

CEOS – Office Skills

Instructor Amy Rutledge, MBA rutledge@oakland.edu	Course Websites: Myitlab: www.myitlab.com (primary course site) Moodle: https://moodle.oakland.edu/moodle/login/index.php
Class Meeting Time and Location 6 weeks – Online with homework assignments due every Saturday by 11:59PM	

Course Materials

Textbook and Access code

Required – Textbook

Exploring Microsoft Office 2010 Volume 1 (1st edition)

ISBN-10: 0136122329

http://www.amazon.com/gp/offer-listing/0136122329/ref=tmm_other_meta_binding_used_olp_sr?ie=UTF8&condition=used&qid=1374934389&sr=8-2

Required – Access to Myitlab online (You will need this to take your exam and complete your homework)

myitlab Microsoft Exploring Office 2010 (no e-text)

To purchase, go to www.myitlab.com

Course Website

All detailed course information, files, schedule, announcements, homework assignments, and homework submissions will be available on myitlab, www.myitlab.com.

Course Delivery

Located on our myitlab course website there is a weekly folder containing a checklist and the links to various assignments described in the list. These assignments can be completed at your own pace throughout the week but are due by 11:59PM the following Saturday.

Readings/Videos/Myitlab Simulation Trainings:

You will be learning through a variety of methods. I will assign online tutorials to read and videos to watch relating to course topics. After reading, you will likely be asked to complete a related myitlab simulation training. Through hands-on instruction, this training will teach you many of the concepts discussed in the readings/videos. Trainings will usually take between 10-20 minutes each, and will reinforce the concepts being taught as well as help prepare you for homework activities and exams . Be

sure to pay attention to what you are learning in the trainings. You will see them again for homework assignments and exams.

Exam:

A single exam at the end of the course will consist of myitlab simulations similar to the chapter trainings and homework assignments. The exam will test your knowledge of Word and Excel.

Performance Evaluation – Grading Schema and Grading Scale

Homework	40%
Trainings	10%
Exam Part 1 - Word	20%
Exam Part 2 - Excel	30%

Advice for doing well in this course

- Keep in mind that I can't see your puzzled looks through your computer screen. Ask questions – email me ☺ I'm available.
- As with any course you must be disciplined with your studies. You are in control of your study plan. Many students fall behind (or fail the course) because they haven't set up a weekly study plan. I recommend that at the end of every week you review the material and schedule so that you can see what will be expected of you for that next week. Then, choose two days that work with your schedule that you can set aside each week to work on the assignments – stick to this and you likely won't miss assignments or fall behind in the course.
- Read what's assigned – many of the questions you encounter in the homework can be found in the readings.
- Many of the concepts build upon each other so keep up with the weekly assignments.
- Review the assignments every Saturday (even if you don't have time to work on them right then). This way you can plan out your week and get your questions answered early.

Course Policies

1. **Academic Conduct:** Ethics is a fundamental business concept. The standards of conduct by which one's actions are judged right or wrong, honest or dishonest, fair or unfair, are called ethics. All members of the academic community at Oakland University are expected to practice and uphold standards of academic integrity and honesty. Academic integrity means representing oneself and one's work honestly. Misrepresentation is cheating since it means students are claiming credit for ideas or work not actually theirs and are thereby seeking a grade that is not actually earned. The following are some examples of academic dishonesty:

i. Cheating on examinations. This includes using materials such as books and/or notes when not authorized by the instructor, copying from someone else's paper, helping someone else copy work, substituting another's work as one's own, "Googling" answers, or other forms of misconduct on exams.

ii. Plagiarizing the work of others. Plagiarism is using someone else's work or ideas without giving that person credit; by doing this students are, in effect, claiming credit for someone else's thinking. Whether students have read or heard the information used, they must document the source of information. When dealing with written sources, a clear distinction should be made between quotations (which reproduce information from the source word-for-word within quotation marks) and paraphrases (which digest the source of information and produce it in the student's own words). Both direct quotations and paraphrases must be documented. Even if students rephrase, condense or select from another person's work, the ideas are still the other person's, and failure to give credit constitutes misrepresentation of the student's actual work and plagiarism of another's ideas. Buying a paper or using information from the World Wide Web or Internet without attribution and handing it in as one's own work is plagiarism. Online resources to help you avoid plagiarism:

<http://library.oakland.edu/tutorials/studentplaghandout2008.pdf>

<http://library.oakland.edu/tutorials/plagiarism/index.htm>

iii. Unauthorized collaboration. Unauthorized collaboration on computer assignments and unauthorized access to and use of computer programs, including modifying computer files created by others and representing that work as one's own. Unless they specifically indicated otherwise, it is expected that students will submit individual, unaided work on homework assignments, exams, and exercises, as well as documentation of sources when used. Any academic misconduct will automatically result in a failing grade for the class and the student will be reported to the University committee on academic misconduct for further disciplinary action.

Please read and comply with the University's policy on academic conduct (i.e., ethical behavior). It is printed in the undergraduate catalogue as well as the student handbook.

Please visit the Dean of Students website for more information:

<http://www4.oakland.edu/?id=67&sid=74>

2. **File Security:** You are responsible for the reasonable security of your individual files. This can affect you in two ways: First, you should keep backup copies of your work. If technical problems make a submitted copy unreadable, you will be required to submit a backup to have the project graded. Additionally, penalties in grading may also be taken depending on the nature of the problem. If you have no backup copy or your backup copy is unusable, you earn a grade of zero (0) for that assignment.

Second, with regard to Academic Conduct, you must take reasonable precautions to ensure that others cannot copy your files and submit them as their own. This means that, among other things: you should not allow other students to borrow your project files or USB drives, and you should not leave copies of your files on the hard drives or desktops of shared computers. You should also have up-to-date, antivirus software on your home computer. See www.download.com for several options. Scan your files for viruses before submitting them. I will not grade any files that are infected and will immediately delete them.

3. **Submitting Assignments:** Assignments must be submitted electronically via myitlab. I will NOT accept any files sent via email. If you are required to download a grader assignment file from myitlab you must submit the same file. The file you download is encoded and is unique to you. You must upload the same file as myitlab will be looking for that same code. Uploading any other file that is not your code is considered cheating.

4. **Late submission of assignments:** All assignments will be posted to myitlab. Any late submission beyond the deadline will result in a grade of 0 points. Except in case of emergencies, with a doctor's note, any questions about late submission will not be entertained.

The "Don't Bother" Clause: As business and society embrace the internet more and more, electronic submission of information correctly and on time is becoming very important. Do not bother regaling me with excuses about various technological disasters and melt downs that occurred just as you were about to submit your homework or exam two minutes before it is due. Plan for the possibility of such disasters and get your assignments turned in comfortably before the due date. This habit will pay off in the work place.

5. **Changes to Due Dates:** The scheduled due dates for assignments, labs, projects, and activities are subject to change; changes will be emailed and posted. It is your responsibility to ensure that you are aware of any such changes.

6. **Grade Discussion:** It is the student's responsibility to monitor his or her own grades and raise any questions s/he may have within one week of the grade posting.