

SYLLABUS
CABOT 94: Advanced Adapted Applications - Ticket # 1117
FALL 2012

Instructor: Laura Matsumoto **Email:** lauram@glendale.edu

Phone: (818) 240-1000 ext. 3192 - LEAVE A MESSAGE!

Location: High Tech Center for Students with Disabilities, SG108

Office Hours: As needed, by appointment and drop-in

High Tech Center Hours: Mon. 8:00am to 4:30pm, **Tue. 8:00am to 6:00pm**
Wed. 8:00am to 6:00pm
 Thur. 8:00am to 4:30pm
 Fri. - 8:00 am to 2:00 pm

Course Objective: To provide the student with the knowledge and skills for advanced word processing, spreadsheet and database applications.

Course Time Requirements: 2 hours lecture and **3 hours lab per week**
 (Total of 5 hrs. per week; Total of 75 hours for the semester.)

Lecture: Days/Times** Mon. 12:20pm – 1:25pm and Wed. 12:20pm – 1:10pm, **UPON CLASS AGREEMENT Mon. & Wed. 12:20pm – 1:20pm

Lab: **Average of 3 hours per week REQUIRED**

Textbook: CABOT 94: Advanced Adapted Applications

Supplies: **USB Flash Drive** Portable Storage (Loaned by HTC)
One 1½ inch three-ring binder (Optional)

Class Requirements:

1. **Attendance (20% of grade)** – required for all lectures except for excused absences (e.g. illness, or other verifiable event). Any student missing more than three class meetings should contact the instructor, as this may result in the need to drop the class.
2. **Lab Hours (15% of grade)** – 3 hours per week for a total of 45 lab hours for the semester. Lab hours may be made up if you fall behind.
3. Students are required to bring the CABOT 94: Advanced Adapted Applications Manual to class and lab each day. You will be expected to participate in hands-on lecture experiences.
4. **Assignments (50% of grade) & Quizzes (15% of grade)** – must be completed and turned in by DUE DATE, or points will be subtracted (see below). These will be done in the High Tech Center during lab times. **** PLEASE SEE THE NEXT PAGE ****

Assignments: The following assignments will be introduced in lecture and are to be completed during lab hours:

Microsoft Word Review Exercise
Introduction to Tables Exercises
More Tables Exercises
Windows Basics Exercise
Excel Ex. #1
Excel Ex. #2
Excel Ex. #3
Excel Ex. #4 (time permitting)
Mail Merge Ex. #1
Mail Merge Ex. #2
Mail Merge Ex. #3 (time permitting)

Due Date Extension Policy

It is the **student's responsibility to communicate with the instructor** regarding any circumstances that he/she may have that require extended time for completion of assignments.

You are provided a ONE WEEK grace period from the due date, AFTER that Assignments and/or

Quizzes are LATE and will incur the following PENALTIES:

2 weeks late after due date = minus 10 points

3 weeks late after due date = minus 20 points

4 weeks late after due date = minus 30 points

OVER 4 weeks late after due date = minus 50 points

Schedule: This semester the class will cover:

1. A brief review of Microsoft Word topics covered in CABOT 92.
2. An introduction to Windows basic file management (using Windows Explorer).
3. Tables, Envelopes & Labels in Word.
4. Excel – basic spreadsheet applications.
5. Mail Merge using Excel and Word.
6. Time permitting: a BRIEF introduction to the Internet

Tests:

Final (TBA) – instead of a final exam there may be a final project, which (if assigned) must be completed to receive credit for the class.

** No exam make-ups are allowed without prior arrangements and approval of instructor

**** PLEASE SEE THE NEXT PAGE ****

Student Learning Outcomes:

Upon successful completion of the required coursework, the student will be able to:

1. Demonstrate competency in using any necessary adaptation to successfully access the computer.
2. Demonstrate use of applicable features of word processing software relevant to the preparation of documents in a variety of formats (including data tables and merging of files).
3. Demonstrate use of applicable features of spreadsheet/database software relevant to the preparation of documents in a variety of formats (including the use of built-in formulas, sorting of data, and merging of files).

IMPORTANT NOTES & RULES:

- Please understand that the pace of this class will vary, so the due dates for assignments may vary from the date listed in the following calendar. The DUE DATES will be discussed in class and, if needed, adjusted in order to give all students ample time to complete the assignments. **It is the student's responsibility to clarify any changes to due dates.**
- The **DEADLINE TO DROP WITH A "W" is November 24, 2012** – it is not the instructor's responsibility to drop the student, so if YOU don't drop by this date, you will be assigned a grade accordingly.
- Students are expected to adhere to the **Glendale Community College Academic Honesty Policy** and **Standards of Student Conduct** listed in the *Glendale Community College Catalog* and the *Student Handbook*
- All students with disabilities requiring accommodations are responsible for making arrangements in a timely manner through the Center for Students with Disabilities.
- **No eating or drinking in the HTC lab** – keep water bottles, etc. CLOSED AND IN YOUR BAG.
- Please **keep all bags and personal items out of the walkways and return chairs to under desk area** to avoid accidents!
- **The HTC is NOT responsible for personal items left in the lab at any time.**
- **NO Internet use during class – unless directed by instructor.**
- **ALL ACTIVITIES IN THE LAB SHOULD BE COURSE OR CAMPUS RELATED**
- **CELL PHONE USE IS PROHIBITED IN THE HIGH TECH CENTER**

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