INSTRUCTOR'S CORNER

Hello and welcome to our class. I am Erik Amerikaner and I am looking forward to getting to know each of you. I have Bachelor of Science in business administration, Masters in Education, and am a National Board for Teacher Standards-Computer Applications Certified Teacher. I have been teaching for 17 years. I am a Microsoft Certified Professional, and Microsoft Certified Master in Office 2016-2013-2010. I have created digital learning materials for Microsoft [©], JC. Wiley & Sons, Pearson and McGraw-Hill. I am an authorized proctor for **Microsoft Office Specialist Exams** administered by Certiport.com

I will be on campus during the spring semester on Monday evening, and I encourage you to arrange a meeting with me if you need help with any course-related problems, or just to introduce yourself! I have designed this syllabus to include all the information you will need to be successful in my class.

Please retain this syllabus in your personal files as a component of your permanent academic records. Many universities are now requiring a copy of the course syllabus to determine the transferability of a course.

This syllabus is subject to revision at the discretion of the instructor.

CONTACT INFORMATION

Instructor: **Erik Amerikaner**
Email: eamerikaner@vcccd.edu
Mobile Phone: 805-440-1142

DEPARTMENT AND DIVISION INFORMATION

Website: Business Department Website
Dept. Chair: Navreet Sumal
Division Dean: Howard Davis
Division Office: HSS 114
Division Phone: 805-553-4133

CRITICAL DATES

Moorpark College has very specific dates for adding and withdrawing from classes. Please make note of these important dates, please see the Calendar at Academic Calendar - spring 2018.

REQUIRED TEXTBOOK

Students will need access to a PC (not MAC) computer loaded with Microsoft Office Professional to complete Office exercises. Required Textbook **Learning Microsoft Office 2016, Level 1e.**

Student files required for course provided on the Canvas LMS.

ATTENDANCE AND HOURS

It is important to attend the weekly in-person sessions and work on your assignments at least 4 hours per week. If you fall behind, it will be difficult to maintain the pace required to complete the course. Contact the instructor if issues arise during the week.

EVALUATION

The five hundred (500) points available for this class are distributed as follows:

Online Chapter Quizzes (5 tests @ 10 points each):	50
Online Tests (5 tests @ 50 points each):	250
Homework (5 units x 40 points):	200
TOTAL:	**500**

Your lowest score in chapter quizzes and in homework will be dropped.

GRADES

Grades in the class will be based on quizzes, and homework scores only.
No extra credit work will be given after the class has ended.
The following scale will be used:

A	90% and above
B	80% - 89.99%
C	70% – 79.99%
D	60% – 69.99%
F	Below 60%

COURSE OBJECTIVES

Upon successful completion of the course, a student will be able to:

1   apply Windows features as an operating system interface.
    Class discussions
    Lab exercises
    Exams

2   create, edit, and format documents, flyers, reports, newsletters, resumes, and cover letters using Microsoft Word.
    Lab exercise
    Class discussion
    Exams

3   create and format worksheets and embedded charts, use formulas, functions and Web queries, apply what-if-analysis, and work with large worksheets using Microsoft Excel.
    Lab exercises
    Class discussions
    Exams

4   create and edit presentations adding special features (illustrations, shapes, transitions, animations, and sound) using Microsoft PowerPoint.
    Lab exercises
    Class discussions
    Exams

5   create and maintain an Access database, query tables, and design reports using Microsoft Access.
    Lab exercises
    Class discussions
    Exams

METHODS OF EVALUATION

- **Homework –** There will be thirteen homework assignments, each worth 10 points. Homework is designed to help you understand the material, recognize areas where you have problems, and prepare you for the examinations. For this reason, you may have three (3) attempts to do each homework assignment and only the highest score will count towards your grade. I will drop your lowest homework score. ***All homework must be completed via the CANVAS website - please do not go directly to the Cengage Now website.*** Each homework assignment will close at 11:30 pm on the evening designated in the schedule.

- **Online chapter quizzes –** There will be online chapter quizzes for each chapter that we cover. This course covers a very large amount of material and students will be expected to review. The quizzes

will be administered entirely online. You will have two attempts at each quizzes and only the higher score will count towards your grade. I will drop your lowest quiz score.

Online Tests – There will be five tests throughout the course of the semester, each worth 50 points. They may contain any combination of true-false, multiple choice, and problem questions.

- **Extra Credit –** throughout the semester, I may offer opportunities to earn some extra credit points. In the past, these have included points for participation in campus activities such as the Extreme Raider Challenge, attendance at a theatre or musical production, or going to the Health Fair.

CANVAS

This course is "web-based." Student will need access to a PC (not MAC) computer loaded with Microsoft Office Professional to complete Office exercises. This means that you must have access to a computer (not just your phone or mobile device) and the internet to complete the course successfully. All homework and quizzes are completed online and all course material is uploaded to our course shell in Canvas. Grades are also posted there. Canvas is our Learning Management Software (LMS) and it is essential that you become familiar with using it.

Moorpark College has technical support for students studying online or using CANVAS in their classes! Contact INFO:
- Phone: 805-553-4188; Email: MConlineSTUDENTsupport@vcccd.edu; Walk-in location: AA-101.
- Walk-in / Call-in Hours: Monday, 8:30 – 2:30; Tuesday, 11:30 – 3:00; Thursday, 11:30 – 5:00.
- Emails and calls during off hours will be returned within 1 regular business day.
- Canvas Hotline: (844) 602-6290, 24/7.
- Student online tech staff member: Shandor Batoczki

COURSE COMMUNICATION POLICY

Announcements: Other than our in-person meetings, all communication will be through our class page on Canvas or via email. You should check on our page regularly to keep abreast of any new announcements, schedule changes, or material you may need to download for class. ***You should also set your preferences in Canvas to be notified of new announcements, grades, and course documents***.

Email: The best way to communicate with me is via email addressed to eamerikaner@vcccd.edu Please only send email from your my.vcccd.edu address – emails from other addresses usually end up in the Spam folder and, in any event, will not be answered. In the title of your email, please reference the name of the course: For example, M-128

I will respond to your emails within 24 hours, Monday – Friday, (usually much sooner). If you have not heard from me within 24 hours, please resend the email. I sometimes check emails on Saturdays and Sundays, but I will probably not respond to them until Monday.

BUSINESS PROGRAM LEARNING OUTCOMES

At Moorpark College, software courses form part of our business program. As a successful student in the business program, you will develop a variety of skills and competencies. Students participating in the business program will

- Expand their knowledge of business for the purposes of academic transfer, career enhancement, and completion of vocational certificate and degree programs
- Develop an understanding of the role ethics, social responsibility, and diversity play in business operations
- Improve their written and oral communication skills, critical thinking skills, and work place skills to enhance their contribution to local, state, and regional economic growth and global competitiveness

For more information about the Business Administration department and the programs offered in Business and Accounting (proficiencies, certificates, and degrees), please visit the department's website at Moorpark College - Department of Business Administration.

TITLE IX/SEXUAL MISCONDUCT:

Incidents of sexual misconduct can involves students and employees and include: sexual harassment, gender/sexual orientation based slurs, social media harassment related to sex/gender/sexual orientation/gender identity, sexual assault of any type, stalking (including text/digital stalking), dating/domestic violence, gender/sex-based hate crimes, etc. If you or another student has experienced any of these types of events, regardless of where they occurred or who the perpetrator may have been, please immediately contact your instructor, Dean or the Title IX Coordinator: Jennifer Kalfsbeek-Goetz (jkgoetz@vcccd.edu). It is the responsibility of the College to investigate the matter and provide support and appropriate assistance to the student who may have been affected. Questions? Visit our website on TIX/Sexual Misconduct: MC Title IX / Sexual Misconduct website

STUDENTS WITH DISABILITIES

Students with disabilities, whether physical, learning, or psychological, who believe that they may need accommodations in this class, are encouraged to contact ACCESS as soon as possible to ensure that such accommodations are implemented in a timely fashion. **Authorization, based on verification of disability, is required before any accommodation can be made.** Moorpark College - ACCESS.

MOORPARK COLLEGE HONORS PROGRAM

Students with a 3.25 High School G.P.A. or a College G.P.A. of 3.00 with 12 units of transferable college level courses, and who are highly motivated, and intrigued with academic challenge, are encouraged to join the *Moorpark College Honors Program*. Students who successfully complete the *Honors Program* are formally recognized and eligible for special transfer and scholarship opportunities. Entrance to the program requires special admission. To learn more about the entrance requirements and how to apply go to Moorpark College Honors Program.

ACADEMIC HONESTY

Please review the definition of Academic Dishonesty at Moorpark College. It is the policy of the Ventura County Community College District and Moorpark College that the instructor may dismiss a student involved in such dishonest behavior from class with a grade of "F." In addition, the faculty member may direct the matter to the Executive Vice President of Student Learning for further disciplinary action.

STUDENT CODE OF CONDUCT

All students are responsible for adherence to the Moorpark College Student Code of Conduct.

SMOKING POLICY

Moorpark College is 100% TOBACCO FREE – No smoking, vaping, chewing. No tobacco is permitted on or in buildings, campus grounds or parking lots at all times. Violators shall be subject to appropriate disciplinary action. AP 6800, BP 6810, AB 846.