

WEST LOS ANGELES COLLEGE
Division: Computer Science
COURSE OVERVIEW (SYLLABUS) FOR
CS930 - MICROCOMPUTER APPLICATION SOFTWARE
Section 8512 / Fall Semester 2013
Transferrable/Honors Available: CSU

Version 1.0. This syllabus describes the course, course policies and procedures, campus policies and other information. It is subject to change at any time and the most recent version posted on Etudes course learning management system will be the one in force.

Instructor: Kenneth Taira

Class Days/Hours: Tues 18:45-21:50 plus 2 hours online TBA

Room: CE 105A

Final Examination: Tuesday, December 10, 2013

Office Hours: Tue 5:30 p.m. - 6:45 p.m. in CE105A; Wed 5:30 p.m. - 6:45 p.m. in CE225

Contact Information: Tel & SMS: 562-44-TAIRA (562-448-2472) Email: ktaira@gmail.com

CE 101 Lab Hours Monday – Thursday: 2:00pm – 9:45pm, Saturday: 8:45am – 1:00pm, Friday & Sunday: closed
Heldman Learning Center Lab Hours – (please see <http://www.wlac.edu/library/index.html>)

Course Description

This course teaches the student how to use intermediate and advanced features of the Microsoft Office suite of programs to solve typical business problems. Complex documents will be formatted and printed with WORD. Students will learn how to write Excel formulas to deal with business and accounting analysis. Students will learn how to use PowerPoint to enhance their presentation skills. Concepts of relational data base management will be taught with Access. Integration of multiple applications to produce a single document will be emphasized. This class will prepare students to pass the Microsoft Office Users (MOUS) certification tests at a proficient level. In addition, students will also learn to work with Adobe Acrobat Professional, Microsoft Outlook e-mail and scheduling, and Microsoft Office Online 365.

Course Objectives

You will learn intermediate/advanced computer concepts with an emphasis on practical use of computers in business and personal situations. Microsoft Office for 2010. Microsoft Office 2010 applications introduced will include a word processing program (MS Word), a spreadsheet program (MS Excel), a presentation program (MS PowerPoint), Microsoft Outlook, Microsoft Project, Adobe Acrobat Professional and other software.

Student Learning Outcomes

1. Successful students will be able to use microcomputer software to create and format documents, reports, and form letters.
2. Successful students will be able to create spreadsheets with data, calculations and graphs; model and analyze business decisions with spreadsheets.
3. Successful students will be able to create slide presentations; and organize data in and create reports from databases.
4. Successful students will be able to use web- or cloud-based applications.

Expected Workload

CS930 is a hybrid course containing a mandatory 3-hour face-to-face session on Tuesday nights and a mandatory online session on Thursday nights. This course is a 4-unit course so it is not reasonable to expect up to 8 hours per week (2:1) of work outside of the classroom besides the 3-hour in-class and 2-hour online portions.

Tuesday night face-to-face sessions will include a minimum of lecture and mainly be devoted to in-class assignments that should be completed during class time. Time will also be allocated to work on MyITLab assignments. Two-hour weekly online sessions will be held on Thursday nights via <http://www.cccconfer.org>. These sessions are mandatory and attendance will be recorded. For those who cannot attend the live sessions, lecture recordings have be reviewed at their leisure but to receive credit must view the lecture within 7 days of the recording date.

There are two online course management systems used in this course. Etudes (<http://www.myetudes.org>) will be used for course announcements, in-class assignments, and homework assignments not otherwise contained in MyITLab (<http://tinyurl.com/newmyitlab>). The MyITLab site will host Microsoft Office assignments and examinations. Online lectures and tutorial assignments from the publisher will also be found there.

Required Textbook and Supplies

Headphones for listening to computer-based trainings

Blank Flash Drive (4 GB or larger)

MyITLab subscription:

MyITLab licenses are available from <http://www.myitlab.com> or Amazon.com.

MyITLab

Fall 2013 CIS 930 Section 8512 Kenneth Taira

Course ID: *TBA*

If you purchased the book bundle from the WLAC student bookstore for CS901, your license is good for 2 years.

Textbook:

GO! with Microsoft® Office 2010 Volume 2

Shelley Gaskin; Nancy Graviett; Donna Madsen; Suzanne Marks; Carol Martin; Toni Marucco

Publisher: Prentice Hall

Copyright year: © 2011 Pages: 896

Print	eText
ISBN-10 0-13-509090-3	ISBN-10 0-13-509095-4
ISBN-13 978-0-13-509090-9	ISBN-13 978-0-13-509095-4

If you haven't taken CS901, the following text is recommended for reference but not required.

GO! with Microsoft® Office 2010, Volume 1

Gaskin, Ferrett, Vargas & McLellan

©2011 | Prentice Hall | Paper; 1000 pp |

ISBN-10: 0-13-245446-7 | ISBN-13: 978-0-13-245446-9

CSU Transfer and Honors Credit

For more information, go to: <http://www.wlac.edu/transfer/index.html#honors>

If you intend to attempt this class for honors that will greatly improve your chances of getting into a California State University, please contact the instructor within the first two classes.

CSIT Division Web Site

<http://www.wlac.edu/CSIT>

Division Announcement, Scholarship and Internship Opportunities

CS Instructor Office Hour and Computer Lab Open Hour

Petition for Degree & Certificate

Petition for Prerequisite Challenge

Declare a Major – to be eligible for scholarship and intership

Discount Voucher for CompTIA A+ Network+ Security+ Linux+

Free Software Download (Windows 7, Server 2008, VMWare, Microsoft ACCESS and Visio Studio)

Requirement for AA/AS degree and Certificate of Achievement in the following :

Degree and Certificate in Computer Science (10 major courses)
 Degree and Certificate in Computer Network and Security Management (10 major courses)
 Degree and Certificate in Computer Web Support and Database Administration (10 major courses)
 Certificate of Achievement in Computer Network Management (requires 6 courses)
 Certificate of Achievement in Information System Security (requires 6 courses)
 Certificate of Achievement in Business Application and Database Management (requires 6 courses)
 Certificate of Achievement in Web Support and Administration (requires 6 courses)

Faculty advisor and major declaration

Please note that students must declare a major in order to become eligible for CS scholarship and internship opportunities. To declare a major, please obtain the form of change request from CS division website www.wlac.edu/csit click the link on the left menu.

By default, your instructor can be the faculty advisor; please see your instructor during the posted office hour OR you can make an appointment with the following fulltime faculty advisor:

Ashok Patil Degree, transfer, and certificate in Computer Science- PatilA@wlab.edu
 Anna Chiang Degree, transfer and certificate in Computer Information Science/Computer Network and Security Management- ChiangA@wlab.edu
 Marcus Butler Microsoft, CISCO, VMWare training ButlerM@wlab.edu
 Manish Patel Degree and certificate in Web development and Database Administration- PatelM@wlab.edu

Important dates to remember:

Last day to drop class w/o a "W" is September 6
 Last day to drop a class with a "W" is November 15
 Veterans Day – College Closed – November 11
 Thanksgiving– College Closed – November 30-December 1

Attendance

You are required to attend all class sessions on time and to stay for extra lab time whenever needed to complete work on time (see schedule below). Missing more than 2 class meetings could cause you to be excluded from the class or seriously jeopardize your grade. This is not to say that you cannot catch up. The bulk of the homework assignments must be completed before the due date, but machine-graded homework such as multiple-choice, true-false and grader projects may be repeated until the end of the semester and highest score recorded.

Make-up Policy

An exam may be made up if there is a valid excuse (serious illness corroborated by a physician). A make-up exam must be scheduled within 12 hours of the actual exam in person, by phone or email.

Examinations and Grading

Your final course grade will consist of a composite of the following:

Homework and In-Class Assignments	45%
Quizzes and Discussion Participation	7%
Midterm	15%
Final Exam	30%
Blog	3%

Homework will be submitted and graded online via Etudes and MyITLab. True/false, multiple choice and fill-in-the-blank questions that are auto-scored by the website maybe submitted and resubmitted until the last day of classes without penalty.

Incomplete Policy

A Student who has successfully completed more than 75% of the course work and has communicated with the instructor with a justifiable explanation may be considered for an incomplete grade. With “incomplete” grade, the student must complete all missing assignments/exams/projects and notify the instructors to change grade within one year grace period.

First Day Drop Policy

This instructor reserves the right to drop no-shows after the first hour of the first class meeting if no prior arrangements were made for the absence.

Academic Honesty Policy

This instructor follows the West Los Angeles College policy on cheating and plagiarism. Cheating and plagiarism are violations of college policy and these policies are found in the Schedule of Classes.” Any student unclear on the meaning of academic dishonesty and plagiarism should meet the instructor during office hours for clarification.”

Activities that are considered to be CHEATING include, but are not limited to, the following: communication with another person during an exam, accessing materials electronic or otherwise without the instructors express permission. Violation of any of these rules (i.e. cheating) could result in a lowering of the exam grade or the course grade (e.g. a “Fail”), and the violator’s name and student I.D. number will be sent, with a description of the violation, to the Division Chair and to the Dean of Instruction to be kept on record for future reference. The Dean of Student Activities may also be contacted for disciplinary action, if necessary.

Academic Integrity

The work you do and submit is expected to be the result of your effort ONLY. You are encouraged to discuss the high level (general) solution of an assignment. However, cooperation should not result in one or more students having possession of any part of an assignment written by another student. Incidents of academic dishonesty or lack of integrity will be referred to the Dean of Instruction's office.

Class Rules

Failure to follow any of the below class rules will result in loss of attendance credit for that day. No further warning will be issued.

- Be on time
- Electronic Device Policy: Turn cell phones OFF *BEFORE* entering the classroom—no making/taking calls, no texting, no checking messages at anytime during the class session. Do not leave class to make or take a call—use your phone during the break, only or during class-time independent work sessions.
- Use of recorders (audio and/or video) is allowed with instructor permission, only.
- No eating or drinking in class; however resealable water bottles are allowed
- Please return chairs, throw away your trash, etc.)
- Attendance will be taken at the beginning and end of the class

Issues or Complaints:

Please address any issues you may have that are relative to this course with your instructor, either in person, by phone or e-mail at the contacts listed above. If you and the instructor cannot resolve the issue, you will be referred to the division chair, Anna Chiang, chianga@wlaac.edu, 310-287.4200 x4253

Etudes- (<http://www.myetudes.com>)

Etudes-NG is an online system that we shall be using for taking examinations and submitting homework.

Login ID Your student ID

Password Password is the 2 digit month and 2 digit day for your birthday (mmdd).

Example: Juan Straub, 88-459-0210, born July 4

User ID 884590210

Password: 0704

Schedule of Classwork, Homework, Exams, and Other Activities

Week	Date	Lecture Topic	Assignment Due
1	8/27, 8/29	Class Logistics, Review Windows 7 and Files, MyITLab, Screen Capture, Etudes Profile and Blogs, Review Excel	
2	9/3, 9/5	Review Files, Folders, SAAS, Office 365; Review Word	
3	9/10, 9/12	Review Word; Review Powerpoint	Windows 7
4	9/17, 9/19	Excel 4; Word 4	Office 365 Assignment
5	9/24, 9/26	Acrobat; Word 5	Excel 4; Word 1-3
6	10/1, 10/3	Excel 5; Word 6	Acrobat Assignment; Word 4
7	10/8, 10/10	Excel 6; Access 1	Excel 5; Word 5, Word 6
8	10/15, 10/17	Excel 7; Access 2	Excel 6; Access 1
9	10/22, 10/24	Midterm Excel 4-7; Access 3	Excel 7; Access 2
10	10/29, 10/31	Excel 8; PowerPoint 1-3	Access 3
11	11/5, 11/7	Excel 9; PowerPoint 4	Excel 8; Access 4
12	11/12, 11/14	Excel 10 PowerPoint 5	Excel 9; PowerPoint 4
13	11/19, 11/21	Excel 11; PowerPoint 6	Excel 10; PowerPoint 5
14	11/26, 11/29	Microsoft Project	Excel 11; PowerPoint 6
15	12/3, 12/5	TBA; Review	Microsoft Project
17	12/10	Final Exam;	

Professional Conduct in Our Classroom Community

The West LA College faculty, staff and administrators are dedicated to maintaining an optimal learning environment and will not tolerate any disruptive behavior in or outside of the classroom or any academic dishonesty. These standards apply to all students.

Dropping a Class

Student wanting to drop a class should drop online at www.wlac.edu, click "For Students," then "Student Information System." Students who stop attending a class are responsible for withdrawing from the class to prevent being issued a failing "F" grade in the class.

Special Instructional Accommodation

If there are special accommodations that you require to be successful in this course, please discuss your situation with the professor. To receive accommodations for a special need or disability, students must register with the Office of Disabled Student Program and Services, HLRC Room 119 (310-287-4450).

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. Instructors have the authority to use plagiarism detecting instruments such as "Turn It In" to detect academic dishonesty.

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 exams, taking pictures or images of exams, talking with others 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. For assistance with classroom projects, papers and assignments, please visit the Learning Skills Center, HLRC.

Standard of Student Conduct

Faculty members are charged with responsibility for building and maintaining a classroom atmosphere conducive to learning. Disruptive, disrespectful, or obstructive behavior will be dealt with in terms specific to this syllabus and in accordance with the LACCD Standard of Student Conduct. Select forms of disciplinary action appropriate to the misconduct may be taken by an instructor when there is evidence that the student's behavior interferes with classroom instruction.

The following types of disciplinary action may be taken by an instructor:

Warning- A verbal or written notice, given to the student by an instructor. Continuation or repetition of the specified conduct may be cause for further disciplinary action.

Removal by Instructor - An instructor may remove (suspend) a student from his or her class for the day of the incident and the next class meeting. During this period of removal, the student shall not return to the class from which he or she was removed without the permission of the instructor of the class.

Students may refer to the College Catalog or the online student orientation at www.wlac.edu; click "Counseling, Assessment and Orientation," then scroll down to "Orientation" for complete details regarding the aforementioned policies.

Cell Phone and Other Communication Devices

If you bring your cell-phone to class, be sure to have it in a mode where it will not ring and disturb others. If you have to answer an emergency phone call, please step out of the classroom. Devices of this type should be placed on vibrate and never visible during class time.

Recording Devices

State law in California prohibits the use of any electronic listening or recording device in a classroom without prior consent of the instructor *and* college administration. Any student who needs to use electronic aids must secure the consent of the instructor. If the instructor agrees to the request, a notice of consent must be forwarded to the Vice President of Academic Affairs for approval (WLAC Catalog) . For information, please refer to http://www.wlac.edu/academics/pdf/WLAC_10-12Catalog_Policies.pdf .

Classroom and Campus Cleanliness

Please help us keep the classroom and campus grounds clean. No food or beverages, except for water, is permitted inside instructional classrooms /labs. Please use the receptacles to dispose of trash.

Student Electronic Mail

Electronic mail to a campus e-mail address (studentid@wlac.edu) is the official method of communication for delivery of college information. Each WLAC student is issued an e-mail account based on their student id and is available at <https://student.laccd.edu/sso/> . It is incumbent upon students to check their e-mail on this account (alternatively, forwarding can be set up to forward student e-mail to your private e-mail address). For instructions see <http://www.wlac.edu/services/documents/studentemailinstructions.pdf> or watch the video at <http://www.wlac.edu/online/email.asp> .

Instructional Support and Monitoring

Monitor your academic progress online at <http://www.wlac.edu> click "Counseling, Assessment and Orientation," then on the DegreeWorks icon, or visit the Counseling Office in A13.

For instructional support and assistance with research projects, visit the Learning Skills Center and Library in HLRC.

Job Placement Assistance

Job placement assistance for students in the advanced classes like CISCO Network, Security, Web & mobile development, Database and Computer Science -email H1B coordinator VegaWM@wlac.edu