



The Syllabus

CPSC 30: Computer Applications

Merced College, Spring 2013

Section 6112

Instructor: Kathleen Cadden
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Website: <http://tinyurl.com/MC-CPSC30-6112>
Class Times: Tuesdays, 5:10 – 10 pm
Room: V115

Course Description: This course is intended for students seeking an introduction to application software used in the workplace with emphasis on business situations. Computer applications including word processing, spreadsheets, databases, and presentation managers will be covered. Also included will be accessing information through the intranet, Internet and World Wide Web and telecommunications. This course meets the Computer and Information Literacy Competency (CILC) requirements for graduation.

Expected Student Learning Outcomes (SLOs) or Objectives: Upon completion of this course, students will:

- A. Utilize the **Operating System** to create folders, save and copy files, defragment and scan disk a computer, and multitask in Windows.
- B. Examine **Computer Concepts** in order to name and describe the typical digital computer components (equipment) and their functions (input and output devices). Describe common computer applications and related social and ethical problems/impact.
- C. Develop **Library Literacy**, and differentiate between information and knowledge. Examine the links among information centers and their access points through technology and other reference sources. Recognize the different levels, types, and formats of information including but not limited to primary vs. secondary, and popular vs. scholarly.
- D. Experiment with and navigate the **Internet** using search engines. Determine whether a Web site is accurate, reliable, and scholarly.
- E. Apply **Word Processing** techniques by creating documents that include: (1) margin changes, (2) center page, (3) headers and/or footers, (4) ClipArt inserted and moved, (5) a page break, (6) landscape orientation, and (7) the insertion of a table.
- F. Design and analyze business **Spreadsheets** by creating formulas, producing visual representation of data in the form of charts, and editing cells. Solve problems within a spreadsheet by: utilizing statistical functions: max, min, average, pmt function and creating a “what if” statement. Print sheet/s showing and hiding the formulas.
- G. Understand the basic structure of electronic databases and the strategies used to access them. Edit a **Database** with multiple tables by adding to the table structure, sorting and filtering data, and generating queries. Create forms and reports using the Wizard only.
- H. Create and present an electronic **Presentation** by: designing slides to include ClipArt/Photo/Movie, WordArt, AutoShape and/or an image from the Internet. Print slide handouts.

Required Text and Materials:

- ✓ *Microsoft Office 2010 Introductory*, Windows 7 version, author Cashman, published by Course Technology
ISBN-10: 1-4390-7838-6
ISBN-13: 978-1-4390-7838-9
- ✓ OR: eTextbook or eChapters or Rent the Book at: [Publisher's Website](#).
- ✓ 128 MB "flash"/pen drive or larger (for saving your documents).
- ✓ Access to Microsoft Office 2010 (Word, PowerPoint, Excel, and Access). Office 2010 is available at various locations on campus. You can purchase at a student Discount through [The Foundation for California Community Colleges](#) or at the [Microsoft Website](#).
- ✓ 3-ring 1/2" binder
- ✓ 1 package of divider tabs (3 tabs)

Student Online Companion: <http://www.scsite.com/office2010/learn/>

- Student Data Files
- Internet resources for some tutorials
- Practice exercises and quizzes

Attendance & Academic Honesty: The student is responsible to **attend all** class sessions. You may be dropped from class for excessive absences (10 class hours). See the Attendance Policy in the current college catalog (2011-12, p. 23). MCCCD's Academic Honesty policy (p. 12) indicates that a student may be **suspended from the college** for cheating.

Note: Effective Summer 2012, **students will be allowed to enroll in most courses for a maximum of three times, including "w's," repeats, and pass/no pass grades**. This change is retroactive to a student's original enrollment at Merced College. Students are strongly encouraged to seek additional information about their individual situations from counseling and/or the Admissions and Records Office. These regulations have been established by the Board of Governors of the California Community Colleges.

Important dates: Reminder—It is **YOUR** responsibility to drop.

1/14	Adds Require Instructor's Signature	1/27	Last Day for Refund
2/1	Last Day to Drop with no entry on transcripts	2/14	Credit/No Credit Option Ends
4/26	Last day to drop with a "W"	5/21	Final Exam, Tuesday , 5-6:50 p.m.

For successful course completion, you will need to spend time outside of class at a computer with Microsoft Office 2010 (Word, PowerPoint, Excel, & Access).

Advisories: ENGL 81, ENGL 84, AOM 50A or AOM 50B (key at least 20 wpm), and MATH 80

GRADING PROCEDURES

Your grade in this course is based upon a percentage of total points earned for class assignments, research project, portfolio, tests, and final presentation.

Assignments: Class **assignments** will indicate your ability to format a variety of documents and demonstrate your understanding and progress in this course. These assignments will be completed using **Microsoft Office 2010**. Points will be deducted for any formatting, spelling, or typographical errors.

- ASSIGNMENTS turned in late will earn a 10% lower grade each week late, and will not be accepted after TWO weeks. No assignments will be accepted after Week 17 class (05/14/2013).

- Successful students may need to develop speed and accuracy skills or complete assignments in the computer lab or at home (if you have the appropriate software).
- Assignment cover sheets will be available at the class website (<http://tinyurl.com/MC-CPSC30-6112>).
- Per the California Community College Chancellor, students are expected to complete **two hours of homework per week for each unit** they are enrolled. Therefore, with this 3-unit course, six hours of homework per week should be planned. Since this is a 2-hour lecture and 3-hour lab per week course, some of your “homework” may be completed during the lab time in class. However, please set aside **a minimum of three hours per week** outside of class time to successfully complete this course: reading chapters, researching, completing assignments, applying what you’ve learned to real-life documents, and preparing for “Opportunities.”

Note: All documents are to be typewritten. Each page *must* have your name typed somewhere on the page. Most often this will be in the footer with the “path and filename.”
Example: E:/CPSC 30 - Student Name/Word/Resume p201

Tests: Tests/SLO Assessments (i.e. “Opportunities”) will be administered at the end of each unit of work to measure your learning and achievement of all concepts and procedures.

- TESTS (i.e. “Opportunities”) must be made up by the following class (within the week).

Portfolio: Students will compile a personal portfolio of their work. **Keep all of your graded documents** in order to select which assignments you will include in your portfolio. Correct each document as soon as it is returned to you and print a copy. You will then be accumulating the necessary items you will need for your portfolio. The completed portfolio is due near the end of the course and **may not be submitted late! (Early is o.k!!)**

Student Services: If you have a verified physical, medical, psychological, or learning disability or perhaps you feel you may have one of these disabilities which impacts your ability to carry out assigned course work, please contact the Disabled Student Services (DSS) office. DSS staff will review your needs and determine what accommodations are necessary and appropriate. All information and documentation is confidential. DSS is located in the Leshler Student Services Bldg. Room 234, phone 384-6155. In Los Banos, DSS is located in Building A, phone 381-6423.

Please be sensitive to the learning environment: It is assumed that every student is attending class to learn; therefore, anything which distracts any student from learning is not appropriate classroom behavior. (Examples: cell phone usage or ringing, playing Solitaire, typing or conversing during lecture, Internet for personal use, etc.). Respecting your classmates and professor is expected.

In attempting to keep with a business-like, professional atmosphere, any behavior which would be considered inappropriate in a business setting will be addressed in class (ergonomics, feet on chairs, pencil in mouth, etc.).

Neither FOOD NOR DRINKS ARE ALLOWED IN COMPUTER CLASSROOMS.
