areas before selecting distance learning courses.
- All students registered for an online course at Valencia are expected to use the CANVAS Learning System for their work. All students will be expected to complete the online CANVAS training (available from the CANVAS Course Homepage) if they do not know how to use CANVAS 9.1. Resources to assist students in determining readiness for online courses may be found at <http://valenciacollege.edu/oit/ltad/StudentResources/tutorials>.
- Since this is an online course, all of your learning will take place when you read the book, do the required assignments, refer to the online content in CANVAS, communicate with the class over the Internet via your online classroom in CANVAS. Even though the class does not meet in person, you are still expected to do the same amount of work of classes that meet three hours per week over the normal semester including additional time for homework.

Course Schedule and or Assignments may be subject to change by discretion of instructor. It is the students' responsibility to remain informed of any changes and/or additions throughout the term of the course. Information will be communicated by CANVAS. It is imperative that you check your CANVAS email regularly (preferably each day) for an update or as additional information required for an assignment, project, class activity, etc. Note that the Announcements section in addition to the Discussion Board needs to be monitored at least more than once a week by each student.

**Even though this is an online class in Canvas participation is still required.** It is expected that you log in to CANVAS at least once daily during the week. I expect ALL students to participate in CANVAS and to read all announcements, discussion board postings, email messages, etc., and submit all required online assignments by the due date. Failure to submit an assignment, discussion posting, quiz and/or exam resulting in a “0” will not be an excuse to “*I did not see that.*”

## Learning Support Statement – Spring 2022

Learning Support Services provides students with academic support through distance tutoring, face-to-face tutoring at the campuses, writing consultations, library services, and resources. Tutoring is offered in most academic disciplines including math, science, foreign languages, English for academic purposes (EAP), computer programming and writing assistance for any course. Assistance with library research can be accessed online through Atlas or the tutoring LibGuide. For more information on how to access tutoring and library research assistance, please visit the college-wide Learning Support Services LibGuide at: [www.valenciacollege.edu/tutoring](http://www.valenciacollege.edu/tutoring).

**NOTE:** Brainfuse is our new 24/7 online tutoring and learning hub, which is available to all of Valencia's students. This service is best used as backup to Valencia's Distance Tutoring service, not as a replacement. Brainfuse is accessible through Canvas or by visiting [www.valenciacollege.edu/tutoring](http://www.valenciacollege.edu/tutoring).

## Canvas Technical Support

All faculty members and students needing assistance with CANVAS may contact the Valencia CANVAS Help Desk by calling 407-582-5600 or email [onlinehelp@valenciacollege.edu](mailto:onlinehelp@valenciacollege.edu).

It is strongly recommended that you print a copy of the course syllabus and course assignments, and keep them in a binder so that you have the information as needed as reference throughout the term.

All important course information will also delivered via Atlas at the beginning of the course. All students who registered for courses at Valencia do have an Atlas account. Not login onto the course regularly may result in missed assignments, chapter quiz, exam, or project, etc. Not turning in a due assignment, quiz, exam or project as assigned by the due date will result in a grade of "0."

**REQUIRED TEXTBOOK AND MATERIALS** for OFST-OST2854C CRN 27565 can be purchased online at [ValenciaBookstores.com](http://ValenciaBookstores.com). CENGAGE publisher offers a digital version that can be purchased directly at [Cengage.com](http://Cengage.com) / Cengage Unlimited.



### Illustrated Microsoft® Office 365® & Office 2019 Introductory w/MINDTAP

Author: Beskeen | Cram | Duffy | Friedrichsen | Wermers

Copyright: 2020, 1<sup>st</sup> Edition

Required. **The publisher has prepared this bundle packet at a special price that includes a printed textbook and the CENGAGE user access code for MindTap.**

- ValenciaBookstores.com: 978-0-357-11965-5, or 978-0-357-25367-17
- Cengage.com: Cengage Unlimited. Illustrated Microsoft® Office 365® & Office 2019 Introductory.
- How to Register for MindTap in Canvas: <https://startstrong.cengage.com/mindtap-canvas-ia-no/>

**Please note that sometimes ISBN numbers do change.**

*\* It is highly recommended that you purchase the textbook within at least one week of class start date as not to miss assignments. Late purchase of textbook will not be an excuse for submitting late work. Late work will NOT be accepted past the due date, no matter the reason. The publisher offers you a FREE Trial to start your classwork activities immediately, so that you do not fall behind your work.*

Note that you will learn Microsoft Office 365 & Office 2019. It is important that you know that Office 2019 and MAC will NOT work for completing the assignments since it is a totally different application program. If you do not have Office 2019 on your home computer and are unable to purchase it, we do have our college computers available for your use. **Check your campus computer lab and college library for lab hours, when available.** Any student officially enrolled in this course may download the MS-Office 365 application via Atlas. You may consult with the Valencia Technical Support team for assistance.

## Microsoft Office 2019 System Requirements

This interactive text is designed to complete section work on a computer running a standard installation of Microsoft Office 2019, Office Professional edition, and the Microsoft Windows 10 operating system. To effectively run this suite and operating system, your computer should be outfitted with at least the following:

- 1 gigahertz (GHz) processor or higher; 1 gigabyte (GB) of RAM
- DVD drive, 3GB of available hard-disk space
- Computer mouse or compatible pointing device

For additional information please refer to: <http://technet.microsoft.com/en-us/library/ee624351.aspx>

## Computer Time

**Plan to spend approximately 6 to 8 hours per week** of computer time or more for successful completion of the course requirements. (This is the minimum recommended time.)

## COMPREHENSIVE MS-Office 2019 TOPICS

### Word

- Module 1: Creating Documents with Word
- Module 2: Editing and Formatting Documents
- Module 3: Formatting Text and Graphics
- Module 4: Formatting Tables & Documents

### Excel

- Module 1: Getting Started with Excel
- Module 2: Formatting a Worksheet
- Module 3: Analyzing Data Using Formulas
- Module 4: Working with Charts

### Access

- Module 1: Getting Started with Access
- Module 2: Building Tables & Relationships
- Module 3: Creating Queries
- Module 4: Working with Forms & Reports

### PowerPoint

- Module 1: Creating a Presentation in PowerPoint
- Module 2: Modifying a Presentation
- Module 3: Inserting Objects into a Presentation
- Module 4: Formatting Slide Masters & Backgrounds

## COURSE CONTENT AND ASSIGNMENTS

CENGAGE learning activities and graded activities to include textbook projects, training, projects, and exams are to be completed for each chapter following the instructions in CENGAGE SAM. ALL the required activities including CANVAS Discussions must be completed in order to receive FULL credit. ***It is your responsibility to complete all of the assigned work. All assignments must be turned in accordingly via MindTap SAM and/or Canvas as indicated by 11:59 pm on the DUE DATE unless otherwise specified. The student MUST follow the instructions given in CENGAGE SAM.*** Late assignments will *not* be accepted for any reason. DO NOT submit via email as credit will not be granted. You will forfeit those points for not submitting on time. If there is a critical issue, please email me and I will take it under consideration. Follow the Canvas link and navigate directly to CENGAGE MindTap SAM to do the CENGAGE activities.

### EVALUATION: Tests and Assignments

During the session, there will be scheduled exams within Canvas using CENGAGE MindTap SAM. There will be tests on the course subject materials including the hands-on exercises. Failure to complete the announced exams by the posted due date will result in a “0” for that exam.

There will be NO makeup exams. The Module Exams, Mid-Term Exam and Final Exam as announced will be available online via MindTap for approximately one week period—refer to the schedule at the end of this syllabus. You must take time to take all the exams during the testing period allowed for each one. If you wait until the last date of availability and then an emergency arises that prevents you from taking the exam, you will not be granted an extension for any reason. There will be NO exceptions, so plan to take the assigned exam early within the allowed time period.

Mid-Term Warning: If you are making a grade lower than a C at or about mid-term, you will be notified by your professor. If you receive below a “C” notice, you should meet or follow contact without delay with the professor. You not receiving a “below C notice” at mid-term does not guarantee that you will pass the

course. If a student does not respond to a notice, the student may be withdrawn upon the discretion of the professor.

## Assignments and Modules Exams Procedure

All students will be required to complete an exam for each module. You will be able to take each exam up to three times. The highest score will count for grade. You **MUST** complete and submit the required work activities on time. Please note that if the work is not submitted by the deadline, ***you will not be allowed to submit at a later date*** or AFTER the due date; as a result, the grade for that specific module will be a “0.”

**Grading Policy: The grading scale for this course is shown below.\* (Subject to change.)**

|   | <u>Points Value</u> |
|---|---------------------|
| Exams (Word, Excel Mid-Term, Access, PowerPoint Final Exam) | 40%                 |
| CENGAGE MindTap Assignments                                 | 40%                 |
| Final Project   | 10%                 |
| Discussions   | 10%                 |
| <b>GRAND TOTAL</b>  | <b><u>100%</u></b>  |

**Final Grade.** Your final grade will be assigned as follows with letter grades equivalent to:

|   |   |         |
|---|---|---------|
| A | = | 90-100% |
| B | = | 80-89%  |
| C | = | 70-79%  |
| D | = | 60-69%  |
| F | = | 0-59%   |

## VALENCIA STUDENT COMPETENCIES

Valencia’s Student Core Competencies are complex abilities that are essential to lifelong success.

- THINK, VALUE, COMMUNICATE, ACT <http://valenciacc.edu/competencies/default.cfm>

## IMPORTANT: WITHDRAWAL POLICY

A student may withdraw at any time before **8-APR-2022**, by filing a withdrawal form in the Admissions Office and receive a “W” for a grade or in submitting online through Atlas.

**Per Valencia Policy 4-07 (Academic Progress, Course Attendance and Grades, and Withdrawals,** a student who withdraws from class before the withdrawal deadline of **8-APR-2022**, will receive a grade of “W.” Note that a student is not permitted to withdraw after the withdrawal deadline.

**Important:** Students who stay in the class after this deadline are responsible to complete all work required for the course; e.g., homework, projects, tests, etc. If you choose to stop coming to the class after the Withdrawal deadline, the student will be held responsible for all work missed, including the final exam. Any work which is not completed by the appropriate deadline will receive a zero. Hence, the final grade for the course will be determined by taking into consideration the percentages obtained by work which was turned in and the zeros given to work which was not turned in on time. Students can still be withdrawn by the college for violations of the college’s code of conduct policies. Any student who withdraws or is withdrawn from a class during a third or subsequent attempt in the same course will be assigned a grade of “F.”

**“NO SHOW” STATUS.** Class attendance is required beginning with the first class meeting. For an online class, that means “login” as instructed whether completing a posting in the Discussion Board and/or sending an email to instructor as assigned. If you do not attend the first class meeting, you may be withdrawn from the class as a “no show.” ***If you are withdrawn as a “no show,” you will be financially responsible for the class and a “W” will appear on your transcript for the course.***

**CLASSROOM POLICIES FOR CLASSES AND/OR LAB ON CAMPUS (where available):**

- Absolutely NO Food and drinks are allowed in the classrooms, computer labs and/or lab. College policy also indicates that NO children are allowed in classrooms, in the lab or college library at any time.
- Please turn off or “silent” cell phones during class, exam and/or study period. Again, this is a distraction in the classroom or lab. Note that if you are expecting an important call, please resume to the lobby or hall area outside the classroom.
- Always carry your student ID and schedule as you may be asked to show verification that you are a Valencia student.

**DISCLAIMER**

Changes in the syllabus and schedule may be made at any time during the term by announcement of the professor. A revised syllabus may be issued at the discretion of the professor.

For online courses, participation online is required whether by responding to the Discussion Board, completion of assigned online activities, posting of assignments and/or response to email, etc. It is important that ALL online students respond to required postings to discussions, emails, assignments, tests, quizzes, etc.

**OFFICE FOR STUDENT DISABILITIES**

Students with disabilities who qualify for academic accommodations must provide a Notification to Instructor (NTI) form from the Office for Students with Disabilities (OSD) and discuss specific needs with the professor, preferably during the first two weeks of class. The Office for Students with Disabilities determines accommodations based on appropriate documentation of disabilities." The OSD is located at the West Campus SSB, Rm. 102. Telephone: 407-582-1523. Fax: 407-582-1326 TTY: 407-582-1222.

**DISRUPTIVE BEHAVIOR**

Any student engaged in disruptive behavior will be advised at the first offense, will be dropped from the course in the second offense.

**ACADEMIC HONESTY**

All forms of academic dishonesty are prohibited at Valencia College. Academic dishonesty includes, but is not limited to, plagiarism, cheating, furnishing false information, forgery, alteration or misuse of documents, misconduct during a testing situation, and misuse of identification with intent to defraud or deceive.

- All work submitted by students is expected to be the result of the students' individual thoughts, research, and self-expression. Whenever a student uses ideas, wording, or organization from another source, the source shall be appropriately acknowledged and cited.  
Note that Canvas includes “Safe Assign,” which is a plagiarism prevention tool. This will disclose unoriginal content in a student report, assignment and/or project. All projects, assignments and or papers will be checked with Safe Assign, which compares all submitted papers against the Internet, ProQuest Research Database Articles, Institutional Submissions from Valencia and/or other colleges, in addition to the Global Reference Database.
- When the professor has reason to believe that an act of academic dishonesty has occurred, and before sanctions are imposed, the student shall be given informal notice and an opportunity to be heard by the professor. Any student determined by the professor to have been guilty of engaging in an act of academic dishonesty shall be liable to a range of academic penalties as determined by the professor which may include, but not be limited to, one or more of the following: loss of credit for an assignment, examination, or project; a reduction in the course grade; or a grade of "F" in the course.

At the option of the professor, the campus provost may be furnished with written notification of the occurrence and the action taken. If such written notice is given, a copy shall be provided to the student.

- Students guilty of engaging in a gross or flagrant act of academic dishonesty or repeated instances of academic dishonesty shall also be subject to administrative and/or disciplinary penalties which may include warning, probation, suspension and/or expulsion from the College.
- The student may appeal action taken by the professor under the provisions of either Policy 6Hx28:10-13 Student Academic Grievances or 6Hx28:10-15 Student Rights of Appeal of Administrative Decisions as determined by the nature of the action taken.

As a result, students shall take special notice that the assignment of course grades is the responsibility of the students' individual professor.

---

### **PROPOSED COURSE DISTRIBUTION / ASSIGNMENT SHEET (Subject to Change)**

*REMINDER: Weekly homework is due on Sunday evening by 11:59 PM in the week it was assigned.*

#### **Introduction to Course**

Complete the following activities:

- 1) Become acquainted with CANVAS LMS, Learning Management System.
- 2) Read, review, print the Course Syllabus posted on CANVAS / SYLLABUS.
- 3) Participate in the CANVAS Discussion 1, and submit by **21-FEB-2022**.
- 4) Purchase the required textbook materials as indicated in the Syllabus including the textbook with the CENGAGE User Code. Use the 7-DAY FREE TRIAL offered by CENGAGE and start doing the assigned course activities immediately on week 1 so that you do not fall behind schedule.

**NOTE:** *Adhere to the due dates listed below.* Submit all the required homework ON TIME as listed including assignments, discussions, exams, and projects. Do NOT be tardy on submitting work.

- Please continue to check your grades to be sure that all the required work have been submitted.
- Students MUST keep up with the assignments' due dates, and MUST check CANVAS / Announcements.
- A student will receive a grade of "0" if the homework is not submitted on time by the due date.

**MS-WORD 2019**

| WEEK | DATE         | MS-WORD 2019 & CANVAS Activities   | CENGAGE SAM Activities   | DUE    |
|------|--------------|--|--|--------|
| 1    | Feb 14–20    | Introduction to OST 2854<br>– Microsoft Office (Applications Pack)   | Become familiar with CANVAS.<br>• Read and study the information posted on CANVAS.<br>Gather all the course materials including the textbook and/or eBook. | Feb-20 |
|      |              | ➤ <b>CANVAS Discussion 1</b><br>➤ <a href="#">Word 2019 Module 1: Creating Documents with WORD, pp. WD 1-29.</a> | <b>WORD Module 1 SAM Projects:</b><br>• Textbook Project, pp. 2-29 • Training<br>• Project A • Project B • Exam 1  |        |
| 2    | Feb 21–27    | ➤ <a href="#">Word Module 2: Editing and Formatting Documents, pp. WD 1-25.</a>                                  | <b>WORD Module 2 SAM Projects:</b><br>• Textbook Project, pp. 2-25 • Training<br>• Project A • Project B • Exam 2  | Feb-27 |
|      |              | ➤ <a href="#">Word Module 3: Formatting Text and Graphics, pp. WD 1-25.</a>                                      | <b>WORD Module 3 SAM Projects:</b><br>• Textbook Project, pp. 2-25 • Training<br>• Project A • Project B • Exam 3  |        |
| 3    | Feb 28–Mar 6 | ➤ <a href="#">Word Module 4: Formatting Tables and Documents, eBook Digital Content</a>                          | <b>WORD Module 4 SAM Projects:</b><br>• Textbook Project, Refer to eBook Digital Content • Training • Project A • Project B • Exam 4                       | Mar-06 |

**MS-EXCEL 2019**

| WEEK | DATE      | MS-EXCEL 2019 & CANVAS Activities   | CENGAGE SAM Activities  | DUE    |
|------|-----------|---|---|--------|
| 4    | Mar 7–13  | <b>SPRING BREAK</b>   | <b>VALENCIA COLLEGE IS CLOSED.</b>  | ---    |
| 5    | Mar 14–20 | ➤ <b>CANVAS Discussion 2</b><br>➤ <a href="#">Excel Module 1: Getting Started with Excel, pp. 1-23.</a> | <b>EXCEL Module 1 SAM Projects:</b><br>• Textbook Project, pp. 2-23 • Training<br>• Project A • Project B • Exam 1            | Mar-20 |
|      |           | ➤ <a href="#">Excel Module 2: Formatting a Worksheet, pp. 1-19.</a>                                     | <b>EXCEL Module 2 SAM Projects:</b><br>• Textbook Project, pp. 2-19 • Training<br>• Project A • Project B • Exam 2            |        |
| 6    | Mar 21–27 | ➤ <a href="#">Excel Module 3: Analyzing Data Using Formulas, pp. 1-17.</a>                              | <b>EXCEL Module 3 SAM Projects:</b><br>• Textbook Project, pp. 2-17 • Training<br>• Project A • Project B • Exam 3            | Mar-27 |
|      |           | ➤ <a href="#">Excel Module 4: Working with Charts, pp. 1-19.</a>  | <b>EXCEL Module 4 SAM Projects:</b><br>• Textbook Project, pp. 2-19 • Training<br>• Project A • Project B • Exam 4 (Mid-term) |        |

**MS-ACCESS 2019**

| WEEK | DATE         | MS-POWERPOINT 2019 & CANVAS Activities  | Cengage SAM Activities*   | DUE    |
|------|--------------|---|---|--------|
| 7    | Mar 28–Apr 3 | ➤ <b>CANVAS Discussion 3</b><br>➤ <a href="#">ACCESS Module 1: Getting Started with Access, pp. 1-25.</a> | <b>ACCESS Module 1 SAM Projects:</b><br>• Textbook Project, pp. 1-25 • Training<br>• Project A • Project B • Exam 1 | Apr-3  |
|      |              | ➤ <a href="#">ACCESS Module 2: Building Tables and Relationships, pp. 1-19.</a>                           | <b>Access Module 2 SAM Projects:</b><br>• Textbook Project, pp. 1-19 • Training<br>• Project A • Project B • Exam 2 |        |
| 8    | Apr 4–10     | ➤ <a href="#">ACCESS Module 3: Creating Queries, pp. 1-23.</a>  | <b>Access Module 3 SAM Projects:</b><br>• Textbook Project, pp. 1-23 • Training<br>• Project A • Project B • Exam 3 | Apr-10 |
|      |              | ➤ <a href="#">ACCESS Module 4: Working with Forms and Reports, pp. 1-15.</a>                              | <b>Access Module 4 SAM Projects:</b><br>• Textbook Project, pp. 1-15 • Training<br>• Project A • Project B • Exam 4 |        |

**MS-POWERPOINT 2019**

| WEEK | DATE   | MS-POWERPOINT 2019 & CANVAS Activities   | Cengage SAM Activities*   | DUE    |
|------|--|--|---|--------|
| 9    | Apr 11–17  | ➤ <b>CANVAS Discussion 4</b><br>➤ <a href="#">PowerPoint Module 1: Creating a Presentation in PowerPoint, pp. 1-23</a>                             | <b>PowerPoint Module 1 SAM Projects:</b><br>• Textbook Project, pp. 1-23 • Training<br>• Project A • Project B • Exam 1 | Apr-17 |
|      |  | ➤ <a href="#">POWERPOINT Module 2: Modifying a Presentation, pp. 1-17.</a>   | <b>PowerPoint Module 2 SAM Projects:</b><br>• Textbook Project, pp. 1-17 • Training<br>• Project A • Project B • Exam 2 |        |
| 10   | Apr 18–24  | ➤ <a href="#">POWERPOINT Module 3: Inserting Objects into a Presentation, pp. 1-19.</a>  | <b>PowerPoint Module 3 SAM Projects:</b><br>• Textbook Project, pp. 1-19 • Training<br>• Project A • Project B • Exam 3 | Apr-24 |
|      | ➤ <a href="#">POWERPOINT Module 4: Formatting Slide Masters and Backgrounds. See, eBook.</a> | <b>PowerPoint Module 4 SAM Projects:</b><br>• Textbook Project, Refer to eBook Digital Content • Training • Project A • Project B • Exam 4 (Final) |   |        |
|      | Apr-25   | ➤ CANVAS Final Project.  | ➤ CENGAGE Resume Project A<br>➤ CANVAS Professional Resume  | Apr-25 |