

Syllabus

Class Name: CAOT-82 Online

Semester: Spring 2012

Meeting Times/Place: Virtual

Asynchronous-Paced Online Course

Instructor: Felipe Payán

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Course Description: Online Course covering Microsoft Office Applications: Office 2010, 3 units

Objective: The objective of this course is to make you a proficient user of Microsoft Office 2010. More importantly, you will have a valuable tool that you can apply in your college as well as in your professional career

Email: This class will also take advantage of email and the Internet. You will use the class web site to on a regular. These are also valuable job skills I am sure you will enjoy. You are required to have an email account. If you do not have one then use Google Gmail or Yahoo and set up one ASAP! Need help? See our lab assistant, she will help you set one up.

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. For online classes proper online conduct is expected, including respectful communications with all members of our class.

Absences: Online Attendance is mandatory. This is a Asynchronous-Paced Online class. As such, the advantage to this type of class is you may do your work at anytime of the day or night. You must however keep up with the weekly pace of the class to be successful. You are expected to log in regularly (several times a week) and to complete assignments on time. The assignment schedule is posted for each week. If there are any changes, a notice will be posted on the News forum.

Notify me: If you are going to have serious problems that prevents you from completing assignment or test 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: If you log into the class, then you are responsible for any drops please do NOT rely on your instructor to exclude you . Failure to do so could result in a grade of "F" on your record.

Organization: You are encouraged to contact other class members and work together. I encourage you to share ideas and to share ideas and techniques on the projects. But remember you will not be getting any help on the assignments or in real life, so make sure you do the work yourself. If you are an experienced user, share your knowledge and help your classmate. But remember, you can teach them how do a task but do not do it for them! You are not to copy work -see the Honest Policy below.

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. In other words, students may not "work together" on graded assignments but are encouraged to offer help and advice. 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.

Testing Rules: Unless you are told in writing otherwise all tests are open book and open notes. There should be no student interaction during tests

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 week.

*Assignments are to be submitted each week. You will submit your assignments as a Zip file or post online.

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

*You will need to spend between 5 to 10 hrs per week on your home computers

*Check the class News forum often for changes to the schedule, projects and other announcements.

***If we are to get through this material each session you need to be prepared. Please read the material carefully prior to trying your assignments. If you are unprepared, you will be penalizing the entire class, not just yourself.**

***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.**

Book:

**Microsoft® Office 2010: Illustrated Introductory, First Course, 1st Edition
ISBN-13: 978-0-538-74715-8**

<http://www.coursesmart.com/IR/1978950/9780538747158>

*** Instruction and immediate practice in using software to solve contemporary workplace problems**

*** If you want to purchase the text book separately online you can do so. You will have to purchase the software separately. Use the link below to see how to order this software online.**

Software:

*** Office 2010 or access to it to complete the tutorials. Office 2003 and lower will not work for the exercises. You may use the CAOT labs to do your assignments. However you can use Office 2007.**

Microsoft Works will not work. You will need Microsoft Office 2010.

If you need to purchase this software, I recommend you check out the Foundation for California Community College's web site at: Another resource is the Microsoft Office 2010 website:

<http://www.foundationccc.org/CollegeBuys/CollegeBuysHome/tabid/484/Default.aspx>

<http://office.microsoft.com/en-us/FX102855291033.aspx>

If you don't have the required software you can use the labs at LA Southwest to do your assignments. See the Lab Access Section below.

*** You will need a word processor (MS Word is great).**

Grading is on an absolute scale:

Posting of Grades: Your grades will be posted on the class web site. Only you can see your grades. It is your responsibility to insure you have received the proper grades for your assignments and class projects. Please bring any discrepancies to my attention ASAP
Lab Access: To use the CAOT's labs, you must be concurrently enrolled in CAOT-64 or SLA and pay the Lab Fee. If you are taking an online-class and do not have the

proper hardware or software (see the Introductory Lecture for a list), you can use the LASC computer labs but you will have to pay a Lab Fee and Sign up for CAOT-64 or SLA

About 3-5 hours of outside work is required to keep up!

Get help with assignments.

No exceptions. If you do not have the required software or hardware, you must sign up by the second week of class.

Once you have signed up for these classes and paid any required fees, please email me the add slips so I can check you name off and insure that you have lab access.

CAOT-64 Laboratory is a 1-unit Credit/No-Credit class.

This course provides additional skill development practice for students enrolled in one or more CAOT courses.

Cost is \$ 26 for 1 unit

A total of 36 hours are required of Lab time by the end of the semester.

You must keep a timesheet that is initialed by the lab assistants and turn it in to receive your grade. The time sheet is yellow in color and available at the rear of most labs. Don't loose it! It is your only record that you have competed the proper number of lab hours.

Please see me to add this class.

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

You must keep a timesheet that is initialed by the lab assistants and turn it in to receive your grade. The time sheet is buff in color and available at the rear of most labs. Don't loose it! It is your only record that you have competed the proper number of lab hours.

Please see me to add this class.

Lab Fee You will need to pay for a lab fee of \$10.00 to the business office. Please bring your receipt to class and show to me. These fees pay for the printer supplies, and paper. Make sure I mark you as paid so the staff will know you have permission to print documents.

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.

Prof. Felipe Payán

Los Angeles Southwest College

Business Department

Computer Applications and Office Technologies

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

Email: payanf@lasc.edu

put CAOT-82 in the subject line of your email