

CS 165.31- Microsoft Office Integration

Course Description

This course is designed for the office professional or other serious computer user with prior knowledge of Word, Excel, Access and PowerPoint. Assignments and quizzes will emphasize the Office 2013 or 2016 program for sharing data.

This is not a self-paced course and assignments are due each week. Work must be completed in each of the four weeks in order to pass this class.

Student will work with embedded objects, insert Word tables into Excel and PowerPoint, insert Excel charts into Word and PowerPoint, import Excel data into Access, integrate with web documents, and share data among applications.

Student Learning Outcomes

Student will be able to:

1. Share data between programs to increase efficiency and reduce errors.
2. Compare the benefits of linking and embedding data elements.
3. Apply Excel charts to Word and PowerPoint files without re-entering data.

Class Meetings

This course is taught entirely online and there are no face-to-face meetings. Students will communicate via email and an online message board.

Instructor Contact

Pamela Darling-Facio

Email: pdarling-facio@santarosa.edu

My virtual office hours for this class are every Wednesday between 5:00-7:00 p.m. and Fridays between 9:00-10:00 a.m. This means you can count on me to be online and quickly responding to any e-mail questions you might have. I typically respond to your e-mail as quickly as I can but certainly within 24 hours. However, I usually do not work on the weekends so I can have time with my family. To reach me by e-mail, you can send an e-mail to pdarling-facio@santarosa.edu. You may also go to the Message Forum and send me (and the class) a message.

You can call my voice mail at 707.778.3999, ext. 9600 and leave a message. I respond quicker to e-mail, however, than I do to voice mail.

Please do not hesitate in contacting me by any means you feel comfortable using. The goal of

this class is being able to communicate with each other while learning how to integrate the different programs in the Microsoft Office Suite.

Learning Management System

Students will use the Canvas course web site for assignment instructions, submitting assignments, viewing classmates' work, sharing resources, and viewing grades.

Textbook

There is no textbook required for this course.

Required Software

- Microsoft Office 2013 or 2016
- Adobe Reader

Important Dates

- Day Class Begins: October 16
- Last Day to Drop with refund: October 18
- Last Day to Drop without a 'W': October 21
- Last Day to Drop with a 'W': November 5
- Day Class Ends: November 12

Dropping the Class

If you decide to discontinue this course, it is your responsibility to officially drop it. A student may be dropped from any class when that student's absences exceed ten percent (10%) of the total hours of class time. It is strongly advised that if you need to miss more than one class/homework deadline in a row that you contact the instructor to avoid being dropped from the class.

Attendance

Students who fail to log on and initiate participation by 11:59 p.m. Pacific Time during the first week of the class may be dropped by the instructor.

Pass-No Pass (P/NP)

This course is only offered as a Pass/No Pass class and you may not take this course for a letter grade. A pass is earned when a student completes work in all four weeks of class and earns at least 75% of the possible points.

Instructor Announcements and Q&A Forum

The instructor will post announcements on the “Instructor Announcements” page in Canvas throughout the semester. Canvas notifies students according to their preferred Notification Preferences. A “Q&A Forum” is also available as a pinned Discussion to ask for assistance of your classmates or of the instructor.

Late Policy

All assignments are due at midnight PST on the due date. A late submission will receive a 10% penalty per day, up to 50% penalty. Submissions more than one week late are not accepted without prior arrangement.

Quizzes

There will be a quiz each week. Each quiz is worth 10 points for a total of 40 points or 40% of your total grade.

Grading Policy

Click the “Grades” link in Canvas to keep track of your grades. I grade almost daily and post grades and comments in the Canvas gradebook.

Grades will be assigned as follows:

- Pass - 75% or 75 points or more (plus completion of work in each of the four weeks)
- No Pass - 0% - 74% or less than 75 points

Standards of Conduct

Students who register in SRJC classes are required to abide by the SRJC Student Conduct Standards. Violation of the Standards is basis for referral to the Vice President of Student Services or dismissal from class or from the College. See the [Student Code of Conduct page](#).

You are expected to do your own work. All work must be created during the semester in which the course is taken. If I have any indication that you are submitting work that someone else created, you will be given a zero for your assignment and referred to the appropriate dean. Collaborating on or copying of tests or homework in whole or in part will be considered an act of academic dishonesty and result in a grade of 0 for that test or assignment. Students are encouraged to share information and ideas, but not their work. See these links on Plagiarism: [SRJC Writing Center Lessons on avoiding plagiarism \(Links to an external site.\)](#)
[SRJC's statement on Academic Integrity](#)

My commitment to you is that I will promptly grade your work in a fair and unbiased manner. Your commitment to me is that you do your own work to the best of your ability.

Special Needs

Every effort is made to conform to accessibility standards for all instructor-created materials. Students should contact their instructor as soon as possible if they find that they cannot access any course materials. Students with disabilities who believe they need accommodations in this class are encouraged to contact Disability Resources (527-4278).

Microsoft Office Specialist Certificate

SRJC offers a Microsoft Office Specialist Certificate. The Microsoft Office Specialist Certificate provides students with basic computer skills and in-depth experience with the Microsoft Office Suite programs. If you are taking this class, it is one of the requirements for the certificate. Click the link below to see which courses are required to earn the Microsoft Office Specialists Certificate.

[Microsoft Office Specialist Certificate](#)