CAOT 82: Microcomputer Software Survey In The Office

3 units, transfer CSU

Los Angeles Valley College
Spring Semester 2017

Section 7014
Online Course

Class Syllabus

(as of May 1, 2017, subject to change)

Instructor Information

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Course Description

This course provides hands-on experience using personal computers and the Windows operating system. It includes an overview of Windows and an introduction to Microsoft Office, including Word, Excel, Access, and PowerPoint.

Prerequisites

None, but it is recommended that students have a working knowledge of the Windows operating system or have taken CAOT 92.

Minimum Skills Required

BEFORE beginning this course you must possess the ability to:

- understand Windows file management, especially working with files, folders, and drives
- save files to a hard drive or portable storage device
- use a browser to navigate the Internet
- use email

Hours Required

Course completion, including textbook reading, online discussions, quizzes and assignments, will take approximately 5 to 10 hours per week. Your time commitment will vary based upon your own level of experience and learning rate.

Supplies

Keep all of your class work in a separate folder on your USB flash drive. A 1GB (or larger) USB flash drive will be more than sufficient for your work in this class.

Required Textbooks

The following textbook bundle is MANDATORY for the course. It includes a student access code that is MANDATORY for class, so every student MUST buy their own NEW bundle with access code. (The bundle is ONLY available at the Valley College Bookstore).

Do NOT buy the books used or from any other source because you will still need the access code. If you buy all of the books used, you must still buy the access code separately for $90. If you do not have the books and try to purchase an eText with code you will pay $105. Please plan in advance to have the textbook bundle when this course starts.

Textbook Bundle ISBN: 1-3236-3282-4

This bundle contains the following:

1. *GO! with Microsoft Office 2016 Volume 1*
2. MyITLab access code
3. Custom Project Management book

MyITLab Website

You will have access to myitlab.com (Pearson's learning management system). This will allow you to complete training, watch videos, submit homework and take quizzes and exams online. Your textbook comes packaged with an activation code for myitlab. The first time you login you will be required to setup your myitlab account. Technical assistance is available 24 hours a day/7days a week at http://www.myitlab.com/Student_Support.

Grading Policy

- Grades are not negotiable. They are based solely on points earned and not on percentages or "curves." There is no extra credit available for this class.

- A grade of "Incomplete" may only be granted at the very end of the term, when 90% or more of the course work has been satisfactorily completed, but a documented unforeseen event or illness prevents you from completing the class.

- Dropping the class is YOUR responsibility. Students are responsible for withdrawing from a class and must not expect faculty to initiate withdrawal procedures for them.

Method of Evaluation

Letter grades will be determined using a standard percentage point scale as outlined below:

POINT RANGE	GRADE	PERCENTAGE
648-720	A	90%-100%
576-647	B	80%-89%
504-575	C	70%-79%
432-503	D	60%-69%
Below 432	F	59% and under

Total points will be determined by your performance in the following areas:

ITEM	POINTS PER ITEM	TOTAL POINTS	APPROX. PERCENT
Read & Do Assign (Chapter Work)	13 assignments @ 10 each	130	18%
Quizzes	12 quizzes @ 5 each 3 quizzes @ 10 each	90	11%
Homework	12 projects @ 10 each	120	17%
Capstone Projects	4 projects @ 15 each	60	8%
Skill-Based Training	6 trainings @ 10 each	60	8%
Skill-Based Exams	5 exams @ 25 each	125	18%
Integrated Project	1 project @25	25	4%
Final Exam	1 exam @ 75	75	11%
Class Discussions	7 discussions @ 5 each	35	5%
TOTAL POINTS		720	

Required Software

Microsoft Office 2016 Professional: (contains: Excel 2016, PowerPoint 2016, Access 2016, and Word 2016) American version ONLY - No other software is acceptable. MS Office cannot be used to complete this course. **You will not be excused from any part of an assignment or exam because you are using the wrong version of Office.**

Note that some packages do not include Microsoft Access so be sure to check that your MS Office software also includes Access.

Students using Office 2013 can complete the assignments, but the textbook is written specifically for Office 2016 so the minor differences between 2013 and 2016 will require students to make some adjustments when reading the book and completing assignments.

Technical Requirements and Required Operating System Software

Students should have their own computer, an Internet connection and the required software, but there are labs on campus that may also be used. For example, students taking this class can use the computers in the Computer Commons lab located in the Library. Currently the lab is open Monday – Saturday.

If you plan to complete your assignments **off-campus** you **must have:**

- a computer running the Windows operating system on a PC (Windows 7, 8 or 10) **No MACs, no exceptions.** The MAC Office software is NOT the same and cannot be used for this course.

- an Internet connection (Broadband (cable/DSL) or greater is recommended.)

- a Web browser - (Google Chrome or Firefox (DO NOT use Internet Explorer)

Course Requirements

- Students are responsible for following the schedule from the course website including any changes made by the instructor.

- A significant portion of your grade is based on homework assignments. Do not wait until the night an assignment is due to attempt it so that you have adequate time to review the material and remedy any possible technical difficulties or issues. If you, for example, email me at 5:00 pm on a Monday with a question about the assignment that's due that evening, you will not receive an answer in time to complete the assignment. Not understanding the assignment is not considered a valid excuse for not turning it in on time. **Assignments must be submitted by 11:59 p.m. on the due date.**

- Students found cheating on any part of an assignment will receive no points for the total assignment. This includes sharing work or copying sections of another student's work. Regardless of the circumstances, both students involved will be considered at fault. So, do NOT offer your files to any student, even if they "only want to see what the finished assignment looks like".

Weekly quizzes and exams should be taken during the week in which they are assigned. Once the deadline for a quiz or exam has passed it cannot be made up and the grade for that assignment becomes a zero. Quizzes and exams must be submitted by 11:59 p.m. on the due date.

Course Expectations

Everyone comes to the class with different expectations. This online course DOES duplicate the content of the traditional course, but NOT the delivery. An online course relies on a self-directed student completing the assignments, readings, and threaded discussions on their own time schedule while meeting the posted deadlines. Students who perform at their potential, have high self-esteem, welcome change and are willing to assume responsibility, make decisions, and express opinions, are successful in this online course.

It is very easy to fall behind in an online class. There are no scheduled on-campus or on-line class periods. The entire course is asynchronous and can be accessed at your convenience. Your only requirement is to complete assignments and exams as scheduled on the course schedule. You must be a self-directed student who can plan your schedule to accommodate the deadlines outlined in the syllabus. Cyber students are often in multiple life roles and time is a valuable commodity.

You are expected to visit the course website several times a week. Ideally, once a day. Once there, you will find announcements, lecture material, assignments, and exams.

Important: You have registered for an online class. Online classes require substantive participation. This means that if you do not regularly and thoughtfully participate in the class activities defined in your course syllabus, you risk being dropped.

Students with Disabilities

If you are a student with a disability requiring classroom accommodations, and have not contacted the Services for Students with Disabilities Office (SSD), do so in a timely manner. The Services for Students with Disabilities Office D is located in the Student Services Annex, Room 175 or call SSD at (818) 947-2681 or TTD (818) 947-2680 to meet with a SSD counselor. If SSD has already sent the memo to instructor confirming accommodations required by student for this class, please meet with me to discuss arrangements.

Dates & Deadlines Spring 2017

February 20, 2017	Drop classes without incurring fees
February 20, 2017	Drop classes without receiving a "W"
March 10, 2017	Deadline to apply for Pass/No Pass
May 7, 2017*	Drop classes with a "W"

Letter grade required from this date forward

Course Objectives

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

- Have a basic knowledge of Windows features; executing tasks, switching tasks, manipulating windows and icons.

- Learn how to be more productive by utilizing Windows file management strategies to organize files and folders.

- Use a variety of formatting techniques in Word to create professional looking business letters, reports and desktop publishing documents. Implementing features such as Quick Styles, headers and footers, cover pages, tabs, footnotes and endnotes, tables, and SmartArt graphics.

- Utilize additional Word features such as columns, WordArt, inserting and editing graphics and performing a mail merge.

- Create visually appealing and informative workbooks in Excel by applying built-in styles and themes as well as employing formatting techniques such as page breaks, headers and footers, backgrounds, and borders.

- Work with Excel functions and formulas to perform computations such as logical and financial calculations, while using features such as Auto Fill, and relative and absolute cell references.

- Create and format charts such as pie, column and line charts in Excel.

- Learn how data is organized in a database and the functions of a relational database management system.

- Implement guidelines for designing and creating databases and defining table relationships. As well as creating forms, queries and reports in Access.

- Learn how to plan and create a PowerPoint presentation that includes elements such as clip-art images, SmartArt diagrams, tables, shapes, and textboxes.

- Employ the use of templates, themes, slide layouts and master slides to format a presentation in PowerPoint. Create and print speaker notes and handouts.

- Develop skills to integrate several Office applications to complete tasks and projects. Features include embedding or linking Excel charts into a Word document, importing an Excel list into an Access database, and exporting an Access query to a Word document.

Student Learning Outcomes

- Use word processing software to prepare an effective business document that is formatted correctly, grammatically correct, and utilizes word processing formatting features.

Academic Standards Policy

Enrollment in a class may be terminated due to unsatisfactory student conduct, undue disrespect towards an instructor or administrator, or academic dishonesty. Each student is responsible for maintaining standards of academic performance established for each course in which he or she is enrolled.

If you violate Valley College's Policy on Academic Dishonesty, your instructor will complete a Faculty Disciplinary Form indicating the code of conduct that was violated, explaining the facts and details of the charge, and noting the disciplinary action taken. This form will be signed by both you and your instructor and will be filed with the Dean of Student Services for reference in case of repeat violations. This may result in a permanent log of the students who cheated recorded in the students' LAVC files.

Cheating can result in disciplinary action such as failing grade on a test(s) or assignment(s), disciplinary probation, suspension or termination of financial aid, and even permanent expulsion.

No distinction will be made between the student who did the work or test and the student who received or copied the work or test.

The following actions are considered cheating:

1. Allowing another individual to assume one's identity for the purpose of enhancing one's grade in any of the following: testing, field trips, or attendance.

2. Falsifying or attempting to falsify attendance records and/or grade rosters.

3. Representing the words, ideas or work of another as one's own in any academic exercise (plagiarism), including the use of commercial term paper companies.

4. Changing answers on a previously scored test, assignment, or experiment with the intent to defraud.

5. Copying or allowing another student to copy from one's paper (disk) or answer sheet during an examination. (This includes looking at someone else computer while taking an exam or doing the homework assignment.)

6. Giving and/or taking information during an examination by any means including sign language, hand signals, secret codes, or electronic transmission (like email).

In addition, it is considered cheating by:

▪ Giving a copy of your homework assignment to a classmate for the purpose of enhancing your classmate's grade. (Both students will be given zero and may be subject to disciplinary action)

▪ Taking exams and quizzes for someone else or with someone else.

▪ Sending emails to any other individuals asking for questions about the taking the exams, homework assignment, etc.