OFFICE SOFTWARE APPLICATIONS
CIS 99.61Z – Summer 2023 (CRN: 11395) (Credit)
CIS399.61Z – Summer 2023 (CRN; 13456) (No Credit)

Overview

Welcome to Office Software Applications class online. I am very excited about the course and I look forward to teaching this amazing set of software, Open Office. Within Open Office, we will learn Writer, Calc, Impress, and an introduction to Databases (Base). The class is being taught to the beginning student. Most students use one of these Office products. They will be able to translate the features learned in Open Office to Microsoft's Office products: Word, Excel, PowerPoint and build a Database in Access.

Prerequisites: Advisory: English Writing 200 and Reading 200 (or Language Arts 200), or English as a Second Language 261, 262 and 263.

Software/Computers/Classwork

You must have email and Internet access for this online class. All work will be submitted in Canvas. You may use Windows, Linux, or Mac/OS.

Student Learning Outcome:

• Student Learning Outcome: Demonstrate correct format for creating letters using Word processing software.

• Student Learning Outcome: Create spreadsheets to solve business problems.

• Student Learning Outcome: Use of database software to create, search, modify and arrange information.

• Student Learning Outcome: Create a text/graphics presentation using presentation graphics software.

INSTRUCTOR INFORMATION: ARTHUR LINN

Class Hours Held: Online Zoom Tuesday/Thursday 3:00 – 4:25 pm

E-mail address: linnjrarthur@fhda.edu

Canvas Link (CIS99/CIS399): https://deanza.instructure.com/courses/30675

GRADING POLICY

No book is required for this class. Homework will be based on handouts and online sessions. You will submit all your work in Canvas.

. **Evaluation – Points**

Zoom Weekly Quiz (5 @ 10)	50
Tests (2 @ 100 ; 1 @ 50)	250
Home-work Assignments; (9 @ 25)	225
Final Exam	75
Extra Credit (15pts, 10pts)	+25 if done

TOTAL POINTS: 600

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

ATTENDANCE POLICY

Students are required to either attend or review all Zoom online sessions Tuesday and Thursday, 3:00 – 4:25 pm. See drop policy below.

DROP POLICY

1. You must log into Canvas by TUESDAY of the SECOND WEEK of the course.
2. Students who want to be dropped from the class MUST take the initiative to follow the De Anza College drop procedures. Drop calendar deadlines can be found at https://www.deanza.edu/calendar/. Do not assume you will be automatically dropped from this course. If you intend to drop the course, you must drop yourself!

Note to students with disabilities: If you have a disability-related need for reasonable academic accommodations or services in this course, provide Instructor with a Test Accommodation Verification Form (also known as a TAV form) from Disability Support Services (DSS) or the Educational Diagnostic Center (EDC). Students are expected to give five days notice of the need for accommodations. Students with disabilities can obtain a TAV form from their DSS counselor (864-8753 DSS main number) or EDC advisor (864-8839 EDC main number). Notice to Students: In accordance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (1990), and with DeAnza College policy, students with documented disabilities will be provided equal and effective access to educational programs and services. Disability Support Programs and Services (DSP&S) facilitate the provision of services and accommodations for all DeAnza students. Accommodations are determined on an individual basis using disability documentation and in consultation with the student. Any student who feels he/she may need an accommodation based on the educational impact of a disability should contact DeAnza's Disability Support Services (DSS) or the Educational Diagnostic Center (EDC) to discuss his/her specific needs. See contact information below. For additional information concerning DeAnza's Disability Support Services, please see DSP&S website at www.deanza.edu/dsps.

Contact information: Disability Support Services (DSS) (408) 864-8753

OBJECTIVES

Upon completion of this course, students will be able to:

- Use graphics and lists
- Create tables and letters
- Format research papers and newsletters
- Create a spreadsheet and chart data
- Use functions, create tables, and manage large workbooks
- Analyze data with pie charts, line charts, and what-if analysis tools
- Use Financial and lookup functions, define names and validate data
- Create database with defined tables and fields using queries, forms, reports and templates
- Sort and query within multiple databases
- Utilize forms, filters, and reports
- Create, edit and view presentations using pictures and slide transitions

REQUIRED COMPUTER COMPONENTS AND AVAILABILITY

Book: All of the reading material is on Canvas and available articles on the internet. In addition, the online sessions will be recorded and available to review (usually a day after the session)

Internet/Browsers: Most assignments in the course require you to use the internet. The websites requires a high-speed Internet connection and an updated browser.

Hardware Requirements: A computer is needed for all assignments. If you have a Mac, you need to install the Open Office for a Mac/OSX. If you have a Linux computer, you need to install the Linux version.

Software Requirements: You do need to have the Open Office Suite installed on your computer for all of assignments. The link to this site is on Canvas.

CANVAS PORTAL

Canvas is used to submit all assignments. The online portion of the class is conducted online and I will be available **online sessions Zoom Tuesday/Thursday 3:00–4:25 pm**. Also, to ask/answer questions you may use the Discussion in Canvas. These online sessions are NOT required. If you do miss a session you MUST review the recordings for that session.

Academic Integrity:

Students who submit work of others as their own or cheat on exams or other assignments will receive a failing grade in the course and will be reported to college authorities.