FALL 2013

COMPUTER APPLICATIONS 82

Microcomputer Office Applications: Software Survey Section # 8011

Instructor: Ms. Woodmansee

Class: Monday & Wednesday 10:35 a.m. - 1:00 p.m.

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Office Telephone: (818) 364-7848 Office Location: Inst. Bldg. #18

Office Hours: Monday – Thursday 8:30 – 8:55 a.m.

Tuesday & Thursday 1:05 – 3:45 p.m.

Description:

This course will introduce students to the Microsoft Office 2010 Suite including Word 2010, Excel 2010, Access 2010, and PowerPoint 2010. The course is a combination of lecture and hands-on learning. As a student in this course, you will learn the most important concepts of Microsoft Office 2010.

Advisory: CAOT 1

Text:

Pasewark and Pasewark, Microsoft Office 2010: Introductory Course (ISBN 978-0-538-47550-1)

Supplies:

Course syllabus, USB Flash Drive, and printer card.

Student Learning Outcomes:

As a result of students taking CAOT 82, students will demonstrate the ability to create, format, and edit Microsoft Office documents using Word, Excel, Access, and PowerPoint programs. Assessment will include practical exams on the computer.

Objectives:

- 1. Create, edit, save, and print text in a Word document.
- 2. Prepare and correct text using the Word features of Autoformat, AutoText, Spelling and Grammar check, Date and Time insert, the Thesaurus, and Find and Replace.
- 3. Demonstrate the ability to format text by applying different fonts and font styles, font sizes, font colors, underline and case styles, and by using Format Painter.
- 4. Demonstrate the ability to switch between Word documents, copy and paste, insert page breaks, work with multipage documents with headers and footers, add footnotes and endnotes, and create different sections in a document.
- 5. Design and create tables in an Excel worksheet.
- 6. Demonstrate the ability to create and change the appearance of an Excel Worksheet by applying formatting changes.
- 7. Demonstrate the ability to move, copy, and paste data, insert and delete columns and rows, check the spelling, and print an Excel worksheet.
- 8. Use function formulas to solve mathematical, statistical, and financial problems.
- 9. Demonstrate the ability to work with multiple worksheets, link data between worksheets, and print.
- 10. Create, edit, save and print Excel charts.
- 11. Create a database design, modify, name, and save and print a database using Access.
- 12. Question a database by using queries. Use filters, sort a database, index a database. Create a query from related tables.
- 13. Create and modify a report by using Access. Create and run a macro.
- 14. Use PowerPoint to make and print a presentation.
- 15. Create, modify, and format a PowerPoint presentation.

Requirements:

- Check syllabus for specific lesson requirements.
- The Review Questions, Step-by-step exercises, and Projects listed for each lesson should be submitted.
- We will be using Etudes to submit assignments in each chapter.
- Log into Etudes at <u>www.myetudes.org</u>.
- Students must successfully complete all applicable requirements prior to the appropriate test. Chapter work will not be accepted after the test.

Student Conduct:

• Attendance: It is important that you attend class. You are expected to attend class and are responsible for assigned course work. Arrive on time and do not leave early.

If you have more than three absences, you may be dropped from your class on your fourth absence.

If you stop attending a class (or wish to drop a class), YOU MUST DROP THE CLASS YOURSELF ONLINE—OFFICIALLY - on or before November 17, 2013. Failure to do so will result in a grade of "F" in that class.

There is a new LACCD enrollment limit. The limit is now three times to take a class and includes both substandard grades and withdrawals. In order to avoid a W, students must drop before September 8, 2013.

- Lecture attendance is required.
- Turn cell phones and any other electronic devices off during class time.
- Food and/or drinks are not permitted in the classroom.
- Respect everyone in the class; disrespectfulness will not be tolerated.
- Cheating Policy: Cheating constitutes academic dishonesty. Each student is responsible to
 do his/her own work on assignments and on exams. Any cheating will be dealt with as
 severely as College policy allows. Penalty ranges from no credit for the assignment to
 exclusion and/or an "F" grade for the course. Any instance of academic dishonesty will
 significantly affect the grade of <u>all</u> individuals involved. The use of any electronic devices
 during an exam is prohibited.

Student E-Mail at LACCD Website

All students have an e-mail account that can be accessed through the LACCD Website at www.laccd.edu. Log in with your student ID and your password (month and date of your birthday). Click on Main Menu. Click on Assigned Student E-Mail Address. You will then see messages and reminders.

Grading:

Grading will be based on Lesson Assignments (400 points) (20 points for 20 assignments), three Tests (100 points each), and the Final Exam (200 points), for a total of 900 points possible.

The final grade will based on the following points:

810 - 900	Α	(90-100% of 900)
720 - 809	В	(80-89% of 900)
630 - 719	С	(70-79% of 900)
540 - 629	D	(60-69% of 900)
Under 539	F	(59% and below of 900)

Class Calendar Fall 2013:

Word Lesson 1

Week 2: *9/4 Word Lessons 2 and 3

9/8 – Last day to drop without receiving a "W" with

refund

Week 3: 9/9 & 9/11 Word Lessons 4 and 5

Week 4: 9/16 & 9/18 Word Lesson 7

Week 5: 9/23 & 9/25 Excel Lesson 1

Word Test

Week 6: 9/30 & 10/2 Excel Lessons 2 and 3

Week 7: 10/7 & 10/9 Excel Lesson 4

Week 8: 10/14 & 10/16 Excel Lesson 5

Week 9: 10/21 & 10/23 Excel Lessons 7 and 8

Week 10: 10/28 & 10/30 Access Lesson 1

Excel Test

Week 11: 11/4 & 11/6 Access Lessons 2 and 3

11/17 - Last Day to Drop with a "W" **

Week 12: *11/13 Access Lesson 4

Week 13: 11/18 & 11/20 Access Lesson 5

Week 14: *11/25 & 11/27 PowerPoint Lesson 1

Access Test

Week 15: 12/2 & 12/4 PowerPoint Lesson 2

Week 16: 12/9 Final – 10:30 a.m.

*No Class: 9/2 – Labor Day 11/11 – Veteran's Day 11/28 – 12/1 – Thanksgiving

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