

Lisa Kaaz - BUSN 043 Syllabus - MS Office - Beginning Office Computing

Table of Contents

About this Syllabus and Class	2
Contact Information.....	2
Our Canvas classroom will open the first day of class.....	3
West Valley College's Mission Statement.....	3
How this Online Course is Conducted.....	3
Course Student Learning Outcomes and Objectives.....	3
Course Objectives	3
Requisites	3
Advisory for enrollment.....	3
Course Materials and Grades.....	4
Grade Points (subject to change)	4
Important Fall Schedule 2017 Dates.....	4
Student Responsibilities and Course Requirements.....	5
About Online Learning.....	5
Is this Online Class Right for Me?.....	5
E-mail.....	5
I Require that you WRITE Me Through Canvas Once a Week	5
Checking Canvas (Twice weekly).....	5
Discussion Boards	6
Computer Excuses - There are None.....	6
Dropping the Course.....	6
Policy on Academic Dishonesty.....	6
Basic Canvas User Information	7
Available Assistance from West Valley College Programs.....	9
Other Important College Information.....	10
Summing it Up - How to Succeed in this Class.....	10

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See Lisa's and other faculty videos on the
[eLearning web site](#)

About this Syllabus and Class

Welcome!

I'm glad you are here and I am excited about teaching this class!

This syllabus/information document provides important information on a variety of topics such as how to enter Canvas (our online classroom), how to decide if online learning is right for you, supplies (textbook, software) you need to purchase for this class. Please read all the information carefully and email me if you have any questions. I want this to be a fun, positive, online learning experience for you.

- Please note: This is not a class that teaches you how to use Canvas software program (but I can assist you with Canvas).
- This course introduces students to the Windows operating system and basic Microsoft Word, Excel, and PowerPoint applications. This class meets online only.

Contact Information

Since this is an online class, I have no official campus office hours. Once classes begin:

- If you would like to meet with me, I am available by appointment on campus Monday - Thursday.
- You can call me in my office at (408) 741-2623 (M-Th). You can also leave me a message.
- If you e-mail through Canvas, I will get back to you within 24 hours (M-Th), usually less.
- I will require that you e-mail me from Canvas **ONLY** because I can get my Canvas mail from anywhere with an Internet connection. I also like to keep my class e-mail separate from the many college e-mails I receive.
- If Canvas is experiencing problems and you need to contact me via school e-mail, my college e-mail address is: lisa.kaaz@westvalley.edu

Our Canvas classroom will open the first day of class.

- If you are enrolled in this class, you must send me an e-mail from within **Canvas classroom** before the third day of class.
- This e-mail informs me of your intention to stay enrolled in the class and holds your spot.
- If there is a long waiting list, those who do not send me an email **from Canvas** may be dropped to allow others to enroll.

West Valley College's Mission Statement

The West Valley College community supports students along their pathways to reach transfer and career goals in an environment of academic excellence.

How this Online Course is Conducted

- This class is offered entirely online.
- We will be using Canvas a Course Management Software program. Think of Canvas as our classroom. In it is all of the information you will need to complete this class (assignments, testing, handouts, e-mail, and discussion boards).
- More information on Canvas, including how to log on, is available later in this document.

Course Student Learning Outcomes and Objectives

1. **Outcomes:** Create files using Microsoft Office Software - Word, Excel, PowerPoint
2. **Assessment:** Tests, weekly homework assignments, application tests, final exam

Course Objectives

Upon completion of the course, the student should be able to:

1. Describe the operations of Windows and define its components.
2. Create, name, save, and edit Microsoft Office files.
3. Customize the look of Office documents.
4. Create and edit Word, Excel, and PowerPoint document using basic formatting techniques.
5. Prepare, format, and modify original Excel spreadsheets and charts.
6. Create a slide presentation using various features in PowerPoint.

Requisites

Advisory for enrollment:

- Eligibility for English 1A and Reading 053 is recommended as preparation or ALL transfer-level courses.

Recommended Preparation

- Have access to high-speed Internet
- Know how to use an Internet browser
- Know how to receive/send e-mail and homework from our classroom in Canvas (I can help you with this)

- Have access to the Microsoft Office 2013 or 2016. Please let me know if you are using a different Microsoft Office edition.

Course Materials and Grades

Required Text

1. Microsoft Office 365 Office 2016 (Illustrated Series), Cengage Learning.
 eBook ISBN: 9781337421069
 Loose-leaf ISBN 978133725-757

Required Software

1. Microsoft Office 2016 or Microsoft Office 365. You can also use Microsoft 2013, but it will not follow our book exactly. Please let me know if you need to use a different version of Microsoft Office (please note: you must use Microsoft Office, not a similar software).

Grade Points (subject to change)

Each Tuesday evening, I will post a Lesson Assignment Handout to help you with the assignment. Assignments and tests must be submitted by the due dates to receive credit.

Important Fall Schedule 2017 Dates

First day of classes	Monday, August 28
Labor Day Holiday (All Offices Closed)	Monday, September 4
Last day to ADD a semester length class	Sunday, September 10
Last day to DROP a semester length class without a "W" and with a refund	Sunday, September 10
Deadline to Petition for Fall Graduation with AA-T/AS-T Degrees	Friday, September 22
Last day to submit PASS/ NO PASS (PDF) grading option	Friday, September 29
Deadline to petition for fall graduation	Friday, October 6
Financial Aid students in semester length classes must persist beyond this date to avoid returning financial aid funds	Thursday, November 2
Veterans Holiday (All Offices Closed)	Friday, November 10
Last day to DROP a semester length class with a "W"	Saturday, November 18
Thanksgiving Holiday (All Offices Closed)	November 23-26
<i>OUR BUSN 043 FINAL EXAM</i>	<i>Monday, December 11</i>

Student Responsibilities and Course Requirements

In order to successfully complete this course, you should plan your schedule very carefully and try to stick to it. Check the WVC Distance Learning site, "Are Distance Learning Classes Right for You" to see if an online class is a good fit for you and your schedule. As per the college catalog: "A semester unit of credit represents the number of lecture hours (or their non-lecture equivalent) per week for one semester. Normally, a student is expected to devote two hours of preparation outside class for each unit of credit in a class.

About Online Learning

- This distance learning course is conducted completely online via Canvas.
- I require that you check your Canvas mail and discussion group posts at least twice a week.
- In our classroom discussion forum, or through chat, you may consult with your classmates about your assignments.
- Each week I will provide you with an assignment. You will submit all of your assignments through our Canvas classroom.
- Please understand that this is not a self-paced class (meaning that I will not release all assignments at one time or in advance). You must submit your assignments on or before each of the deadlines.

Is this Online Class Right for Me?

- Please visit [West Valley College's eLearning website](#). Viewing the eLearning web site should help determine if this class meets your needs.
- [Are you ready for online learning?](#) To help you determine if online learning is right for you, take the [online readiness quizzes](#).

E-mail

Once class begins, please email me ONLY through our Canvas classroom. Why?

- In Canvas, I have the ability to send messages to both your personal and Canvas e-mails. Please be sure that your e-mail address is correct (go to WVCPortal from the college home page). Most students appreciate this because it reminds them that they have an online class.
- When you e-mail me, please do so by logging into Canvas. This allows me to keep my class e-mail separate from other college e-mail.
- This will also show me that you have logged into our Canvas classroom.

I Require that you WRITE Me Through Canvas Once a Week

- I want to know how you are doing, what problems you might have and if there are any questions I can answer.
- This is MANDATORY and is worth 3 points per week.
- Law requires that online classes have regular and effective contact between student and instructor.

Checking Canvas (Twice weekly)

- I require that you check your Canvas account at least twice a week.

- Canvas tells me when you have logged in/out. If I see that you have not logged in for two weeks, I may ask you to drop. This is one reason why it is so important to keep in contact with me. I want to help you work through any course difficulty.

Discussion Boards

- Our class has its own Canvas Discussion Board for you or your classmates to post questions, comments, etc. Before you send me a question, I ask that you first post your question on the Discussion Board. Why? I'm not online 24/7 and my response may not be instantaneous. Don't be shy - probably 10 of your classmates have the same questions. When taking an online course, you must take the initiative to post questions on the discussion board if you do not understand the material. You must learn to move on to other material while waiting for a response.
- Some weeks there will be a **mandatory** discussion board where you will be asked to post and respond to another student's post. These are graded forums and participation in each is required for a passing grade. I will give you more information about this in your assignments.

Computer Excuses - There are None

I do not accept computer "excuses." You are taking an online class; it is your responsibility to have access to a computer. What does this mean? Computer crashes, lost disk information, Internet access becomes unavailable, hardware/software difficulties, or your dog ate your computer do not constitute reasons for late work. Since I don't accept computer excuses, make sure you have back-up computer sources (library, friend).

Dropping the Course

I hope this doesn't happen, but if you need to drop after the first week, it is your responsibility to do so or risk receiving an N/C ("F") in class. However, if I see that you are not completing your work, logging in, etc., I will drop you. If you are dropping because you are feeling overwhelmed, please talk to me first. I'm here to help you get through that and want this to be a positive experience for you.

Policy on Academic Dishonesty

[WVC's Catalog covers the college's policy on academic dishonesty](#) including in-class cheating, out-of-class cheating, plagiarism, and furnishing false information.

All students are expected to know the rules regarding plagiarism. The Oxford Dictionary describes plagiarism as '... to take and use as one's own the thoughts, writings, or inventions of another.' (OED 1987). Wikipedia, the free encyclopedia (<http://en.wikipedia.org/wiki/Plagiarism>) describes plagiarism as: " the use of another person's work (this could be their words, products or ideas) for personal advantage without proper acknowledgment of the original work with the intention of passing it off as your own. Plagiarism may occur deliberately (with the intention to deceive) or accidentally (due to poor referencing). It includes copying material from a book, copying-and-pasting information from the World Wide Web, getting family or friends to help with course work - even copying answers from a fellow student during an examination is a form of plagiarism."

[Here is another site to visit on the subject of Academic Dishonesty.](#)

BASIC CANVAS USER INFORMATION

How to Log into our Canvas Classroom

Canvas is our classroom. Here is where you will receive announcements, get your assignments, e-mail, grades, handouts, and chat with other students. The classroom opens the first day of class.

- [This is our Canvas Classroom's URL](#)
- You can also access the Canvas login page from the West Valley College home page
- Download the [Canvas Student Getting Started Guide](#) (PDF)
- [Canvas Student Getting Started Guide](#) (web version)
- **NOTE:** If you are taking an online course that utilizes the Canvas Learning course management system, you usually will not have access to the server until just before the semester begins. After the semester begins, you will be able to login in to Canvas by using your college ID and password.

What is Your Canvas User Login ID?

- NOTE: Canvas Login Ids have not changed due to the new ID format.
- If your ID number begins with G01 -> Leave off the G0
If your ID number begins with G08 -> Keep the G0
- NOTE: G0 is G and a zero

Login ID Examples

Sample CWS login ID	G01712345	G08123456
Sample Canvas Login ID	1712345	G08123456

- Your student ID number is generated by the computer at the college after you apply for admission for the first time and is included with all of the paperwork you may have received from the college and on the back of your student ID card.
- You should also be able to get your college student ID number through WVCPortal from the college home page.
- You must apply for admissions before the college will issue a student ID number.
- If your college ID number is 1234567, your login name would be 1234567

What is Your Canvas Password?

Your initial password is your eight-digit birth date.

- So, if you were born on December 14, 1980, your password would be 121480
- Single digits must have a 0 in front of them

- So, if you were born on May 9, 1990, your password would be 050990
- Now that you have determined your log in name and password, Canvas may be accessed through the following login page or type: <http://wvmccd.canvaslearning.com>

How Do I Change My Password?

Once inside of Canvas, at the top left of your screen you should see the Account Icon. To change your password:

- Click Account
- Click Settings
- Find and click Edit Settings (on the right)
- Click the Change Password checkbox
- Enter old password
- Enter and confirm New password
- Click Update Settings

Still Having Problems Logging on to Canvas?

If you are still having problems logging on to Canvas for a West Valley College online course, there may be a problem with your 7-digit West Valley College ID. Your student ID number is generated by the college and is included with paperwork you may have received from the college. If you absolutely cannot find any paperwork with this number, please contact the college Admissions and Records office (408-741-2001) or myself at (408) 741-2623.

Available Assistance from West Valley College Programs

The Disability and Educational Support Program (DESP)

Accommodations for a Disability: West Valley College strives to make all learning experiences as accessible as possible. If you anticipate or experience academic barriers based on your disability (including permanent disabilities or chronic or temporary medical conditions), please let me know immediately so that we can privately discuss options.

You are also welcome to register with the Disability and Educational Support Program to establish reasonable accommodations. After registration, DESP will notify me of your approved accommodations.

DESP Contact Information:

The DESP office is located in the LS building; their phone number is (408) 741-2010 (voice) or (408) 741-2658 (TTY).

Information about their services can be found at the [DESP](#) link or at www.westvalley.edu/desp/

The Writing Center

Writing Center Contact Information.

Go to the [Writing Center web site \(http://westvalley.edu/caw\)](http://westvalley.edu/caw) or call 408.741.2509 for more information.

The Writing Center is located in the library near the TV wing and digital music studio, the Writing Center is an open computer lab where students can receive free one-on-one peer tutoring with any writing assignment for any class, application letters and essays, etc. The required LS110E registration forms will be provided in class or you may print one off the website.

The Student Success Center (Tutorial)

Student Success Center Information

Contact them at (408) 741-2038 for information.

The Tutorial Center may be able to provide assistance with Microsoft Word, Excel, and PowerPoint. Please call them for information and hours.

Other Important College Information

Syllabus Disclaimer Statement

I may make changes to the syllabus during the semester. It is your responsibility to stay informed of these changes. If you have questions about this, you may contact me via e-mail or phone. You may also wish to have a study partner whom you can contact if you have questions.

Unlawful Discrimination / Sexual Harassment

If you have a complaint or someone has shared information with you as a student or employee that is unlawful discrimination or sexual harassment, contact the Associate Vice Chancellor of Human Resources at West Valley-Mission Community College District, Human Resources Department at 408-741-2060. If the Associate Vice Chancellor of Human Resources is not available, contact the President of the West Valley College at 408-741-2097.

Health and Safety Information for Students

Questions about Health Services? Please call 741-2027 or view the [WVC Health Services website](#).

Non-Smoking Policy

West Valley College is a Smoke Free Campus and we thank you for honoring the college policy and supporting a healthy campus! Smoking is prohibited on campus with the exception of the numbered parking lots around the perimeter of College Circle.

FREE and Confidential Smoking Cessation Support, including Nicotine patches and gum, is available in Student Health Services, *No Butts About It!*

WVM Alert

- We have a mass notification system which informs all users of emergencies via the mode you select (e.g., text, cell phone, email, work phone, home phone). Please sign up at: <http://wvm.edu/wvm-alert/>

Summing it Up - How to Succeed in this Class

- Enter your Canvas classroom and check your e-mail and discussion board at least twice times a week and let me know how you are doing once a week.
- Complete all assignments by the dates listed.
- Participate in online discussions.
- Plan your time carefully for all online classes.
- Purchase the required materials.
- ***Have a back-up plan if your computer suddenly decides not to cooperate. Back up your data and make sure you have another computer available to do your work (i.e. Library, Tutorial Center, friend's house).***
- Have fun, work hard, and enjoy your online experience!