

**Los Angeles Mission College**  
Computer Science 431 Section # 0192  
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 Windows operating system currently used by the majority of businesses and other workplace organizations. (Currently, Microsoft Windows 7) to save files, print files, and manage the hard drive.
2. After completing this class the student will be able to use the version of Microsoft Word used by the majority of businesses and other workplace organizations. (Currently, Microsoft Word 2007) to create complex documents such as cover letters, resumes, term papers, sales proposals, multiple column newsletters and do mail merge operations.

**Evidence of success will be the ability to:**

Design and create a hierarchical filing system using the version of Windows operating system currently used by the majority of businesses and other workplace organizations. Utilize the operating system utilities programs to perform basic system maintenance.

Plan, design and create complex documents such as cover letters, resumes, term papers, sales proposals, multiple column newsletters and do mail merge operations. Insert photographs, art, clip art, hyperlinks, animations and audio and video clips into any word document using the version of Microsoft Word used by the majority of businesses and other workplace organizations. (Currently, Microsoft Word 2007)

**Determination of Grade**

**Quizzes:** (8%)

A quiz will be given on the multiple choice review questions for each project. The purpose of the quiz is to make sure that you prepare for class and arrive on time. The quizzes will be given from 8:25-8:35 and there are **no make-ups given on quizzes.**

The quizzes will be averaged and your average score will be counted as 8% of your grade. You may miss one quiz in the Word section without penalty. Additional quizzes missed will receive a grade of zero.

**Tests** (85%)

Test #1 - Windows 7 written test (Projects 1-3)	5%
Test #2 - Windows 7 hands on test (Projects 1-3)	20%
Test #3 – Word 2007 hands on text (Projects 1-3)	25%
Test #4 – Word 2007 written test (Projects 1-6)	10%
Test #5 – Word 2007 hands on test (Projects 1-6)	25%

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 (7%)**

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 Windows 7 Introductory, (Shelly/Freund/Enger)  
**ISBN-10: 1-4390-8105-0**
2. Microsoft Word 2007 Complete Concepts and Techniques (Shelly/Cashman/Vermaat)  
**ISBN-10: 1-4188-4337-7**
3. You must have your **own** flash drive

## **Office Hours**

Monday thru Thursday 7:15 to 8:15 & Monday and Tuesday evening 4:15-5:45, or by appointment. **Office hours are held in the Computer Lab, Room 2009 Instructional building**  
Phone: 364-7742  
Email: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 end of the 14<sup>th</sup> week of the semester (deadline is 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**

**5/28/13 7:30-9:30am**