



COSC 125 G-Business Microcomputer Apps section name section credit hours
Credits
Syllabus

Course Information

Meeting times and location: section meeting_times section location

Catalog description: This course is designed to provide students with real world examples and procedures that will prepare them to be skilled users of microcomputers. Students gain hands-on experience in utilizing word processing, spreadsheet, and presentation applications in the Windows operating system.

Prerequisites: course prereqs

Terms offered: All Semesters

Section-specific Course Description:

Course Level Objectives

1. Utilize the Windows operating system for file management
2. Create, format, and edit word processing documents.
3. Create, format, and edit spreadsheet workbooks, worksheets, and charts.
4. Create, format, and edit presentations.

Specific Learning Outcomes

1. Utilize the Windows operating system for file management:
 - 1.1. Create and maintain appropriate file management structures for course files within Windows
2. Create, format, and edit word processing documents:
 - 2.1. Use graphics, SmartArt, video, and mail merge
 - 2.2. Use lists, tab stops, tables, citations, footnotes, bibliography, and columns
 - 2.3. Apply templates to create new documents
3. Create, format, and edit spreadsheet workbooks, worksheets, and charts:

- 3.1. Create, edit and apply functions and formulas
- 3.2. Create, format and edit charts
- 3.3. Use what-if analysis, sorting, filtering and 3D editing and formatting
- 4. Create, format and edit presentations:
 - 4.1. Use graphics, shapes, SmartArt, WordArt, themes, and videos in presentations
 - 4.2. Use lists, tables textboxes and charts in slides
 - 4.3. Apply slide transitions and animations in presentations

General Education Student Learning Outcomes

This course meets the requirements set forth by the state of New Mexico for a general education course that is transferable to any public institution of higher education in New Mexico. Each general education course addresses three essential skills as outlined in the table below.

General Education Content Area	Essential Skills Associated with the Content Area
Communication	Communication, Critical Thinking, Information & Digital Literacy
Creative and Fine Arts	Communication, Critical Thinking, Personal & Social Responsibility
Humanities	Critical Thinking, Information & Digital Literacy, Personal & Social Responsibility
Mathematics	Communication, Critical Thinking, Quantitative Reasoning
Science	Critical Thinking, Personal & Social Responsibility, Quantitative Reasoning
Social & Behavioral Sciences	Communication, Critical Thinking, Personal & Social Responsibility

For further information on the Essential Skills, visit the [General Education Essential Skills](#) page.

Required Texts and/or Materials



ACCESS CODE: MYLAB IT W/ PEARSON ETEXT FOR GO! W/ MICROSOFT OFFICE 365, 2019 ED.

9780135651261
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If you wish to purchase a physical textbook to use in addition to the eText, please use the ISBN 9780135417812 to find the best bookstore or online price.

Required Technology and Software

- Canvas
- Chrome, Safari, or Firefox

Technical Support

Technical support is available through the San Juan College Help Desk 24/7/365. The help desk can be reached at 505-566-3266 or by creating a ticket at [San Juan College Help Desk](#).

For tickets and password reset: [San Juan College Help Desk](#)

For Canvas support information: [Canvas Support](#)

Accessibility/Privacy Policies for all Technology Tools Used

[Accessibility/Privacy Policies for all Technology Tools Used](#)

Course Requirements

Students will do the following activities:

Online Course Orientation and Orientation Quiz (MANDATORY): Before you can begin in this course, it is required that you read ALL of the materials provided by me in detail, and then complete the orientation quiz. Everything found in Canvas was placed there to help you be successful in the course. All of the information provided is

important to be able to successfully navigate the course expectations and maximize your ability to do well on all of the assigned coursework.

YOU MUST COMPLETE THE ORIENTATION DURING THE FIRST WEEK OF CLASS or you will miss out on some of the coursework. The remainder of the course will not be available to you until you complete the quiz with a 100% score.

You will be allowed unlimited attempts to complete the quiz with the required score. If you are unsuccessful at passing the quiz after five attempts, you must contact the instructor to determine whether you should continue in this online course. If you cannot understand the outlined course, the requirements, and your responsibilities, there is strong possibility that you may not be able to successfully pass the online course and will need to switch to a face-to-face section of this course.

File Management Assignments: There are two assignments in this course on file management that must be completed and submitted through Canvas. These assignments have you create a folder/subfolders system and move MyITLab files into the correct subfolder(s). There is no late policy for file management assignments.

Textbook Assignments: There are four assignments for each of the nine chapters of the book (Word, Excel, PowerPoint). All Textbook Assignments have a late policy.

- Projects A and Projects B are to be completed using your textbook/eText and submitted in MyITLab. Each project has unlimited submissions. Your highest score will be recorded in the gradebook.
- Chapter Reinforcements use simulation software and are to be completed in MyITLab. These assignments reinforce the learning from Projects A and B. Each reinforcement has unlimited submissions. Your highest score will be recorded in the gradebook.

Homework Assignments: There are three assignments for each of the nine chapters of the book (Word, Excel, PowerPoint) and are to be completed after you have completed the Textbook Assignments and are submitted in MyITLab and the highest score will be recorded in the gradebook. All Homework Assignments have a late policy.

- Grader 1 may be submitted up to five times and corresponds to the material learned in Project A.
- Grader 2 may be submitted up to five times and corresponds to the material learned in Project B.
- Grader 3 may be submitted up to three times and corresponds to the material learned in both Project A and Project B.

Student Unit Projects: There is a student project at the end of each of the three units (Word, Excel, PowerPoint) and must be completed and submitted in Canvas. There is no late policy for student unit projects.

Discussions: There are at least three (3) discussions that are unit based on the software (Word, Excel and PowerPoint) covered in this course as well as other discussions that may be included and added to your Course Schedule as the term progresses. All are to be completed in Canvas. Your initial post and reply posts must be on different days—so plan ahead. If you do not submit your initial post by the due date listed on the Course Schedule, you will receive a zero for the assignment. See the Course Schedule for due dates and each Discussion Question for detailed requirements. There is no late policy for discussions.

Unit Exams: There are three unit exams (Word, Excel and PowerPoint). All exams are simulation based due to the COVID-19 pandemic. Exams will test over the objectives of the course and are similar to the reinforcement exercises in each of the unit's chapters. There is no late policy for unit exams.

Comprehensive Final Exam: The comprehensive exam is simulation based due to the COVID-19 pandemic. The exam will test over the objectives of the entire course and is similar to the reinforcement exercises for all chapters. There is no late policy for the comprehensive exam.

ALTERNATIVE GRADE/COMPLETION OPTION

You have an alternative option available for this course--providing there is a testing center that's taking appointments during the COVID-19 pandemic.

For any unit material (Word, Excel, and/or PowerPoint) that you did not do well or did not complete, you can to take and pass the corresponding certification exam from Microsoft and earn an immediate and automatic 'A' grade (full points for all unit work) for that unit. Microsoft currently has certification examinations for all Office applications.

Passing the Microsoft Word certification exam, Word 2019 #MO-100, will earn a student full points for all work in the Word Unit. The deadline to complete and submit your passing certification results is one week after completing the Word Unit.

Passing the Microsoft Excel certification exam, Excel 2019 #MO-200, will earn a student full points for all work in the Excel Unit. The deadline to complete and submit your passing certification results is one week after completing the Excel Unit.

Passing the Microsoft PowerPoint certification exam, PowerPoint 2019 #MO-300, will earn a student full points for all work in the PowerPoint Unit. The deadline to complete and submit your passing certification results is three days after completing the PowerPoint Unit.

Passing all three of the above certifications will earn the student an 'A' grade for the course. The passing of the certification exam(s) must be completed and submitted (a

scan or photo of the official, complete exam report) to your instructor in Canvas. Contact your instructor for more information and deadlines if pandemic restrictions are lifted.

COVID Safe Practices for Being on Campus

Masks / cloth face coverings must be worn while on campus in accordance with the New Mexico public health order. If you feel that you cannot wear a mask due to health complications, please contact Disabilities Services:

disabilityservices@sanjuancollege.edu or call (505) 566-3271. Hand sanitizer stations are at all building entrances, please “wash in, wash out”--clean your hands when you enter and before you leave. Classrooms and labs have been arranged to allow for social distancing; please respect your classmates and instructors by staying 6 feet away from everyone. You will be expected to disinfect your table or area prior to class and after class, cleaning products will be provided for this purpose. Check with your instructor for specific policies for their course. Please do not congregate in hallways or common areas, instead utilize our beautiful outside spaces and weather to visit with your friends and colleagues from a safe distance.

If you have been in contact with anyone who has tested positive for COVID-19, has symptoms, or is waiting on test results, contact your instructor and DO NOT come to class. If you have tested positive, have symptoms or are waiting on test results, contact your instructor and DO NOT come to class. Your health care provider or the assigned contact tracer will let you know when it is safe for you to be around others.

Student Support

Student Services and Support

The Student Support webpage provides information on counseling, tutoring, technical support, and many other support services available to San Juan College students.

[Student Support](#)

Academic Support

Academic Support webpage provides information on academic advising, the library, Testing Center, and the honors program.

[Academic Support](#)

Other Classroom Policies and Expectations

No Extra Credit or Retakes: There is NO individual extra credit available for this course. If extra credit is assigned, it will be assigned to the entire class. There are NO retakes of exams. You are expected to accurately complete the coursework that is assigned and learn the material for the exams. Always double check your submissions!

Late Work

Internet-based course materials, the availability of all coursework within the Canvas course, and the fact that the assignment submissions and/or test taking can be done from nearly anywhere in the world are in place in this for this face-to-face course. This allows you to adequately plan and allocate your time and your resources to the commitment of your education and this course. Have a plan for all your courses to complete the assignments all courses require by their respective deadlines and how to fit them into your personal schedule.

I realize life happens, and an item or two could be late from time to time, especially due to procrastination. To that extent, some assignments can be turned in late, past their original due dates. "Late" is defined as after the date and time an assignment is due which is listed in the Course Schedule.

This is an across-the-board late policy—no matter what the reason, no explanations required. The final deadline for any of the following is the last day a Unit Exam can be scheduled. Anything not submitted by an assignment's final due date will receive a permanent zero.

The follow assignments **DO NOT** have a late policy:

- Student Unit Projects
- File Managements
- Discussions
- Unit Exams
- Comprehensive Final Exam

Excusable Exceptions are for exams only and are for unexpected, life-altering events. Examples of this include serious illness/chronic illnesses that results in hospitalization, the death of an immediate family member, natural disasters (tornadoes, wildfires, hurricanes, blizzards, etc.), and military deployment/exercises.

Excusable Exceptions must include a written (Canvas email) request **IMMEDIATELY** following the unexpected event is required. This communication **MUST** include an approximation of how much additional time you may need or your request will not be considered. If all information is included your request will be evaluated, but there is no

guarantee that the request will be honored or that the time requested will be provided in full. If granted, expect a percentage deduction.

Canvas Participation and Expectations

You are expected to access our course (and not just log into Canvas) as often as necessary to keep yourself on track and your assignments completed on time.

Instructor Response Time

Responses to student emails, submitted through Canvas, will be provided within 24 hours during the regular school week and within 48 hours during the regular school weekend (excluding holidays). Using Canvas's email program is a highly recommended communications means to get in touch with me regarding this course.

Course Time Commitment

Students should allocate time devoted to this 3-credit hour course each week. The following time periods establishes, for an average student, the time commitment needed each week:

- 15-week course (full semester), a minimum of 8 hours
- 12-week course, a minimum of 10 hours
- 8-week course, a minimum of 15 hours
- 6-week course, a minimum of 20 hours
- 3-week course, a minimum of 40 hours

This is the MINIMUM amount of time you should spend learning, reviewing, practicing, and completing assignments. Some students will require more time than this minimum and some students might require less time than this minimum. Everyone learns at a different rate!

Make yourself a School Planner that includes the days and times you will devote to each of your courses based on the time table above for all your courses. This will help set you up for success by being proactive and getting assignments completed before (or by) the deadlines. Please reduce your stress by not waiting to the day work is due to start.

Grading

Final grades are calculated based on the following...

Points available for this course:

Category	Percentages
Textbook Assignments	10%
Homework Assignments	25%
File Management Assignments	5%
Student Unit Projects	15%
Unit Discussions	5%
Unit Exams	25%
Comprehensive Final Exam	15%
Total	100%

Final Grade Scale:

Letter Grade	Percentage Earned
A	89.5%-100%
B	79.5%-89.49%
C	69.5%-79.49%
D	59.5%-69.49%
F	Less than 59.5%

A grade of I, Incomplete, is only given in the most exceptional circumstances, such as a death in your immediate family, hospitalization, etc. To receive such a grade you must be passing the course with a grade of C or better. You cannot be awarded an "I" grade before the last day to drop. A grade of I cannot be awarded to avoid a poor grade in the course.

Key Dates to Remember

[Full Academic Calendar](#)

Course Schedule

Review and print out the Course Schedule under the Course Documents and Start Up Requirements module.

College Policies

The following information also applies to your work in this class. If you have special needs for campus emergency situations, please inform me immediately.

1. **Academic Accommodations - American with Disabilities Act (ADA)**

If you believe you need academic accommodations due to physical or learning disabilities, you are encouraged to inform them as soon as possible. The coordinator can work with you in verifying your disabilities and developing accommodation strategies. Please go to [Disability Services Office](#), click the button for "Request for Services" and complete all the steps.

You can also contact the college's disability coordinator in the Advising/Counseling Center at 566-3271 or disabilityservices@sanjuancollege.edu. More information is available on the website listed above.

2. **The Family Educational Rights and Privacy Act (FERPA)**

Your personal information and grade are confidential. Aside from routine reporting to the college required for this course, I will not share such information with anyone unless I have your permission.

3. **Academic Honesty Rules**

San Juan College expects all students to adhere to the [Academic Honesty Rules](#) as posted online. These are the official guidelines for all classes at San Juan College (July 2006).

4. **Student Conduct Statement**

College is preparation for professional opportunities, and professional conduct is expected in courses, including online classes, as well as any written communications, and interactions with members of the college community. As part of our learning community, students are expected to interact and communicate in a mature, respectful, thoughtful, and supportive manner. Students who demonstrate disrespectful, hostile, belittling, bullying or other disruptive behavior will be subject to potential consequences and possible dismissal from the college. The college will take appropriate action when students demonstrate threatening behavior (to others or self). Students should refer to the Code of Conduct in the Student Handbook for additional information.

5. **Student Safety**

Keeping students safe is a priority, and part of that is ensuring that we have the ability to communicate emergency messages – whether for school closures due to weather or for more or urgent situations. Rave is San Juan College's emergency messaging system. Through your SJC student email, you will automatically receive email messages, however, it is also vital that you receive text messages. In order to receive the messages, you must register in a simple process with [Rave](#). When registering, please make sure that your mobile status is "confirmed."

The Department of Public Safety is available 24 hours per day. In an emergency, they can be accessed by calling 215-3091 or 566-3333.

In the event of an emergency, a Rave message will be sent, and depending on the situation, you will be instructed to do one of the following:

- Evacuate the building
- Shelter in place (Campus doors are locked, and operations continue as normal. During this situation, no one other than law enforcement is allowed in or out of the campus.)
- Lockdown (Campus doors are locked. All operations cease, and you should take cover in your immediate area. No one other than law enforcement is allowed in or out of the campus.)

6. Non-Discrimination, Sexual Harassment, and Retaliation.

San Juan College does not discriminate on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, disability, age, genetic, veteran's status, or on the basis of any other category protected under federal, state and local laws. If you have experienced sexual harassment, sexual assault, or any other form of protected class discrimination, we encourage you to make a report. If you report to a faculty member, she/he/they are obligated by policy to share knowledge, notice, and/or reports of harassment, discrimination, and/or retaliation with the Title IX Coordinator. These disclosures include but are not limited to reports of sexual assault, dating/domestic violence, and stalking. You may also make a confidential report to a SJC Counselor. Please refer to San Juan College's [Title IX](#) site for further details.

San Juan College's Title IX Coordinator is Stacey Allen, Assistant Director of Human Resources/Equity, Diversity, and Inclusion Officer. The office is located at the Educational Services Center Building, 2nd Floor, Human Resources, Room 4243 at (505) 566-3515 or allens@sanjuancollege.edu.

7. Drop for Non-Attendance and/or Non-Participation

Class Attendance and Participation Expectation:

Face-to-Face -- Students are expected to attend and participate in class regularly. Any student missing more than 10% of consecutive class time, (For example, in a regular 15-week class that meets twice a week, this equates to the student missing 3 consecutive classes) without consultation with the instructor may be considered as having abandoned the course.

On-line -- Students are expected to participate regularly and submit all course assignments, based on the course guide definition. A student who does not submit any assignments during a consecutive 10% of the course (1.5 weeks of a 15-week semester) without consulting the instructor, may be considered as having abandoned the course. Logging in does not meet the attendance standard.

Competency-Based Education Classes -- Students are expected to have regular and substantive interactions with their instructor and to actively work on course content. A student who has not submitted coursework, nor had substantive interactions with the instructor over a consecutive 10% of the term, without the instructor's prior approval, will be considered to have abandoned the competency progression. Last date of attendance will be recorded as the last date that coursework was submitted or that the student met with the instructor. For on-line learners, logging in does not meet the attendance standard.

8. Failure to Meet Class Participation Expectation:

Students who fail to meet participation expectations will have their last date of attendance recorded. This date will be used to recalculate any financial aid received/veteran's benefits received, and the student may be required to repay the institution/government. If the student does not drop the course, an 'X' grade will be recorded. An 'X' grade impacts the grade point average the same as an 'F'.

9. Grading Policies

Incomplete: Incomplete Grade Assignment ([Incomplete Grades Information](#))

The grade of I (Incomplete) is given for passing work that could not be completed during the semester because of circumstances beyond the student's control. Ordinarily, the assignment of an I is given by the course instructor at the time final grades are due

In no case is an I grade to be used to avoid assignment of D or F grades for marginal or failing work or to require a student to enroll in the class the next semester because work was not completed on time. Circumstances warranting the issuance of an I grade must be beyond the student's control and must be documented on the appropriate form prior to approval.

I grades can be removed only during the subsequent 16 weeks from the end of term, or within the time limit set by the instructor. Removal of an I is accomplished by completing the work in a manner acceptable to the instructor. Re-enrollment in

the course under the repeat option does not remove the prior grade of I. Students should not re-enroll for the course. An I not made up within 16 weeks or within the time limit set by the instructor will change to an F grade thereafter and cannot be changed by work completion.

10. **Grade Appeals**

The policy for grade appeals is in the Academic Catalog.([Grade Appeal Policy](#))

Student Handbook

The Student Handbook provides information on Student support, student organizations, and San Juan College policies.

[Student Handbook](#)