

WEST LOS ANGELES COLLEGE
CLASS OUTLINE – FALL 2013
CAOT 79, SECTION #8515
08/26/2013 UNTIL 12/15/2013

Session	Assignments & Exams	Subject
Session 1 Aug. 28		<ul style="list-style-type: none"> • Introduction / Overview • Creating, Editing, Formatting, and Printing a Document Review • Automatic Numbering and Styles • Creating Multiple-Page Documents with Tables • Creating pdfs / Intro to E-filing • Customizing Your Software: Toolbars, Shortcut Keys, etc. • Fields and Forms • File Management • Headers and Footers / Footnotes / Page numbering • Macros • Merge Tools / Merging Documents / Labels • Paragraph Formatting • Résumé • Revising Pleadings / Revision Marking / Redlining • Track Changes / Compare • Transferring Data Between Documents / Programs / E-mail • Using Page, Paragraph, and Font Formatting Commands • Word Count • Working with Spreadsheets and E-mail
Session 2 Sept. 4		
Session 3 Sept. 11	Quiz 1	
Session 4 Sept. 18		
Session 5 Sept. 25		
Session 6 Oct. 2	Quiz 2	
Session 7 Oct. 9		
Session 8 Oct. 16		
Session 9 Oct. 23	Quiz 3	
Session 10 Oct. 30		
Session 11 Nov. 6		
Session 12 Nov. 13	Quiz 4	
Session 13 Nov. 20		
Session 14 Nov. 27		
Thanksgiving Holiday Campus Closed Nov. 28 to Dec. 1		
Session 15 Dec. 4	Review for Final	
Session 16 Dec. 11	Final Exam	

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Instructor:

P.W. Morris

E-mail:

morrispw@wlaac.edu

Class Hours: 6:45 pm – 8:50 pm
9:10 pm - 10:00 pm

TBA: 1:05 hr.

Office Hours: 6:15 ~ 6:35 p.m. in room CE 105A by appointment -- Wednesdays.

Textbook:

WordPerfect 9 Complete Tutor – Text Only / Eisch

ISBN: 9780538692472

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Microsoft Office Word 2010 / Hinkle  
ISBN: 978-0-07-31929-6

**Additional Materials:**

Word, WordPerfect, Flash Drive<sup>1</sup>

File folders or Notebook

Scantron Forms

No. 2 pencil

**Course Objectives:** Students will learn advanced information processing concepts with an emphasis on practical applications. Various software (Word, WordPerfect etc.) will be used.

**Schedule:** Students are expected to complete all assigned exercises. All assignments should be prepared in the software designated by the instructor. All other software is unacceptable.

**Evaluation of Student Performance:** Standardized tests, observation record of student performance, essays, essay tests, quizzes, unit tests, midterms, term papers, projects, reports, problem solving exercises, practical assignments, homework, written compositions, oral presentations, class participation, final exam.

**Student Responsibilities:** Students are expected to attend class regularly, to use the computer lab to complete tutorials, exercises, and assignments, and to do the required reading. Students must drop the class if they choose not to continue; otherwise, they may get a grade of F. Pagers, cell phones, food and beverages are not allowed in the classroom. Internet access is not allowed during class session unless it is part of the assignment. Taping of my lectures are not allowed.

Assignments must be turned in on the date indicated. You should keep a copy for your files. Late assignments will not be accepted. Assignments may have three grades:

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<sup>1</sup> You can access Microsoft applications free from where ever you have an internet connection through your Student.LACCD.edu account. You can store up to 25GB. Retrieve your files from any computer with an internet connection.

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Acceptable.....10 points  
Not Acceptable.....5 points  
Not Completed.....0 points

When submitting your assignments, they should contain your name, chapter, assignment, and the date in the upper left-hand corner of each document. A sample follows:

|                                                               |
|---------------------------------------------------------------|
| Your Name<br>Chapter 1<br>Tutorial 1, Page 54<br>Current Date |
|---------------------------------------------------------------|

**Assignment Due Dates:** Pay close attention to due dates for assignments as these are announced in class. On due dates, all assignments must be turned in to the instructor at the beginning of the class to be accepted. NOTE: I do not accept assignments turned in after 7:00 p.m., the end of class, e-mailed to me, put under my office door or left for my mailbox. Absence does not excuse you from turning in your assignment.

**Student Evaluation:** A total of four exams will be given plus a final. Anyone not taking the final without the permission of the instructor will be given a letter grade of "F." The exams will be announced a tentative schedule has been included. **YOU MUST TAKE THE FINAL EXAM (WED., Dec. 11, 2013).** Class room participation is required and will add or subtract from your final grade score to arrive at your semester grade along with submitted homework assignments. Homework assignments may be returned requesting that they be done again. This work will not be re-graded.

**Examinations, Assignments, Grading:** There will be four examinations. There will be NO makeup tests.

Each exam is worth 100. All exams scores will be added and divided by the number of exams given to arrive at a final score (i.e., exam 1 score is 80, exam 2 score is 90, exam 3 score is 70, exam 4 score is 80.) We add  $80 + 90 + 70 + 80 = 320$  divided by  $4 = 80$  which equals the letter grade of "B."

| Grade | Percent of Total |
|-------|------------------|
| A     | 90—100           |
| B     | 80—89            |
| C     | 70—79            |
| D     | 60—69            |
| F     | 50 and below     |

All submitted work should not contain any handwriting other than a signature within a signature block.

Student Learning Outcomes:

A. Technical Competence: Utilize the appropriate technology effectively for informational, academic, personal, and professional needs.

Assessment: The student will create a professional Résumé.

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B. Quantitative Reasoning: Identify, analyze, and solve problems that are quantitative in nature.

Assessment: Student will create cover letters using the mail merge feature in two different formats, e.g., e-mail and hard copy versions.

**College Policies and Standards**

- **Electronic Mail**
  - Electronic mail is the official method of communication for delivery of college information. Please check your Student.LACCD@Edu account daily/weekly. To access your account visit [www.wlac.edu](http://www.wlac.edu), click on the Student Email button. To log in use your Student ID# and your birthday and month. Your Student.LACCD@EDU email can be forwarded to any other personal email account. You also have access to the required software for this course. Now you have access Microsoft applications free from where ever you have an internet connection to your Student.LACCD.edu account. Save your electronic files (documents, spread sheets, presentations, photos) right onto the web in your personal account. Retrieve them from any computer with an internet connection. You can store up to 25GB -- that's better than your thumb drive!
- **Drop a Class You're No Longer Attending. DON'T GET AN "F"**
  - It is your responsibility to officially withdraw from a class you have stopped attending. Failure to withdraw may result in an "F" or "NC" grade. Protect your GPA!
  - Dropping the course – According to college policy, you will be excluded for non-participation or for not following the Standards of Student Conduct (printed in the Schedule of Classes). If you drop the course, be sure to do so using the Student Information System at <http://www.laccd.edu> and keep the confirmation code. Pay attention to drop dates in the Schedule of Classes. The last day to drop for this class with no fee owed is September 10. The last day to drop without a "W" is September 7. The last day to drop with a "W" is November 16.
- **Academic Integrity**
  - Students are responsible for the honest completion and representation of their work, for the appropriate citation of sources, and for respect of others' academic endeavors. When there is evidence of cheating or plagiarism in classroom work, the instructor may assign a failing grade, "F," or zero points to the examination or assignment in which the alleged cheating or plagiarism occurred. Before a substandard grade is issued the instructor will provide the student with supporting documentation of the plagiarism or cheating charge.
- **Forms of Behavior which Violate Academic Integrity**
  - **Cheating.** Using any materials or devices or strategies which provide undue advantage on any exam, assignment, activity or other method of assessment for a course. This includes, but is not limited to, looking at another student's exam, using phones or other communication systems to text message during examines, taking pictures or images of exams, talking with other during exams, using Internet to find information, or any other system of inappropriate "help." Exams are to be measures of what YOU, as an individual, have learned.
  - **Collaboration.** Working together on projects, papers, exams or other forms of assessment which are to be completed individually.
  - **Plagiarism.** Taking anyone else's work as one's own. Presenting another's words, ideas, forms of expression, materials, or labor without proper citation, referencing, and declaration that this material originated outside the student's own work.

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Disabled Student Services – If you know or think that you have any learning or physical disabilities, please contact Dr. Duke in the Disabled Student Programs and Services (DSPS) Office in the Student Services Building room 320 or at (310) 287-4423. The DSPS will then contact your instructors to notify them of needed accommodations, such as additional testing time, or a note taker. If you require an accommodation for this class, please speak with me.

Syllabus Change Policy – This syllabus is a guide and every attempt is made to provide an accurate overview of the course. However, circumstances and events may make it necessary for modification of the syllabus during the semester.

**Campus Closed**

Labor Day .....Sept. 2  
 Veterans ..... Nov. 11  
 Thanksgiving Holiday.....Nov. 28-29  
 Thanksgiving Holiday (Non Instruction).....Nov. 30–Dec. 1

Syllabus Addendum—General College/Department Resources

|                                 |                                                                                                                                                                                  |
|---------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| www.wlac.edu                    | College website. Financial aid, student services, class schedules info and access to <i>Etudes</i> website for online courses, etc. Campus parking and building map is included. |
| www.wlac.edu/csit/caot.html     | Division (department) website. Degree/certificate information and scholarship/internship info.                                                                                   |
| www.mhhe.com/lessonapproach2010 | Website for textbook publisher's storage of student assignments and practice tests. Supplementary help for students.                                                             |

Course descriptions are provided in the college catalog available from the college bookstore. District policies regarding college and student conduct are included.

Class schedules are provided in the schedule of classes available from the college bookstore. (Up-to-date class schedules are available from the college website.) Important dates, such as last date to drop with or without a "W," are included. Campus parking and building map is included.

Instructor and lab hours will be periodically announced by the instructor in class and posted on the appropriate room doors, as well as included on your course syllabus.

Food and drink are banned from classrooms and labs. All electronic devices are to be disabled in classroom and lab, other than the college provided computer in the lab. All student work for evaluation is to be the student's alone, except in the case of assigned group activities.