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| **Email:** virasas@linnbenton.edu | **Class Room:** MKH-209 |
| **Office:** MKH-108 | **Class Day/Time:** MW @ 10-11:50 AM |
| **Phone:** 541-917-4617 | **Office Hours:** MW 2-4 PM/TR 10 AM-3PM |

**Course Description and Objectives**:

This course is designed to teach the use technology as a productivity tool within a business environment through the use of various software packages. Students will use word processing software for formatting business correspondence; creating tables, multipage documents, and graphical elements; mail merging, and using other features. Spreadsheet software will be used to create formulas, use built-in functions for calculations, create charts/graphs referencing other

worksheets/cells, and for other formatting and editing features. Database software will be used to produce, edit, and create visually compelling databases for business outcomes. Instruction in this course is provided through demonstration and discussion. Class time will be provided for practicing concepts as well as working through assignments; however, additional time outside of class will be essential to improve skills and complete the assignments.

**Required Course Materials:**

1. A minimum 2GB USB drive

**Learner Outcomes:**

1. Word processing software: Use the features of a word processing program to produce, format, edit, and enhance business documents.
2. Spreadsheet software: Use and understand a spreadsheet software program to create, edit, and format spreadsheets and charts.
3. Database software: Use the features of a database program to produce, edit, and make visually appealing databases.

**Grades Table:**

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| **Assignments/Exams** | **Weight** |
| 10 Assignments | 25% |
| Midterm Exam (50 Multiple-Choice questions). | 30% |
| Final Team Project (MS Word, MS Excel, MS Access) – see guidelines in Moodle week-0. | 35% |
| Participation (2% points for each day missed). | 10% |
| TOTAL | 100% |
| **Grades:**  **IMPORTANT:** A grade of “C” or higher is considered passing. | A: 90-100%  B: 80-89%  C: 70-79%  D: 60-69%  F: < 60%  P: >= 70%  NP: < 70% |

**Instructor and Student Responsibilities:**

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| **Instructor Responsibilities** | **Student Responsibilities** |
| I commit to starting all classes on time. | You agree to attend all classes and to comply with college code of conduct. |
| I commit to showing up to class prepared. | You agree to actively participate in class discussions and exercises. |
| I commit to balancing class time between lecture and hands-on exercises. | You agree to spend an average of 4 hours per week on readings and assignments outside of class (see Moodle for details). |
| I commit to holding published office hours. | You agree to complete all readings and course assignments on time (due on Sunday night). |
| I commit to responding to your email within 24 hours (no voice mail please). | You agree to collaborate professionally with fellow students on the class project. |
| I commit to grading assignments within 3 days (after due date). |  |
| If I'm unable to come to a class, I commit to doing my best to find a substitute instructor while keeping you up-to-date. |  |

**Academic Honesty:**

Helping, or being helped by, another student during an exam will be considered a breach of academic honesty and is grounds for receiving a zero grade and/or failing the course among other possible remedies.

**Classroom Conduct:**

1. Please silence cell phones and do not use during class.
2. Please do not bring other electronic devices to class including laptops, iPods, iPads, etc.
3. No food or drink in the classroom.
4. Please respect the learning environment of others and keep distractions to a minimum.

**LBCC Center for Accessibility Resources:**

Students who may need accommodations due to documented disabilities, or who have medical information which the instructor should know, or who need special arrangements in an emergency, should speak with the instructor during the first week of class. If you believe you may need accommodations, but are not yet registered with CFAR, please go to <http://linnbenton.edu/cfar> for steps on how to apply for services or call 541-917-4789.

**LBCC Comprehensive Statement of Nondiscrimination:**

LBCC prohibits unlawful discrimination based on race, color, religion, ethnicity, use of native language, national origin, sex, sexual orientation, marital status, disability, veteran status, age, or any other status protected under applicable federal, state, or local laws.

**LBCC Statement of Inclusion:**

The LBCC community is enriched by diversity. Each individual has worth and makes contributions to create that diversity at the college. Everyone has the right to think, learn, and work together in an environment of respect, tolerance, and goodwill (related to Board Policy #1015).

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| Week | Activity | Due |
| Week-1  Jan 7 | * Welcome, introductions, scope & set clear expectations * Week-1 scope = Word Section 1: Creating and Editing a Document * Week-1 assignment | Jan 13  @ 11:55 pm |
| Week-2  Jan 14 | * Week-2 scope = Word Section 2: Formatting characters and paragraphs, Word Section 3: Formatting and Enhancing a Document * Week-2 assignment | Jan 20  @ 11:55 pm |
| Week-3  Jan 21 | **\*\*Jan 21 No class – Martin Luther King Jr. Day\*\***   * Week-3 scope = Word Section 4: Formatting with Special Features * Week-3 assignment   NOTE: Project Teams formed. | Jan 27  @ 11:55 pm |
| Week-4  Jan 28 | * Week-4 scope = Excel Section 1: Analyzing data using Excel * **Word Exam Jan 30** * Week-4 assignment | Feb 3  @ 11:55 pm |
| Week-5  Feb 4 | * Week-5 scope = Excel Section 2: Editing and Formatting Worksheets * Week-5 assignment | Feb 10  @ 11:55 pm |
| Week-6  Feb 11 | * Week-6 scope = Excel Section 3: Using functions and adding visual elements * Week-6 assignment | Feb 17  @ 11:55 pm |
| Week-7  Feb 18 | **\*\*Feb 17 No class – President’s Day\*\***   * Week-7 scope = Excel Section 4: Working with Multiple Worksheets, Tables and other File Formats * Week-7 assignment | Feb 124  @ 11:55 pm |
| Week-8  Feb 25 | * Week-8 scope = Access Section 1: Databases, Tables & Fields * Week-8 assignment * **Excel Exam Feb 27** | Mar 3  @ 11:55 pm |
| Week-9  Mar 4 | * Week-9 scope = Access Section 2: Queries, Reports & Forms * Week-9 assignment | Mar 10  @ 11:55 pm |
| Week-10  Mar 11 | * Week-10 scope = Access Section 3: Relationships * Week-10 assignment * Project teams artifacts (MS Word, Excel & Access) * Only one team member to submit | Mar 17  @ 11:55 pm |
| Week-11  Mar 18 | * Team Presentations - on Wed, March 20 @ 8-9:50 AM (must be in class) |  |