

**INTRODUCTION TO MICROSOFT OFFICE
BUSINESS APPLICATIONS: BA179, SECTION #29913
FALL SEMESTER 2023
SYLLABUS**

Instructor: Chris Lee

E-Mail: christopher.lee@sausdlearns.net

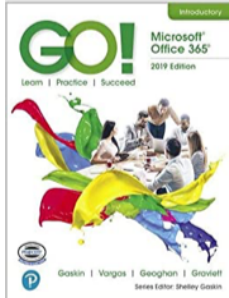
Note: Please use Canvas Inbox to email me. I will reply your email within 48 hours or sooner.

Meeting: Monday to Friday 1st Period: Monday: 08:30 AM - 9:15 AM, Tuesday to Friday: 8:30AM – 9:26AM

Office Hour: To Be Announced

Location: Century High School, Room #5213

TEXTBOOK



- Title: Go! with Microsoft Office 2019 Edition
- Authors: Gaskin, Vargas, Geoghan, Graviet, Published by Pearson
- ISBN: 978-541-7812
- You must have this exact textbook (hard copy or digital) by the first week of the semester. You can [download the data files](#) from the publisher's web site.

REQUIRED TECHNOLOGY

- Internet Access
- PC Compatibles with Windows 10
- [MS Office Software](#): Free for all SAC students
- [G-Metrix SMS](#): Free for all BA179 students

COMMUNICATIONS

Please email me using the Inbox feature in Canvas. I respond to emails within 48 hours Monday through Friday. Emails received over the weekend will be answered by Monday.

You should add general questions to the [General Course Questions](#) discussion board on Canvas; these are not private. Email me using the Canvas Inbox feature with personal questions about grades, etc.

COURSE DESCRIPTION

This course is on-line based and designed for beginning and experienced computer users needing to build and update business technology skills in using Microsoft Office Word, Excel, and PowerPoint.

Learn to use the essential features and proper techniques to create, edit, format, export PDF, and print professional business documents, spreadsheets, and presentations.

This course will prepare the student for the Microsoft Office Specialist (MOS) exam to earn industry and business recognized certifications in Word, Excel, and PowerPoint. CSU

STUDENT LEARNING OUTCOME

By the end of this course, a student will be able to **demonstrate the technology skills for:**

- MS Word for creating, editing, formatting professional business documents and export to PDF format
- MS Excel for creating, editing effective data display with charts, retrieve data for computation, trend analysis, and references in business problem solving analysis.
- PowerPoint for creating, editing, and formatting professional multimedia business professional presentations for a single business project.

Note: Microsoft Software - YOU DO NOT HAVE TO BUY THE SOFTWARE. The RSCCD district website provides information (including tutorial videos) on [FREE Office 2019 for active SAC](#) students. You can access the software online or you can download it to your computer.

COURSE LEARNING OBJECTIVES

Upon the completion of this course, the student will be able to **demonstrate**:

- proficiency in using Microsoft Office Word, Excel, and PowerPoint.
- business technical skills in creating, editing, formatting, exporting PDF, and printing professional business documents, spreadsheets, and presentations.
- their readiness for the Microsoft Office Specialist (MOS) exam to earn an industry recognized certification in Word, Excel, and PowerPoint by achieving 90% or better in G-Metrix practice exams.

ATTENDANCE POLICY

In accordance with the college drop policy, students who do not complete Module 1 assignments, including the Course Info & Syllabus Quiz on Canvas by Sunday of the first week of instruction, will be dropped as a “No Show”.

Excessive Absence for an online course is two consecutive weeks of non-participation by the student (submitting assignments and completing quizzes – solely logging in only does NOT count as participation). Students are responsible for officially dropping the class, or they will receive a letter grade based on their performance.

ASSIGNMENT/ASSESSMENTS

- All work is to be submitted through Canvas. Do NOT email work to your instructor. It will not be graded. No exceptions.
- You are expected to check Canvas several times a week.
- There are varied due dates throughout the week. Follow the modules carefully, working your way through Canvas using the Next
- Extra Credit – you have the opportunity to take the MOS Certification exams for free on campus at SAC. Passing the MOS Certification exam for each software, Word, Excel, and PowerPoint can move you up one letter grade in each section.

DUE DATES

- See Dates on the course calendar on Canvas.
- Students are allowed to work ahead one week beginning Wednesday of the current week.
- To access assignments early, you must complete everything in the previous week’s module.
- Late work will not be accepted after the one week of the grace period.
- MS Office certification exam information – see attached course outline plan

Upon the completion of MS word module, you will have an opportunity to practice your skills on GMetrix. This is a practice certification test software and it will be available on Canvas. You may download and install it on your computer. The detailed installation procedure will be announced in the Canvas. You may practice as many times as you wish. This software has several different versions. I strongly recommend practicing at least 2 different versions and achieve 90% or better before taking the real exam.

After the successful completion of GMetrix practice, please email me and let me know that you are ready to take the test. I will arrange with the testing center, A102. When you arrive at the testing center, you are required to create login IDs so you will be able to register to take the exam in Certiport.

Note: GMetrix practice is part of the grade. Detailed instruction will be posted on the assignment section.

GRADEING POLICY

Grade break down category:

- 30% MS Word – All items projects, quizzes, review, etc.
- 30% MS Excel – All items projects, quizzes, review, etc.

- 30% MS PowerPoint – All items projects, quizzes, review, etc.
- 10% Final Test – GMetrix test for all three modules.

All grading is completed in Canvas. Check each assignment for a rubric. All grades are posted in Canvas and the grading scale is as follows:

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

Extra Credit – In each of the three main topic units, Word, Excel, and PowerPoint, you will have the opportunity to raise your letter grade by one level by passing/earning your MOS Certification for the unit. Additional information and the steps needed will be posted on Canvas near the end of our first MS Office unit, which will be Word.

DEADLINES

- All assignments, including quizzes, must be completed by the date listed on Canvas.
- Late work will not be accepted.

ACCOMMODATIONS FOR DISABILITIES

Students with disabilities should contact me as soon as possible. Santa Ana Community College and instructors are required to provide appropriate accommodations to disability students. If you have a disability that may have some impact on your ability to do well in this course, please contact Disabled Student Programs & Services to assist you in achieving a successful course/certification passage. DSP&S is located in The Village, VL-204, and their phone number is (714) 564-6295. The DSP&S office requires documentation of your disability in order to receive reasonable accommodations.

HONESTY/INTEGRITY POLICY

In cases where a violation of academic honesty is discovered, the faculty member is encouraged to file an "Academic Misconduct Incident Report" form and distribute the form to the appropriate offices listed. [SAC Academic Honesty Policy](#).

There are two categories of sanctions: Limited and College-wide. Limited sanctions include an academic action such as assigning a lower grade or a grade of "F" for the assignment, project, or test. College-wide sanctions include any sanction that will affect a student's standing with the college-at-large, up to and including suspension or expulsion from the college.

CANVAS COURSE SITE

Our course can be accessed at the [Santa Ana Unified School District Canvas Instructure](#) website. The student is expected to monitor the Canvas website for announcements, updates, and complete all assignments on a schedule. Students are when and if assigned). On the first day of instruction, you will be given access to course material in [SAUSD Canvas](#). I strongly recommend completing "[SAC Student Online Orientation](#)" This page is located under 'My Organization' on the Canvas home page. This orientation is designed for all SAC students to familiar with using Canvas

- When you log into Canvas for the first time, click on the Dashboard from the left pane. The Dashboard will display all courses you have registered for the semester. Click on the BA179, Course #71072.
- If you are experiencing difficulty in login to Canvas, try the followings:
- Go to SAC [WebAdvisor](#) Click on the [login](#) – This page will allow you to reset your password
- If you have any Canvas questions please call Canvas 24/7 Support Hotline at (844) 612-7428
- If you have course questions, email is the best way to contact me. My email addresses is Christopher.lee@sausdlearns.net. I will reply to your email within 24 hours upon the receiving of your inquiry.
- If this is the first time taking an online course or if you need to refresh on how to navigate Canvas effectively, please complete the "[SAC Student Online Orientation](#)"

Also, '[Student Canvas Resources](#)' will provide with the Canvas information in detail

ONLINE LEARNING PREPARATION & EXPECTATIONS

This course is geared toward students who are self-directed, able to manage their time and have basic computer skills. It is mandatory to be able to use the Internet and type all assignments. Complete the "[SAC Student Online Orientation](#)" under "My Organizations" on the Canvas home page to become familiar with using Canvas.

This is a college-level course. Many students expect that an online course will be easier or entail less time. That is NOT true. This online class will take just as much time as a traditional classroom course. This course is three units and expected to log in at least twice a week to view posting of next assignment, then SUBMIT it, AND complete quizzes

COURSE OUTLINES

Unit/Module /Week	Topic/Lecture	Objective	Regular Effective Contact	Assessment
Course Info Module 1 Week 1	Introduction to Course	Demonstrate to navigate BA179 in Canvas.	Course objective Understanding Modules.	Quiz on Course Orientation – (Syllabus & Canvas)
	Mandatory Meet and Greet Session (The Meeting time and Location will be announced)	Review Syllabus for Course Orientation	Use the Discussion and Canvas email if you need help.	Quiz Windows 10
	Get to know Canvas	Windows File management and locations.	Discussion on MS Office Certifications and Job prospective.	Windows 10 file submission.
	Understand how to Get to Know Windows 10 What is MS Word? What is MS Excel? What is MS PowerPoint?	Editing and Saving Files. How to use Windows Explorer		
	Understanding Different types of document format, such as .DOCX, PDF, RTF, etc.	Navigating Windows 10: Use of Snipping Tools		

Unit/Module /Week	Topic/Lecture	Objective	Regular Effective Contact	Assessment
MS Word Unit 1 Module 2 Week 2	<p>Creating students' own Resume and Cover letter without detailed instruction from the textbook Project 2A: Resume. Textbook P216 – 230.</p> <p>Project 2B: Cover Letter and Envelope. Textbook P234-250.</p> <p>Project 2C: Skills Review – Student Resume P257-259.</p>	<p>Students will follow instructions from the text book.</p> <p>Write cover letter and resume with Word. Formatting, Bullet Points, Alignment Learn the components of resume – Personal Information, Experience, Dates, Contact Information.</p> <p>Create Bullet Points Creating Tables Learn Cover letter format and its components.</p>	Personal Resume and Cover Letter Discussion.	<p>Quiz P2A, P2B, P2C.</p> <p>Review of Project Word document submitted by students.</p>
MS Word Unit 1 Module 3 Week 3	<p>Creating Resume, Letter, Envelope printing with address label.</p> <p>Project 2D: Resume. Textbook P260 – P262 Project 2E: Cover Letter and Envelope. Textbook P265 – P266. Project 2F: Skills Review – Student Resume.</p> <p>Project 2G: Skills Review – Application & Resume. Textbook P267-P268</p>	<p>Students will follow instructions from the text book.</p> <p>Review of data from Excel book. Create Envelope and label by preset template such as Avery label products. Create Envelope & Label Format Skills review for Resume</p>	Office Memo, Career Memo Discussion.	<p>Quiz 2D, 2E, 2F, 2G</p> <p>Review of Project Word document submission.</p>

Unit/Module /Week	Topic/Lecture	Objective	Regular Effective Contact	Assessment
MS Word Unit 1 Module 4 Week 4	<p>Project 3A: Research Paper. Textbook P264-P292.</p> <p>Project 3B Newsletter with Optional mailing Labels. Textbook P295-P318.</p> <p>Project 3C: Skills Review – Diet and Exercise. Textbook P325-P328.</p>	<p>Students will follow instructions from the text book.</p> <p>Create research paper and newsletter. Demonstrate its format and create Address Labels.</p>	Writing in Research paper, Newsletter format Discussion.	Quiz 3A, 3B, 3C Review of Project Word document submitted by students.
MS Word Unit 1 Module 5 Week 5	<p>Project 3D: Career Newsletter. Textbook P329-P332</p> <p>Project 3E: Dogs Newsletter and Mailing Label. Textbook P325-P328</p> <p>Project 3F: Skin Protection Report. Textbook P336- P338</p>	<p>Students will follow instructions from the text book. Learn about professional development opportunities.</p> <p>Continue to create label using various Avery label products</p> <p>Print Envelope with Addresses</p> <p>Demonstrate the understanding 'Research' format</p>	Writing Effective Business & Personal Newsletter Discussion.	Quiz 3D, 3E, 3F. Review of Project Word document submitted by students.
MS Word Unit 1 Module 6 Week 6	<p>Project 3K: Cycling Project 3L: Influenza.</p> <p>GMetrix Practice – Reach 90% or better. You may try as many times as with wish.</p>	<p>Students will Create Newsletter without using the textbook's Guidance.</p> <p>Create Newsletter. Get ready for MS Word Certification Exam.</p>	Writing Effective Career/Application letter Discussion.	<p>Quiz 3K, 3L. Review of Project Word document. submitted by students.</p> <p>GMetrix Practice Exam.</p>

Unit/Module /Week	Topic/Lecture	Objective	Regular Effective Contact	Assessment
MOS Certification Exam Week 7	<p>Certiport Exam at A-102</p> <p>You may try multiple times but you have to wait 24 hours before the 2nd attempt.</p>	To obtain passage of MS Word certification (MOS) by taking exams	Reflection on MS Word Projects and Real-world application Discussion	<p>GMetrix Test.</p> <p>MS Office MOS Certification Test at SAC Computer Room A-102.</p>
MS Excel Unit 2 Module 8 Week 8	<p>Project 1A: Sales Report with Imbedded Column Chart</p> <p>Project 1B: Value of an Inventory Report.</p> <p>Project 1C: Value of an Inventory Report.</p> <p>Project 1D: Value of an Inventory Report.</p> <p>Project 1E: Value of an Inventory Report.</p>	<p>Create, Save and Navigate an Excel Workbook</p> <p>Enter Data</p> <p>Construct and Copy Formulas</p>	Use of Excel Discussion	<p>Quiz 1A, 1B, 1C, 1D, 1E</p> <p>Review of Project Excel document submission.</p>
MS Excel Unit 2 Module 9 Week 9	<p>Project 2A: Inventory Status Report</p> <p>Project 2B: Weekly Sales Summary</p> <p>Project 2C: Inventory Report</p> <p>Project 2D: Reginal Sales Report</p> <p>Project 2E: Product Inventory Report</p>	<p>Copy cells with merge and center</p> <p>Check Spelling</p> <p>Enter data by Range</p> <p>Demonstrate the use of the Excel function: SUM, AVERAGE, MEDIAN, MIN, MAX, COUNTIF,</p> <p>Create, Sort, Filter an Excel Table</p>	Excel Functions and How can we use the spreadsheet Discussion	<p>Quiz 2A, 2B, 2C, 2D, 2E</p> <p>Review of Project Excel document submission.</p>
MS Excel Unit 3 Module 10 Week 10	Project 3A: Enterprise Fund Pie Chart	Create Chart Data with a Pie Chart	Creating and Interpreting Graph Discussion	Quiz 3A, 3B, 3C, 3D

Unit/Module /Week	Topic/Lecture	Objective	Regular Effective Contact	Assessment
	<p>Project 3B: Tourism Spending Projection with Line Chart</p> <p>Project 3C: Inventory Status Report</p> <p>Project 3D: Weekly Sales Summary</p>	<p>Learn to format a Pie Chart</p> <p>Goal Seek to perform what-if Analysis</p> <p>Answer what-if questions by changing values in a worksheet</p> <p>Create Data with a Line Chart</p>	<p>What-If Analysis Discussion</p>	<p>Review of Project Excel document submission.</p>
<p>MS Excel MOS Certification Exam Week 11</p>	<p>Certiport Exam at A-102</p> <p>You may try multiple times but you have to wait 24 hours before the 2Nd attempt.</p>	<p>To obtain passage of MS Excel certification (MOS) by taking exams</p>	<p>Reflection on MS Excel Projects and Real-World Applications Discussion</p>	<p>GMetrix Test.</p> <p>MS Office MOS Certification Test at SAC Computer Room A-102.</p>
<p>MS PowerPoint Unit 1 Module 12 Week 12</p>	<p>Project 1A: Company Overview Presentation</p> <p>Project 1B: Company Product Presentation</p> <p>Project 1C: New Presentation with footers and adding notes</p> <p>Project 1D: Inserting and deleting Slides</p> <p>Project 1E: Creating Promotional Materials</p>	<p>Create PowerPoint Presentation</p> <p>Demonstrate editing Presentation in Normal view</p> <p>Print and View Presentation</p> <p>Demonstrate editing existing presentation</p> <p>Demonstrate formatting of a presentation</p>	<p>PowerPoint Presentation Discussion</p>	<p>Quiz 1A, 1B, 1C, 1D, 1E</p> <p>Review of Project PowerPoint document submission.</p>
<p>MS PowerPoint Unit 2 Module 13 Week 13</p>	<p>Project 2A: Format Numbered and bulleted lists</p> <p>Project 2B:</p>	<p>Insert online pictures</p> <p>Insert Text Boxes and Shapes</p>	<p>Graphics utilization in PowerPoint presentation Discussion</p>	<p>Quiz 2A, 2B, 2C, 2D, 2E</p> <p>Review of Project PowerPoint</p>

Unit/Module /Week	Topic/Lecture	Objective	Regular Effective Contact	Assessment
	Enhance a Presentation with WordArt and SmartArt Project 2C: Event Announcement Presentation Project 2D: Corporate Event Announcement	Format Objects Remove Pictures Insert WordArt Create and Format a SmartArt Graphic		document submission.
MS PowerPoint Unit 3 Module 14 Week 14	Project 3A: Enterprise Fund Pie Chart Project 3B: Tourism Spending Projection with Line Chart Project 3C: Inventory Status Report Project 3D: Weekly Sales Summary Project 3D: Weekly Sales Summary	Customize Slide background and Themes with Chart Animate a Slide Show Insert a video Create and Modify Tables Create and Modify Charts	Creating Chart and Graph analysis Discussion	Quiz 3A, 3B, 3C, 3D, Review of Project PowerPoint document submission.
MS PowerPoint MOS Certification Exam Week 15	MOS Certiport Exam at A-102 You may try multiple times but you have to wait 24 hours before the 2 nd attempt.	To obtain passage of MS PowerPoint certification (MOS) by taking exams	Reflection on MS Office Projects and Real-World Applications Discussion.	GMetrix Test. MS Office MOS Certification Test at SAC Computer Room A-102
MOS, All Module Certification Exam Week 16	MOS Certiport Exam at A-102 You may try multiple times but you have to wait 24 hours before the 2 Nd attempt.	To obtain passage of MS certification (All module) (MOS) by taking exams	Reflection on MS Office Projects and Real-World Applications Discussion.	GMetrix Test. MS Office MOS Certification Test at SAC Computer Room A-102