

## SPRING 2017 SECTION 0250 - T-TH 11:10- 12:35 BUS 3216

Welcome to our class. We are going to cover a lot of material in 15-short weeks.

- We start the week of February 7<sup>th</sup>
- And ends just 15 weeks later
- Then take our final exams on May 30

### MY TEACHING PHILOSOPHY

I view my role as that of a mentor and coach. I am successful as a teacher only if you are successful in my course. It is a team effort. I hope not only to provide you with all the tools to be successful, but also to impart to you a passion for the subject and a driving desire to succeed.

### ABOUT THE CLASS

What is this class all about? Well as the name suggests, it is a class to teach the ins and outs of using Microsoft Office 2016. We will cover Computers, Windows, Word, Excel, PowerPoint and Access in one short semester. You will not be an expert, but you will have working knowledge of these important software applications.

### HERE IS THE CATALOG DESCRIPTION:

Students examine information systems and their role in business. Information systems, database management systems, networking, e-commerce, ethics, security, and computer systems hardware and software components are evaluated. Students apply these concepts and methods through hands-on projects developing computer-based solutions to business problems.

### PREREQUISITES

*None -some computer operating experience and the ability to type is recommended.*

### A LITTLE MORE ABOUT THE CLASS

This is maybe your first class with me, and I do things a little differently:

1. I run the class on a weekly schedule that starts on Thursday and ends on Wednesday. We start new material on Thursday and your assignments are due on Wednesday. The reason for this is to insure a weekend in between the introduction of material and when it is due.
2. My classes are **all paperless**. You will use the class web site (<http://ilearn.laccd.edu>) to get class information and to submit all documents.
3. You need to read the text and posted material before we start the new chapter on Thursday. You have a quiz first thing on Thursday morning before I talk about it. Why? You will learn much more if you read the material first.

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### Professor Joseph Perret

has been teaching for over 17 years. Prior to that, he worked in industry and brings experience in sales, marketing, and management to the classroom. He also bring international experience, having lived and worked in Europe.

Prof. Perret has both an MBA and MS in Computer Science.

He lives in the San Fernando Valley with his wife. He has three grown children.

His outside interests include skiing, hiking, flyfishing and cars. He is ski instructor for Disabled Sports in Mammoth

#### Student Hours:

Mon 10:00 - 11:00 a.m.

**Phone:** (818) 710-4246

**Email:**

[PerretJD@Faculty.LACCD.edu](mailto:PerretJD@Faculty.LACCD.edu)

**Web Page:**

[faculty.piercecollege.edu/PerretJD](http://faculty.piercecollege.edu/PerretJD)

4. This is a “hands on” class. You cannot learn how to use this software application by reading about it.
  - a. Generally, as part of the material presentation, we will work through a demonstration together, with you following along, and doing the same thing as I go through the demonstration.
  - b. Then it is your turn, you will have assignments each week that reinforces what we are learning.
  - c. You do NOT want to fall behind in an online class. Set aside some time each week read the posted material, watch the video, and to work on your assignments. In general, a college course requires 1-2 hours of homework for every hour of schedule class time. To help encourage this, I DONOT accept late assignments or give make up test.
5. Make sure you read and understand the Lab requirements section of this syllabus

## CLASS WEB SITE

The class material will be available online. I run all of my courses “paperless”, you will submit all your assignments electronically, and take all your quizzes and test using the class web site. The class will use a Canvas website. To get ready for the class you will need to go to <http://ilearn.laccd.edu> and find the class link. You can find a copy of this class syllabus there.

## WHAT YOU NEED FOR THIS CLASS

You will need access to a computer with Microsoft Word on it. Computers are of course available in our labs for you to do your assignments. You may use a Mac, but you must submit your assignments in Microsoft Word or RTF format. I do NOT accept Microsoft WORKS files.

This is not a computer class, but all your work will be turned in electronically. You will also are expected to know how to:

- Operate your PC or Mac
- Cut-Copy-Paste Files and Folders
- Connect to the Internet and use a browser
- Use email

**Files Storage** – You CANNOT save your work on CAOT Lab computers, they are erased when the computers are shut down each night. To save your work, you are encouraged to use Cloud Storage or USB drives.

**Cloud Storage** – You can use Microsoft’s OneDrive (you get 25 GB free with your Student Email Account) or an equivalent like iCloud, Google Docs, or Dropbox.

**USB Storage** -USB drives provide an alternative, but they are often lost or fail, so they are NOT my first recommendation. If you do use a USB drive, back it up often using your computer at home to store your files. Once you have submitted an assignment to CANVAS, it will be saved and available your you to download.

- Label Your Flash Drive! Should you forget to take your flash drive with you, it may be returned to “Lost and Found” in Bus-Ed 3210 if it is labeled.
- Create a file on your flash drive named “01 Owner” with your full name, phone number, and e-mail address. If you accidentally leave your flash drive in the computer, it can be more easily returned to you!

## LAB REQUIREMENTS

Our labs are a great place to do your assignments and to get help from our instructors and lab assistants. The lab locations, rules, and schedule are posted on both my class web page and the CAOT web site. <http://www.piercecollege.edu/departments/caot/>

This class includes a 32-hour TBA lab requirement. Why? Totally, this course requires 5-hours per week. In order to let you better schedule your classes, we allow you to arrange your own schedule to complete 2 hours per week of lab time. The lab time must be done in the CAOT labs and we keep track of your time by asking that you log in and out of the labs. Completion of your lab hours are a requirement of the class and your grade.

## TEXTBOOK

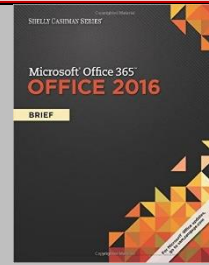
Other than that, all you need worry about is the text book. You will need your textbook the second week of class.

## Microsoft Office 365 & Office 2016: Brief

**Author:** Steven Freund, Mary Z, Phillip Pratt, Susan Sebok, Misty E Lemaat

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## SAM 365 & 2016 Assessment, Training, and Projects



### Your choices

- eBook Version (Book plus SAM) - \$90
  - ISBN 1-3371-1400-6 (bookstore)
- Caot 82 Looseleaf version (Book plus SAM) - \$142
  - ISBN 1-3373-5614-X (bookstore)
- Book alone
  - 978-1305870055 –\$60 - \$212
- SAM 365 & 2016 Assessment, Training, Projects (Software access)
  - ISBN 978-1-305-88517- \$138



- There will be required reading from the book.

- Most of the homework assignments will come from the book.
- I will quiz you weekly on material from the book.
- It will be extremely difficult to pass this course without this material

From time to time in the course I will also post other online readings for you. Stay tuned!

### COURSE OBJECTIVES:

*Microsoft Office is one of the most popular application programs used in business and government today. Nearly all employers require their administrative personnel to have a working knowledge of Office. At the conclusion of the Microsoft Office class, students will be expected to be able to do the following:*

- ✓ Discuss the four basic computer operations: input, processing, output, and storage. Explain the principal components of the computer and their use. Compare the various types of external storage media. Explain the difference between system software and application software. Compare the basic types of application programs and their use.
- ✓ Start Windows and identify objects on the desktop. Perform the basic mouse operations of point, click, right-click, double-click, drag, and right-drag. Display the Start menu and start an application program. Open, minimize, maximize, restore, move, size, scroll, and close a window.
- ✓ Use Windows Explorer to display drive and folder contents. Create a folder; copy, move, rename, and delete files.
- ✓ Use Word to create a flyer with various character- and paragraph-level options. Add and format a graphic from an online source or another storage location. Use various methods to accurately proofread the document.
- ✓ Use Word to create a research paper in MLA format, including a header with page numbers, citations, footnotes, and list of sources using an automated method.
- ✓ Use PowerPoint to create or edit a PowerPoint presentation with a document theme or background style, multi-level bulleted lists, graphics, and slide transitions
- ✓ Use Excel to create, save, and print a worksheet by entering and editing text and numbers and by using the Sum button and fill handle. Format cells as directed. Create an embedded chart.
- ✓ Use various formulas and functions in Excel in the Point mode. Verify a formula using Range Finder. Apply various formatting to a worksheet, including document theme, conditional formatting, altering column widths and row heights, setting margins, adding headers and footers, and changing page layout and printing options.
- ✓ Use Access to create a database, including creating tables and adding records. Import data from other applications to Access. Create and use a form. Create custom reports.
- ✓ Create various types of queries using Access databases, including various types of criteria. Specific techniques include use of the Simple Query Wizard and Query Design mode. Use other query techniques such as sorting data, joining tables, performing calculations, and calculating statistics. Create

## STUDENT LEARNING OUTCOMES

*In addition to the course objectives, we measure these outcomes each semester to constantly improve our courses*

1. Utilize basic computer concepts to accomplish the following: (a) manage files and folders in the Microsoft Windows Operating System environment; (b) compare and contrast a wide variety of hardware components and options; and (c) analyze the important issues for remaining current in technology and computer systems.
2. Create, format, and edit Microsoft Word documents according to established conventions, including graphics, as well as character-level and paragraph-level options. Create a research paper using the Reference features of Microsoft Word.
3. Create Microsoft PowerPoint presentations using such techniques as adding document themes, background styles, graphics and shapes, text and object formatting, and slide transitions.
4. Create and format Microsoft Excel workbooks, including creating charts and using basic functions and formulas.
5. Create a Microsoft Access database, design basic and more complex queries of the database, and create related reports. position

a report from a query. Create and use parameters queries and crosstab queries. Export data from a query to another application.

#### KEEPING YOUR SEAT IN THE CLASS

CAOT will **not** be using a “wait list. The first class meeting will be utter chaos with students clamoring to add the class. **It is very important that you show up on time for the first two meeting of the class to maintain your seat in the class.** The first class we will take role, and any non-respondents seats will be given away in a lottery. The second class meeting we will also take role and give away open seats. If you are registered in the class and cannot make either meeting, **email me ASAP.**

Once we are underway you may be excluded from the class for **2 or more unexcused absences**, so make sure you keep me informed of any planed or unplanned events. Please do so by sending me an email message, and make sure you get a return acknowledgement from me.

#### WANT TO ADD THE CLASS

We really want to fill the class and give you all an opportunity to take this important class. We are limited by computer stations in the classroom to 30 students. Watch the college’s web site for student that drop before the opening day. You can add until the class limit of 30 is reached. Once classes starts, you must get a “Add Card” from the instructor. On the first day of class, no-shows are dropped and a lottery is held for open seats in the class.

#### CHANGE YOUR MIND? – PLEASE DROP EARLY

I really want to have you join us this semester, and I am sure you will gain the skills you need to write effectively for business applications. But if this class does not meet your schedule needs, then please drop. As you know we are severely impacted by the budget and have very few classes this semester, there will be student desperately waiting to get in. If you drop early, this will give them the chance to join us as we start the class.

## GRADING

Grades are based on the successful completion of the components listed in the table below.

Item	Number	Points	Total	Percent
Start Up	4	10	45	4%
Quizzes	10	10	100	9%
SAM Train	9	10	90	8%
SAM				
Textbook	8	5	40	4%
SAM Projects	16	15	240	23%
Other				
Projects	6	15	90	8%
Test (30 pt)	6	30	180	17%
Test (60 pt)	3	60	180	17%
Final	1	100	100	9%
Totals			1,065	100%

\* IMPORTANT NOTE: You can see that the assignments represent over 50% of your grade..

**I Do Not Give Make-Up Quizzes or Exams**

**I Do Not Accept Late Assignments.**

My goal is to review and grade your work and returned you within a week of submission.

Course grading scale

Points			Letter Grade
900	-	1000	A
800	-	899	B
700	-	799	C
600	-	699	D
0	-	599	F

## ACADEMIC HONESTY POLICY

In education, business, and personal life, ethics are of utmost importance. Therefore, academic honesty is expected. Any instance of academic dishonesty (cheating) will significantly affect the grade of all individuals involved, and disciplinary action may be taken.

Students are expected to uphold the school's Standards of Student 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, offer advice and interact in groups. Each person, however, must develop his or her own solutions to the assigned projects, assignments, and tasks. In other words, students may "work together" on graded assignments and 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 further help on an assignment, contact your instructor or the lab assistant.

In our first class meeting you will be asked to read the academic honesty policy and fill out a questionnaire indicating that you have read and agree to abide by this policy and its consequences.

## STUDENT EMAIL SYSTEM

You have a Student Email account. All college correspondence including grades, financial aid etc. will **only come** through this new source. Email from me will also **only** go to this Student Email. . To find out more, look for the link on the [Pierce College Web page](#)

## DISABILITIES POLICY

We have a great group of expert councilors in our [Special Services](#) who can help you with any special needs. I am not allowed to offer any accommodations without their contacting me. I am more than happy to do what I can to help you, but you must contact them first.

## PIERCE COLLEGE SERVICES

We are all committed at Pierce to your academic success. To help you there are many services you should take advantage of. You can find a list of these under the "Student's" Tab of our [college web site](#). I would like to bring your particular attention to the [Center for Academic Success](#) where you can receive tutoring and writing help.

## PIERCE COLLEGE RULES

We are members of the LA Pierce College community. I want to leave our facilities in better shape that we find them. There is of course no eating, drinking, or gum allowed anywhere near the computers. LA Pierce College Conduct on Campus rules apply as well. Anyone not officially enrolled in the class are not allowed in our class and labs.

The Standards of Student Conduct can be found in the schedule of classes or the [college catalog](#). These policies will obviously apply to this class.

## PROFESSOR'S RULES

**Have fun** – We are here to learn from each other, but it should be interesting and fun.

**Cell phones** – Please not during class. If you need to use your phone, just step outside until you are finished.

**Late Assignments** – Never, unless you make arrangements with me in writing prior to the due date

**Quizzes** – weekly quizzes are closed book, but you may have a single 8.5x11 sheet of notes. The quizzes start exactly at the start of class at the beginning of the class week and are only open for 15 minutes (come on time).

**Tests** – are open book and notes are allowed.

**Make up Tests and Quizzes** - Never, unless you make arrangements with me in writing prior to the due date.



**Attendance** - Once we are underway, you may be excluded from the class for **2 or more unexcused absences**, so make sure you keep me informed of any planned or unplanned events. Please do so by sending me an email message, and make sure you get a return acknowledgement from me.

**Response Time** – I ask that you post questions about the class or course material on the **Help? Questions!** Forum of our class web site. Please reserve email for personal questions and issues. I will respond to both within 24 hours, except nights and weekends. If you do NOT hear back from me, resend your email please.

**No smoking** – Pierce is a non-smoking campus. I include electronic and smokeless devices in this ban.

### Contacting Me

You can reach me via email [PerretJD@Faculty.LACCD.edu](mailto:PerretJD@Faculty.LACCD.edu) . If you send me an email make sure that you do three things:

1. Put CAOT 82 0234 somewhere in the subject line of your message
2. Sign it with your first and last name
3. Make sure your question or request is well written so that I can respond quickly

You can find out all about me at my web site <http://faculty.piercecollege.edu/PerretJD>. Please let me know if you have any questions.

### Office Hours

**“Student Hours”**. I really like to get to know my students, and it is often difficult to do during class time. Please email me or catch me before and after class and we can schedule an appointment.

**“Coffee with the Prof”** In addition to my posted traditional “student hours” I also do a “Coffee with the Prof” once a week in the mornings at the Food Court. You can earn extra credit for joining me one morning. **Mondays from 8-9 am, Starts Feb 20<sup>th</sup> – Ends April 10<sup>th</sup>**

### IMPORTANT DATES

Classes Start	February 8
Last Day to Drop (without W)	February 20
Presidents Day Holidays	February 17-20
Cesar Chavez Day Holiday	March 31
Spring Break	March 31 – April 7
Last Day to Withdraw (with a W)	May 7
Memorial Day	May 29
Final Exam	May 30
Classes Start	February 6

### COURSE SCHEDULE (SUBJECT TO REVISIONS)

Week	Day	Date	Topic
0	Tue	7-Feb	Start
1	Thur	9-Feb	Computers
	Tue	14-Feb	
2	Thur	16-Feb	Office
	Tue	21-Feb	



<b>3</b>	Thur	23-Feb	Word-1
	Tue	28-Feb	
<b>4</b>	Thur	2-Mar	Word-2-1
	Tue	7-Mar	
<b>5</b>	Thur	9-Mar	Word-2-2
	Tue	14-Mar	
<b>6</b>	Thur	16-Mar	Excel-1
	Tue	21-Mar	
<b>7</b>	Thur	23-Mar	Excel-2-1
	Tue	28-Mar	
<b>8</b>	Thur	30-Mar	Excel-2-2
<b>Spring</b>	Tue	4-Apr	Spring Break
	Thur	6-Apr	
	Tue	11-Apr	
<b>9</b>	Thur	13-Apr	Access-1
	Tue	18-Apr	
<b>10</b>	Thur	20-Apr	Access-2-1
	Tue	25-Apr	
<b>11</b>	Thur	27-Apr	Access-2-2
	Tue	2-May	
<b>12</b>	Thur	4-May	PowerPoint 1
	Tue	9-May	
<b>13</b>	Thur	11-May	PowerPoint 2
	Tue	16-May	
<b>14</b>	Thur	18-May	Integration
	Wed	23-May	
<b>15</b>	Thur	25-May	Practice Final
	Tue	30-May	Final Exam