

Syllabus

Class Name: CAOT-82

Semester: Summer 2010

Meeting Times: Monday to Thursday 5:30-8:55PM July 6-Aug 12th

Instructor: Felipe Payán

Email: payanf@lasc.edu

Website: http://lasc.edu/business/faculty_pages/fpayan.html

Facebook: CAOT@Los Angeles Southwest Community College

Yahoo Messenger ID: fpayan or email fpayan@yahoo.com

Office: Wednesday 11AM-1PM and online Monday to Wednesday till 11PM

Course: Microsoft Office Applications: Office 2007, 3 units

Objective: The objective of this course is to make you a proficient user of Microsoft Office 2007. More importantly, you will have a valuable tool that you can apply in your professional career.

Email: This class will also take advantage of email and the Internet. These are also valuable job skills I am sure you will enjoy. You are required to have an email account.

Any email you send me should have CAOT-82 in the subject line. If not my email system will put your message in the Junk Mail file and I will not be able to read it.

Southwest College Rules: We are members of Southwest College. I want to leave their facilities in better shape that we find them. There is of course no eating, drinking, or gum allowed anywhere near the computers. The LA Southwest College rules apply as well. No minors or anyone not officially enrolled in the class are allowed. Turn OFF all cellphones and NO ipods or headsets.

Absences: Attendance is mandatory. You must however keep up with the weekly pace of the class to be successful. You are expected to complete assignments on time.

Notify me: If you are going to have serious problems that prevents you from completing assignments or tests on time, you must let me know PRIOR to missing the assignment. I prefer you send email: payanf@lasc.edu

Missed Exams: No makeup exams will be given! If you know you will be unable to meet the schedule, we can arrange for you to take the test earlier than scheduled. If you miss a test, your test score will ZERO.

Drops and Exclusions: You are responsible for any drops please don't count on me to exclude you. Failure to do so could result in a grade of "F" on your record.

Honesty Policy: Students are expected to uphold the schools standard of conduct relating to academic honesty. Students assume full responsibility for the content and integrity of the academic work they submit. The guiding principle of academic integrity shall be that a student's submitted work; examinations, reports, and projects must be that of the student's own work.

For my classes, it is permissible to assist classmates in general discussions of computing techniques. General advice and interaction are encouraged. Each person, however, must develop his or her own solutions to the assigned projects, assignments, and tasks. A student may NOT use or copy (by any means) another's work (or portions of it) and represent it as his/her own. If you need help on an assignment, contact your instructor or the lab assistants.

Prerequisites: None, but this is a college level fast paced class. You will have to learn the basics of MS Windows and keyboarding very fast. If you are weak in these skills you may wish to enroll in CAOT 1,2 or 3 concurrently or complete these courses first.

Expectations:

***To succeed in this class you must do ALL the assignments! This is a college level, fast paced class. We have a lot of material to cover and some of it is challenging. If you allow yourself to fall behind, it will be very difficult to catch up. You have assignments due each day.**

***This is hands-on material. You cannot learn it by reading about it. You must do the exercises assigned All of Them!**

***You can expect the material to be presented in a clear easy to understand way. We are a team. I can only succeed if you are successful.**

Text: Office 2007 Introductory Concepts and Techniques

Windows Vista Edition (Note you are NOT required to have Windows Vista)

Shelly Cashman Vermatt

ISBN-13:978-1-4239-1228-6

Microsoft Works will NOT work. You NEED Microsoft Office 2007.

SLA (Supervised learning Assistance) see the schedule of classes is a 0-unit, no cost course you may also choose.

Disabilities Policy: In compliance with the Americans with Disabilities Act (ADA), all qualified students enrolled in this course are entitled to "reasonable accommodations." Please notify the instructor during the first week of class of any accommodations needed for the course.

We work closely with the Disabled Students Program & Services office and have computer software and hardware available to meet special requirements.