Los Angeles Mission College

Computer Science 430 Section # 0191

SYLLABUS

TUESDAY – THURSDAY CLASS SPRING 2013

Instructor: Paul C. Kubicki

Student Learning Outcomes

1. After completing this class the student will be able to use the version of Excel currently used by the majority of businesses and other workplace organizations, (Currently, Microsoft Excel 2007) to create, save and print worksheets and charts. The student will also be able to use help, format worksheets, use functions and formulas, use multiple sheets, create a template, and use the web features.

2. After completing this class the student will be able to use the version of Access database management currently used by the majority of businesses and other workplace organizations, (Currently, Microsoft Access 2007) to create a database, modify the structure of the database, maintain the database, use queries to extract information from the database, use data validation techniques and produce simple and grouping reports from the database.

Evidence will be the ability to:

Plan on paper, design and create sophisticated Excel spreadsheets for tasks such as sales tracking, Investment Analysis with automatic updates from the internet stock reporting services, Loan Calculators and Amortization schedules, linked Spreadsheets using 3 dimensional formulas and use conditional formatting and logical programming structures like the if then else statements.

Plan on paper, design and create simple and sophisticated Queries and Reports, simple and Custom forms and Data Input screens, produce reports using foreign keys to link multiple data tables, create relationships between multiple data tables to generate and use Sub Data Sheets using use the version of Access database management currently used by the majority of businesses and other workplace organizations, (Currently, Microsoft Access 2007).

Class meets Tuesday and Thursday from 10:35 – 11:30 for Lecture/Demo and Tuesday and Thursday from 11:35 – 12:30 for Lab (Required)

Determination of Grade

Quizzes: (7%)

A quiz will be given on each project. Quiz terms that the student should look up in the book are found at the end of this Syllabus. The purpose of the quiz is to make sure that you prepare for class and **arrive on time**. The quizzes will be given from 10:35 to 10:45 and there are **no make-ups given.**

The quizzes will be averaged and your average score will be counted as 7% of your grade. You may miss one quiz in the Excel section without penalty. Additional quizzes missed will receive a grade of zero.

Tests (82%)

Test #1 - Excel 2007 written test (projects 1-6)	8%
Test #2 - Excel 2007 hands on test (projects 1-6)	33%
Test #3 - Access 2007 written test (projects 1-4)	8%
Test #4 - Access 2007 hands on test (projects 1-4)	33%

Make-up tests – tests can be made up on the next class meeting after the test is given. **No test can be made up after that date.**

Projects (11%)

The schedule indicates the due dates for these projects. The projects **will not be accepted** after the due dates. A project turned in one week late receives .5 points, a project turned in two weeks late receives no credit. I will check off these projects but I **will not return** them unless there is an error.

Grading Scale

A = 90-100 B = 80-89 C = 70-79 D = 60-69 F = <60

Materials

1. Microsoft Excel 2007 Complete Concepts and Techniques (Shelly/Cashman/Quasney)
   ISBN- 10: 1-4188-4343-1
2. Microsoft Access 2007 Complete Concepts and Techniques (Shelly/Cashman/Pratt)
   ISBN- 10: 1-4188-4340-7
3. Students must have their **own** flash drive

Office Hours

Monday thru Thursday 7:15- 8:15 & Monday and Tuesday Evening 4:15 5:45
Office hours are held in the Computer Lab Room 2009 Instructional building
Phone: 364-7742
Email: www.kubickpc@lamission.edu

Credit/No Credit

Students may apply for a credit/no credit status through admissions (it is automatically granted upon request) but the deadline is March 8, 2013. This status means that if you earn a grade of 70% or greater you receive CR for credit or otherwise you receive an NC for no credit, you do not receive a letter grade.

Withdrawal

Students may withdraw from a class and receive a grade of “W”. You can withdraw from the class and receive a “W” if you withdraw no later than the May 3, 2013

Incomplete

Students who have completed all the work except for taking the final (all the work means: all projects, all quizzes, the midterm exams, everything but the final exam) may request an Incomplete grade or "I". You have one year to make up an incomplete but it is highly recommended that you make it up as soon as possible.

Student Success

If you do the assignments, hand them in on time, master the sample tests, and spend the appropriate amount of time in the computer lab (this amount will differ with each student) you will succeed! Remember that you learn three times faster using the software than you do just reading the book. Extra time is available in our computer lab ---- make use of it if you need it.

FINAL EXAM DATE/TIME

5/30/13 10:00am -12pm