Course Description and objectives

Course Description: The course introduces you to fundamental ‘Computer Literacy’ concepts. You will learn to use Windows 7 on the PC-compatible computers as well as MS Office 2013 which has the following applications: word processing program (MS Word), a spreadsheet program (MS Excel), a presentation program (MS PowerPoint) and Database (MS Access). Windows 7 will be used to illustrate operating system concepts and disk organization. This class is intended for students requiring ‘hands-on’ knowledge of computer applications. This class will be accepted as a prerequisite for all advanced applications classes listed under CSIT and CAOT.

Course Objectives:
- Give students an in-depth understanding of why computers are essential components in business, education and society.

- Introduce the fundamentals of computing devices and reinforce computer vocabulary, particularly with respect to personal use of computer hardware and software, the Internet, networking and mobile computing.

- Provide hands-on use of Microsoft Office 2013 applications Word, Excel, Access and PowerPoint. Completion of the assignments will result in MS Office applications knowledge and skills.

- Provide foundational or “computer literacy” curriculum that prepares students for life-long learning of computer concepts and skills. Completion of course fulfills pre-requisite to enroll in other computer science courses required for a certificate, A.A. degree, transfer to the university or to qualify for high-demand employment.

Student learning outcome

Upon completion of this course, the student will be able apply technical knowledge and perform specific technical skills, including:

1) Describe the usage of computers and why computers are essential components in business and society.
2) Utilize the Internet Web resources and evaluate on-line e-business system.
3) Solve common business problems using appropriate Information Technology applications and systems.
4) Identify categories of programs, system software and applications. Organize and work with files and folders.
5) Describe various types of networks network standards and communication software.

**Required course material and equipment**

**Required material:**

Textbooks (purchase bundle only, only bundle will come with the SAM ACCESS CODE!!):
Available bundle at campus bookstore – [www.wlac.edu/bookstore for $67](http://www.wlac.edu/bookstore) (rental). Includes discounted Rental of both textbooks and SAM Access code. The bundle includes the following two textbooks and the SAM software access code.

3. SAM software access code to access Office 2013 and New Perspectives on Computer Concepts

**Required Materials – Microsoft Office 2013:** You will need access to the Microsoft Office 2013 software to complete projects for this course. If you do not have Microsoft Office 2013 software, the assignment can be completed in the Computers Labs on campus (HLRC 2nd floor and CE 101 Computer Science Lab) or possibly at your local public library. See Campus Resources in this Syllabus to view campus Lab Hours.

You may also purchase Microsoft Office 2013 at student discounted price of $39.99 through the Community College Foundation. Here is the link: [http://www.foundationccc.org/CollegeBuys/ForStudents/tabid/468/Default.asp](http://www.foundationccc.org/CollegeBuys/ForStudents/tabid/468/Default.asp)

You can also watch this video to obtain Office 2013 via your student ID:
Link: [https://www.youtube.com/watch?v=iDzGoDYY3no&feature=youtu.be](https://www.youtube.com/watch?v=iDzGoDYY3no&feature=youtu.be)
The instructions are for Mac, but the work the same for Windows PC.

You will need access to a Windows computer. (Windows is preferred) and Internet Access. Let me know if you are using a Macintosh system only.

Computer System Requirements:
- Processor: Intel Pentium 4 or higher processor required; Intel Centrino or an equivalent multi-core processor recommended
- Memory: 512 MB RAM required; 1 GB RAM recommended
- Operating System: Windows 7 (32 & 64 bit); Windows 8 (32 & 64 bit). Flash software plug-in is required and must be installed (free download).
  - Speaker or headphones to listen to instructional material (PowerPoint, SAM trainings).

**Instructional Method and Assessment 1)Cengage SAM Website and 2)Etudes Course Website:**

1) **Cengage SAM Website**
You will use the Cengage course website to complete many course assignments, exams and projects.
• Create a Cengage Login Account – go to sam.cengage.com course website
• Click on video tutorial for students “create account and join a course section”.
• Use SAM access code supplied in your required textbook bundle (when prompted for it – not required until week 3)
• Type our Cengage Institutional Code: T2083444 –
• Join a Course Section: WLAC COS 8227 Chiang Spring 2016
• Click on SAM Assignments to view chapter training, exam and project

2) ETUDES course Website
• You will use the Etudes course website at www.myetudes.org to access course syllabus, module (Power Point), exam (New Perspectives on Computer Concepts) and communicate with the instructor and classmates.
• You must login to Etudes on the 1st or 2nd day of class to remain enrolled in the course.
• Login with your college #ID starting with 88- Your password is 4 digits PIN number, the month and day of your birthday. You may be asked to change your password. Write down your password
• Click on WLAC COS 901 8227 ACHIA SP16 tab to view course.
• See the menu of tabs to the left of the screen, Syllabus, Announcements, Discussion Boards and Private Messaging, Assignments, Tests and Surveys and gradebook.

Course Assignments and Instructional Delivery

Course Assignments

The course assignments and instructional material are provided in the 2 course websites: (1) Etudes (www.myetudes.org) and (2) Cengage (sam.cengage.com). You will need to login to them to complete and submit the required course assignments. Most assignments in Etudes and Cengage are automatically graded and results may be viewed in the Gradebook. There are no formal prerequisites for this course. Although, general use of a computer and use of the Internet is required to complete this exclusively online course.

1) Cengage (sam.cengage.com)

New Perspectives on Computer Concepts – Chapter Trainings - students can practice multiple times

Login to Cengage to access the interactive chapter Lab Trainings. The interactive Lab Training introduce you to current topics from the chapter. The Trainings are not graded but are awarded points for completion. You may practice as often as you like.

2) ETUDES (etudes.org)

Students should read New Perspectives Computer Concepts respective PowerPoint presentations in Etudes under Modules then take the exam in ETUDES (two attempts allowed).

3) Cengage (sam.cengage.com) Microsoft Office 2013 Applications – Word, PowerPoint, Excel and Access – Chapter Trainings and Exams and Projects (students can practice multiple times; the highest score will be counted)

Login to Cengage. Each chapter in Word 2013, and the other applications, present skills to create a finished document, a flyer for example. The Chapter trainings use a simulation of the actual Microsoft Office software to show you how to perform these skills and lets you practice the skill. The graded
Chapter Exam tests your knowledge of the skill. These skills will be needed to complete Office 2013 Projects.

Assignments

This is an 8 week course so time is limited. Please follow the table below listing the weekly assignment/exam/project schedule. Assignments in sam.cengage.com are open until the end of semester, EUTDES has deadline at the end of April and May, do not wait until the last minute to work on the assignment.

More than THREE missed assignments or THREE missed exams may result in exclusion. It is your responsibility to drop the class; failure to drop the class in a timely manner will result in a "W" or "F" on your record. If the ETUDES course online web site indicates that a student has not logged-in, has not submitted their first assignment, or has not taken the first exam, automatic exclusion is also a possibility.

Important date and Exclusion & Incomplete policy

Last day to drop class without a “W” is April 18

Last day to drop class with a “W” is May 20

Students who are not logged into ETUDES reading syllabus between April 11 and April 17 are considered inactive; students who are inactive in the class will be excluded on April 18. After April 18.

It is a student’s responsibility to drop the class before May 20 to avoid “failure”. Failure to drop the class in a timely manner will result in “failure” on the transcript.

A student who has successfully completed more than 80% of the course work and has communicated with the instructor with a justifiable explanation may be considered for an incomplete grade.

Grading scale

The final grade is based on all assignments and exams and projects in Etudes.org and the sam.cengage.com website. The coursework is weighted as follows:

New Perspectives Computer Concepts training in SAM- 5 points each total 50 points
Take exams in ETUDES  25 points each, total 5 exams, total 125 points

Office 2013 Windows 7 chapter 1, 2,3 training and exam 15 points each, total 45 points
Office 2013 Word chapter 1, 2, 3 training 10 points each total 30 points (students can skip step 1, 2, and move to apply)
Office 2013 Word chapter 1,2,3 exams 15 points each total 45 points
Office 2013 Word chapter 1, 2,3 projects 15 points each total 45 points

Office 2013 Power Point chapter 1, 2, 3 training 10 points each total 30 points (students can skip step 1, 2, and move to apply)
Office 2013 Power Point chapter 1,2,3 exams 15 points each total 45 points
Office 2013 Power Point chapter 1, 2,3 projects 15 points each total 45 points
Office 2013 Excel chapter 1, 2, 3 training 10 points each total 30 points (students can skip step 1, 2, and move to apply)
Office 2013 Excel chapter 1,2,3 exams 15 points each total 45 points
Office 2013 Excel chapter 1, 2,3 projects 15 points each total 45 points

Office 2013 Access chapter 1 training and exam 10 points each-extra credit total 20 points, total 600 points
540 -600 =A 480-539=B 420-479=C 360-419=D 0-359=F

Weekly schedule for assignments, exams and projects.

<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Course topics</th>
<th>Assignments/ Exams/Projects</th>
</tr>
</thead>
</table>
| 1    | April 11 to   | • Read course syllabus  
• Visit the division web site- www.wlac.edu/computer-science  
Create a Cengage Login Account in http://Sam.Cengage.com  
IKEY: T2083444  
New Perspectives Computer Concepts Ch. 1 – Computers and Digital Basics | Watch videos on how to join a section, working on the training, exams and projects via http://Sam.Cengage.com  
New Perspectives Computer Concepts  
Read Ch. 1, 2 and 3 and respective PowerPoint presentations in Etudes under Modules. Students will take the exam in ETUDES.  
Note: The training and exam and project for Office 2013 in SAM are required. During the training, students can jump to apply and complete the task. |
|      | April 17      |                                                                                                                                                                                                             |                                                                                                                                                                                                                         |
| 2    | April 18 to   | New Perspectives Computer Concepts Ch. 2 – Computer Hardware  
Ch. 3 – Software  
Office 2013 Windows 7 Training/Exam– Ch. 1,2,3 | Extra Credit: Fill out the Student Survey, the Link will be provided in Etudes under Assignment  
Exam #1 on New Perspectives Computer Concepts Ch. 1, 2 and 3 in ETUDES (study Power Point in ETUDES/Modules)  
Office 2013 Windows 7 Training/Exam– Ch. 1,2,3 |
|      | April 24      |                                                                                                                                                                                                             |                                                                                                                                                                                                                         |
| 3    | April 25 to   | New Perspectives Computer Concepts (study Power Point in ETUDES /Modules)  
Ch. 4 – Operating Systems and File Management  
Ch. 5 – Local Area Networks  
Office 2013 SAM Word Ch. 1 | Exam #2 on New Perspectives Computer Concept Ch. 4 and 5 in ETUDES  
SAM Word Ch. 1 training/exam  
SAM Word Ch. 1 Project |
<p>|      | May 1         |                                                                                                                                                                                                             |                                                                                                                                                                                                                         |</p>
<table>
<thead>
<tr>
<th>Week</th>
<th>Dates</th>
<th>Course Content</th>
<th>Exam Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>4</td>
<td>May 2 to May 8</td>
<td>New Perspectives Computer Concepts (study Power Point in ETUDES /Modules)</td>
<td>Exam #3 on New Perspectives Computer Concept Ch. 6 and 7 in ETUDES</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ch. 6 – The Internet</td>
<td>SAM Word Ch. 2 training/exam</td>
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<td>Ch. 7 – The Web and E-mail</td>
<td>SAM Word Ch. 3 training/exam</td>
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<td></td>
<td></td>
<td>Office 2013</td>
<td>Office 2013</td>
</tr>
<tr>
<td></td>
<td></td>
<td>SAM Word Ch. 2</td>
<td>SAM Word Ch. 2 and 3 Project</td>
</tr>
<tr>
<td>5</td>
<td>May 9 to May 15</td>
<td>New Perspectives Computer Concepts (study Power Point in ETUDES /Modules)</td>
<td>Exam #4 New Perspectives Computer Concepts Ch. 8 and 9 in ETUDES</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ch. 8 – Digital Media</td>
<td>SAM PowerPoint Ch. 1 training/exam</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ch. 9 – The computer Industry: History, Careers and Ethics</td>
<td>SAM PowerPoint Ch. 2 and 3 training/exams</td>
</tr>
<tr>
<td>6</td>
<td>May 16 to May 22</td>
<td>New Perspectives Computer Concepts (study Power Point in ETUDES /Modules)</td>
<td>Exam #5 New Perspectives Computer Concepts Ch. 10 and 11 in ETUDES</td>
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<tr>
<td></td>
<td></td>
<td>Ch. 10 – Information Systems Analysis and Design</td>
<td>Office 2013</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Ch. 11- Databases</td>
<td>SAM PowerPoint Ch. 1, 2 and 3 Project</td>
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<tr>
<td></td>
<td></td>
<td></td>
<td>SAM Excel Ch. 1, and 2 training/exams</td>
</tr>
</tbody>
</table>
| 7 | May 23 to May 29 | Exam #6 New Perspectives Computer Concepts (study Power Point in ETUDES /Modules) Ch. 12 ETUDES  
Office 2013  
SAM Excel Ch. 3 training/exam  
SAM Excel Ch. 1, 2 and 3 Project |
|---|---|---|
| 8 | May 30 to June 5 | The final exam on New Perspectives Computer Concepts (study Power Point in ETUDES /Modules) will be cumulative and the 50 questions will come out from the chapter exams.  
- SAM Access Ch. 1 training/exam  
All assignments /exams/projects must be completed/submitted by June 5, Spring semester ends on June 5 too.  
After June 5, no students can access SAM or ETUDES. |

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**On-line course shell ETUDES login instruction**

**College official on-line course shell ETUDES login instructions:**

To log on to Etudes, go to [http://www.myetudes.org](http://www.myetudes.org) (or [www.wlac.edu/online](http://www.wlac.edu/online)) where you will find links to on-line tutorial, login instructions and Technical Requirements. Click on course login.

Example: Juan Straub, Student ID is 88-459-0210 and birthday is July 4.  
(Login ID: student ID, password is 2 digit month and 2 digit day from student’s birthday)  
- User ID: 884590210  
- Password: 0704

After logging in, click the course tab you are enrolled.  
If you are a first-time on-line student, make sure your Browser settings are as follow:

Tools->Internet Option-general->security setting->add [www.myetudes.org](http://www.myetudes.org) or [www.wlac.edu/online](http://www.wlac.edu/online) as trusted site.
If you do not know your Student Identification Number you can look it up using the Student Information System (SIS) at [http://www.laccd.edu](http://www.laccd.edu).

**Email Communication**

If you have a valid email address in the LACCD system, ETUDES’ instructor’s announcement will be sent to your personal email. Otherwise, you should check the instructor’s announcement every time you log on to course shell. You might want to update your email address under

MyWorkspace-> Account-> Modify if you want to change e-mail address.

**Trouble login to ETUDES**

If you have trouble accessing the course on, or after, the start date visit the Online Student Help Desk at [http://www.wlac.edu/online/helpdesk.asp](http://www.wlac.edu/online/helpdesk.asp). Click on Helpdesk Rules where your issue is likely addressed in the Frequently Asked Questions section. If not, post a message explaining the problem or contact the WLAC Distance Learning Program Office at (310)287-4305 or via email: shemwer@wlac.edu.

**Class Rules**

By taking this class, you agree to follow Class Rules listed below:

1) Students who are inactive in the class may result in exclusion, however it is your responsibility to drop the class; failure to drop the class in a timely manner will result in “F” on your record.

2) Cheating (or Plagiarism) on assignment/exam will result in “Failure”.

**College policies**

**Academic Integrity (Plagiarism)**
In accordance with code 9803.28, academic dishonesty is prohibited and will not be tolerated in this class. Violations of academic integrity include, but are not limited to, the following actions: cheating on an exam, plagiarism, working together on an assignment, paper or project when the instructor has specifically stated students should not do so, submitting the same term paper to more than one instructor, or allowing another individual to assume one’s identity for the purpose of enhancing one’s grade. Academic dishonesty of any type, such as cheating or knowingly furnishing false information, by a student provides grounds for disciplinary action by the instructor or college. In written work, no material may be copied from another without proper quotation marks, footnotes, or appropriate documentation.

- Plagiarism will result in a zero for the assignment, possible dismissal from the class and disciplinary action from the college. You will not receive credit for any essay missing previous drafts, citations and/or a Works Cited page.

**Student Conduct**
According to code 9803.15, disruption of classes or college activities is prohibited and will not be tolerated. Refer to the catalog and the Standards of Student Conduct in the Schedule of Classes for more information.

**Recording Devices**
State law in California prohibits the use of any electronic listening or recording device in a classroom without prior consent of the instructor and college administration. Any student who needs to use electronic aids must secure the consent of the instructor. If the instructor agrees to the request, a notice of consent must be forwarded to the Vice President of Academic Affairs for approval.

For more information refer to the West Los Angeles College Website:

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## Campus resources:

As stated earlier in this syllabus, **if you are having problems, don’t let them snowball.** Come and talk with me and check out some of the campus resources available to you.

**Office of Disabled Student Programs and Services (DSP&S)**
Heldman Learning Resources Center (HLRC), Room 119 | (310) 287-4450.
West Los Angeles College recognizes and welcomes its responsibility to provide an equal educational opportunity to all disabled individuals. The Office of Disabled Students Programs and Services (DSP&S) has been established to provide support services for all verified disabled students pursuing a college education. DSP&S students may qualify for: priority registration, registration assistance, special parking permits, sign language interpreters and assistive technology.

**Instructional Support (Tutoring) & Learning Skills Center**
Heldman Learning Resources Center (HLRC) | (310) 287-4486
Improve your reading, language, vocabulary, spelling, math fundamentals and chemistry knowledge with convenient, self-paced computer-aided courses in the Learning Skills Center. Increase your knowledge and learning success: sign up for tutoring in various college subjects.

**Library Services**
Heldman Learning Resources Center (HLRC) | (310) 287-4269 & (310) 287-4486
The WLAC Library provides instruction on how to use the online catalog, periodical and research databases. In addition to a large collection of books, periodicals and videos the WLAC Library has course textbooks which students may use while in the Library. Web access is available in LIRL as well as meeting rooms. The upper floors provide a beautiful view ideal for study.

for more information refer to attached link: