

**VALENCIA COLLEGE**  
**Division of Business & Hospitality**  
**Orlando, Florida**

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West Campus

SPRING TERM 2018

Prof. Melba Medina

**COURSE SYLLABUS**

OST-1746-23264-OL Food Service Computer Application\*  
January 8 – April 29, 2018  
(\*Subject to Change)

**COURSE DESCRIPTION:**

Students will be introduced to the personal (PC) computer with a concentration on basic word processing and spreadsheet applications. Menu creation and inventory value spreadsheets will be included.

☞ This course will teach from the MS-OFFICE 365 package, MS-WORD 2016 and MS-EXCEL 2016. It is important that you have access to MS-Word 2016 and MS-Excel 2016 applications software on your computer in order to learn the programs successfully if working at home. Microsoft software 2007, 2010, 2013, and Mac software will NOT work because it is a very different setup. If you do not have access to this program on your home computer, the program is available on the college computers whether in the computer labs or the Learning Resource Center (Library).

**PREREQUISITES:** None

**COURSE OBJECTIVES:** The student will be able to use:

- PC hardware and software including the Microsoft Windows operating system and Microsoft PC application software.
- Microsoft Word 2016 to create basic Word documents.
- Microsoft Excel 2016 to create basic Excel spreadsheets.
- MS-Word 2016 and MS-Excel 2016 to create a professional portfolio.

**COURSE FORMAT:** This course will be conducted in an asynchronous learning format using Valencia College Blackboard learning management system. The mid-term exam and the final exam must be taken onsite in a controlled environment under the guidance of a proctor at The Testing Center.

**CREDIT HOURS:** 2-credit hours

**INSTRUCTOR:** Professor Melba Medina, BCS, MA Business Education, CAS Higher Education

**DEPARTMENT:** Business and Hospitality, West Campus, Room 7-107

**OFFICE:** Remote office

**OFFICE HOURS:** By appointment

**EMAIL:** E-mail via **Blackboard/Messages** is the designated communication tool for this course. ALL course-specific communication including questions, comments, and/or concerns must be directed via Blackboard/Messages.

**2018 Important College Calendar Dates:** <http://valenciacollege.edu/calendar/>

**First Day of Classes:** **January 8, 2018.** ALL students are required to log onto Blackboard on the first day of course for attendance.

“No Show” reporting period: January 17-26  
College closed: January 15; March 12-18  
Withdrawal deadline for “W” grade: March 30  
Final Exam: April 23  
Class ends: April 29

#### **BLACKBOARD: Upcoming Semester Course Availability for Students**

Valencia courses for the upcoming semester will become available to you the day of the official start date on **January 8, 2018**. Access to course components for the each term ends on the day of the official course schedule end date on **April 29, 2018**.

#### **IMPORTANT: "NO SHOW" STATUS**

Class attendance is required beginning the first class meeting on **January 8, 2018**. If you do not show up and/or login on Blackboard on the first day and/or during the **FIRST** week, you may be withdrawn from class as a *no show*. If you are withdrawn as a *no show*, you are financially responsible for the class and a grade of "W" will appear on your transcript.

**COMPUTER TIME:** Plan to spend from four to six hours plus or more per week on the computer. This is the additional time needed to complete the document assignments along with the required lesson activities and timed assignments. If you do not have access to a computer at home, check with the Open Lab staff at your home campus for the current hours of operation. The Open Lab at the West Campus is located in room 7-144.

#### **VALENCIA STUDENT COMPETENCIES**

Valencia's Student Core Competencies—THINK, VALUE, COMMUNICATE, ACT—are complex abilities that are essential to your lifelong success. You may refer to the Valencia College catalog for more information at <http://valenciacollege.edu/competencies/default.cfm>.

#### **TOPICS/AREAS COVERED:\***

- 1) Recognize and have working knowledge of PC hardware and software including the Microsoft Windows operating system
- 2) Create and edit documents using Microsoft® Word 2016
  - a. Format text, paragraphs, and documents
  - b. Illustrate documents with graphics
- 3) Create workbooks using Microsoft® Excel 2016
  - a. build and edit worksheets
  - b. format a worksheet
  - c. work with formulas and functions
- 4) Create a professional portfolio, that is “My Portfolio”

\* These may be covered as discrete topics and/ or integrated with other areas in any 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.

**REQUIRED TEXTBOOKS AND MATERIALS**

- a. MS OFFICE 365 WORD & EXCEL 2016 Bundle, 1st Edition,  
by Elizabeth Eisner Reding. **ISBN: 9781337382120**

The textbook set come bundled in plastic wrap when purchased at the Valencia College bookstore.

Additional Materials

- One flash (USB) drive to save the student data files required to complete the course activities and the homework
- One 3-ring binder to keep the printed class materials and homework

**Other Materials and Supplies:**

- 1) Students MUST have the appropriate software version being used in the classroom (Microsoft Office 365, Microsoft Word 2016, and Microsoft Excel 2016).

**Note:** *The computer equipment in the Computer and Information Technology (BIIT) Lab, West Campus, is available to you in rooms 7-144 and 9-109. (Verify with the Lab staff for current hours of operation).*

- 2) Students must purchase a jump drive (USB or flash drive) to save the required student data files, assignments, homework, etc. Hardcopy documents may be kept in a 3-ring binder.

**COURSE CONTENT AND ASSIGNMENTS**

The Mid-Term and the Final Exam **must** be taken in a controlled environment with the assistance of a proctor at The Testing Center (TTC). TTC at the West Campus is located in room 11-145.

- Student Data Files. For your convenience, your instructor published the student data files on **Blackboard/Student Data Files**. You may be required to upload the **student data files** to complete the activities in the textbook.
- Homework. Completed homework assignments **must** be submitted by the due date via **Blackboard /Homework**. Manage your time effectively and submit your work by the due date on Sunday. Late work will NOT be accepted.

**GRADING**

Letter grades will be determined using the standard Valencia College percentage point evaluation:

A = 90-100%	B = 80-89%	C = 70-79%	D = 60-69%	F = Below 60%
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The final grade will be calculated as follows:

<b>70%</b>	MS WORD Mid-term Exam, MS EXCEL Final Exam
<b>15%</b>	"My Portfolio: Special Event" Project. See, Course Syllabus and <b>Blackboard/Start Here/My Portfolio</b> .
<b>15%</b>	Homework and Weekly Discussion activities
<b>100%</b>	<b>GRAND TOTAL</b>

**TEST-TAKING PROCEDURE**

The Mid-Term Exam and the Final Exam must be taken on campus at The Testing Center. A one-week window will be granted to meet the Mid-Term Exam and the Final Exam requirements. The student must take the test during the assigned time, otherwise the grade will be a "0" zero.

Coursework includes the module assignments for MS-Word 2016 and MS-Excel 2016. Completed assignments are submitted for grading via the link **Blackboard/Homework**. The student *may* keep a printed copy of the completed homework in a 3-ring binder.

**NOTE: CREDIT WILL NOT BE GRANTED FOR LATE WORK PAST THE DUE DATE. No exceptions!** Plan ahead.

WHAT DO I NEED TO DO FOR A PASSING GRADE?

- 1) Follow the instructions and complete the MS-Word 2016 and MS-Excel 2016 course activities and homework assignments. Submit completed homework on time including your participation in the discussions.
- 2) Meet the Professional Portfolio requirement including ALL the required documentation: Employment, Research, and Special Event.

**COURSE REMINDERS:**

Missed work, late practice, quizzes, the mid-term exam and the final exam cannot be made up since there will be a time span period that the tests will be available online. ***The link located on Blackboard/ Homework locks down right at the set due time; Blackboard you will not allow you to submit any work past the deadline.*** Practice tests and exams WILL NOT be available for access past the due date; as a result, the grade will be a "0" zero.

- Late work will not be accepted; no exceptions are made. Manage your time effectively!
- Student data files are available on **Blackboard/Data Files**.

**NOTE:** If a student experiences technical difficulties with the computer and/or software at home, the student may utilize the computer labs at Valencia College to complete the required activities and homework. Problems such as these will not serve as an excuse to turn in late work or request an extension or withdrawal from the course.

**MID-TERM WARNING:** If you are making a grade lower than a "C" at or about mid-term, you will receive a notification from your professor. If you receive *below a "C" notice*, you should meet without delay with the professor. Not receiving a "below C notice" at mid-term is not a guarantee that you will pass the course.

**WITHDRAWAL POLICY:** The deadline to withdraw and receive a "W" grade is **March 30, 2018**.

**NOTE:** The student MUST check the Blackboard course link for daily announcements, course updates, and must actively participate in the weekly discussions. The student must submit the required assignment on time as stated on Blackboard/Homework. No participation in the weekly discussion and weekly homework counts as an absence.

A student may withdraw at any time before the established withdrawal date by filing a withdrawal form in the Admissions Office or electronically via Atlas and will receive a "W" for a grade. After this date, if a student withdraws or is withdrawn by the professor for excessive absence, lack of participation or work activity in Blackboard or any other reasons, the professor may assign a withdrawal grade of "F." If a student fails to take the required final examination, the professor may assign an "F" according to Valencia College policy. Always talk with your professor prior to withdrawing from this or any other course. Participation in classroom assignments and discussions are vital for academic success. Students who do not maintain regular course participation and who may fall behind in their work can expect to receive a notice and may be dropped from the roll if non-participation is unexplained. You may refer to College Policy 6Hx28: 10-02) at <http://valenciacollege.edu/catalog>.

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Important Notice on Final Grades: Valencia College policy 5: 13 requires professors to give students who do not complete the final examination a final grade of "F."

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**CLASSROOM POLICIES**

- Food and drinks are not allowed in the classrooms and in the computer labs work area.
- Turn OFF all cellular phones; silent mode is allowed during study and/or classroom sessions.
- Valencia College policy states that NO children are allowed in the computer laboratory, library and or classrooms at any time.
- Visit the Valencia College at <http://valenciacollege.edu/catalog> for more information about the school policy.

**OFFICE FOR STUDENTS WITH DISABILITIES: West Campus, SSB 102, Ext. 1523.**

Students with disabilities who qualify for academic accommodations must provide a letter 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.

**DISRUPTIVE BEHAVIOR**

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

**ACADEMIC DISHONESTY**

All forms of academic dishonesty are prohibited at Valencia College. This 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 students' individual thoughts, research and self-expression. Whenever a student uses ideas, wording or organization from another source, the source shall be appropriately acknowledged.

Students shall take special notice that the assignment of course grades is the responsibility of the students' individual professor. 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.

**ELECTRONIC MAIL (E-MAIL)**

Students are required to check their **Blackboard/Messages** inbox and the Atlas mail box continuously. Course-specific announcements, instructions, changes, updates, etc., will be communicated via **Blackboard/Messages**. College-wide communications will be sent through your Atlas account.

**DISCLAIMER**

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

REV: mmedina\_010818

**MY PORTFOLIO**  
**Project Guidelines**

**A. Documents in MS-WORD 2016**

- 1) Employment: Resume
- 2) Research: Conduct research in your field of study for example hospitality, baking, culinary management, etc. Then, type a 2-page report using the APA Style Guide.  
Note: Include the following data.
  - Visit the Bureau of Labor Statistics website at <http://www.bls.gov>.
  - Conduct research about your occupation in the Occupational Outlook Handbook published at <http://www.bls.gov/oco/home.htm>. Type a report that includes the following information:
    - a. *Job Description*
    - b. *Employment Projection*
    - c. *What are the Job Openings and Labor Turnover predicted?*
    - d. *What is the employment by this occupation at present in Florida?*
- 3) Special Event. Select a theme. Create two 1-page flyers, as follows: (1) one flyer is the invitation to an event, and (2) one flyer consists of the menu that will be served at the event. Use colors, borders, shading, graphics, etc., as you learned class.

**B. Spreadsheet in MS-EXCEL 2016**

Create a spreadsheet in MS-EXCEL that lists the expenses incurred in the special event. Include a pie chart that shows the dollar amount of the expenses.

**C. Finalizing your Project:** Your portfolio must include the documentation listed below.

- **Cover Page.** Identify the school, title of project, and submitted by.
- **PART 1: EMPLOYMENT.** Include your resume.
- **PART 2: RESEARCH.** Conduct research in your field of study (i.e., bakery, culinary management, hospitality, etc.) and type the list of courses as explained above. Conduct additional research in your field of study and type your findings in a 2-page report using the APA style format. (You may use the APA Template found in the MS Word program.)
- **PART 3: SPECIAL EVENT.** Include an invitation flyer, a menu flyer with the food & beverage that will be served, and a spreadsheet of the expenses incurred in the special event including a chart.
- **SECTION 4 - MS-WORD.** (*This section is optional.*) You may include a selection of the MS-WORD documents that you produced in class.
- **SECTION 5 - MS-EXCEL.** (*This section is optional.*) You may include a selection of the MS-EXCEL spreadsheets that you produced in class.

**PROPOSED SCHEDULE<sup>1</sup>***(Subject to Change)*

Week	Date	Description	Homework Due
1	Jan 8-14	BLACKBOARD — Become acquainted with the following links: <ul style="list-style-type: none"> <li>• Syllabus and Assignment Sheet</li> <li>• Getting Started/Start Here</li> <li>• Content, Weekly Homework, and Weekly Discussion</li> </ul>	1/14/2018
2	Jan 15-21	MS-WORD 2016, Module 1 - Creating Documents with WORD 2016	1/21/2018
3	Jan 22-28	MS-WORD 2016, Module 1 (Cont.)	1/28/2018
4	Jan 29 – Feb 4	MS-WORD 2016, Module 2 - Editing Documents	2/04/2018
5	Feb 5-11	MS-WORD 2016, Module 3 - Formatting Text & Paragraphs	2/11/2018
6	Feb 12-18	MS-WORD 2016, Module 4 - Formatting Documents	2/18/2018
7	Feb 19-25	<i>MID-TERM: Microsoft Word 2016</i> <ul style="list-style-type: none"> <li>• <i>Offered at The Testing Center, Valencia College</i></li> </ul>	2/25/2018
8	Feb 26-Mar 4	MS-EXCEL 2016 Module 1 - Getting Started with EXCEL 2016	3/04/2018
9	Mar 5-11	MS-EXCEL 2016 Module 1 (Cont.)	3/11/2018
—	—	<i>March 12-18: SPRING BREAK (College Closed)</i>	—
10	Mar 19-25	MS-EXCEL 2016 Module 2 - Working with Formulas & Functions	3/25/2018
11	Mar 26-Apr 1	MS-EXCEL 2016 Module 2 (Cont.)	4/01/2018
12	Apr 2-8	MS-EXCEL 2016 Module 3 - Formatting a Worksheet	4/08/2018
13	Apr 9-15	MS-EXCEL 2016 Module 4 - Working with Charts	4/15/2018
14	Apr 16-22	My Portfolio: <u>Special Event Project</u> <ul style="list-style-type: none"> <li>• <i>Employment:</i> <ul style="list-style-type: none"> <li>▪ <i>Resume</i></li> </ul> </li> <li>• <i>Research:</i> <ul style="list-style-type: none"> <li>▪ <i>Research Paper (Job Occupational Handbook)</i></li> </ul> </li> <li>• <i>Special Event:</i> <ul style="list-style-type: none"> <li>▪ <i>Event flyer/invitation</i></li> <li>▪ <i>Event menu</i></li> <li>▪ <i>Event “Expenses” spreadsheet</i></li> </ul> </li> </ul>	4/22/2018
15	Apr 23	<i>FINAL EXAM: Microsoft Excel 2016</i> <ul style="list-style-type: none"> <li>• <i>Offered Valencia College, The Testing Center</i></li> </ul>	4/24/2018

<sup>1</sup> Subject to change by the instructor.