# SYLLABUS – Spring 2016 (Feb 8 to Jun 6)

**Course:** CSIT 901, Section #0700  
**Instructor:** Ken Buckner, MOUS, MSCIS  
**Phone:** (310) 849-7547  
**Email:** bucknekd@wlac.edu  
**Class Hours:** Tue / Thurs — 11:10 am-12:35 pm — Room CE225  
**Office Hours:** Tue / Thurs — 12:35 am-1:00 pm in Room CE225  
**or by appointment**

**Institution Key:** T2083444

## TEXTBOOK/ COURSE MATERIALS

**TEXTBOOK BUNDLE**


**NOTE:** You can purchase the bundle from the West Bookstore or from the Cengage website at [http://www.cengagebrain.com/micro/wlac_cis901](http://www.cengagebrain.com/micro/wlac_cis901)

**Individual Book Information**


**Software:** PCs with Windows 7 (Windows 8 or 10 Ok) and Microsoft Office 2013. A web email address and an internet connection. If you do not have a computer with the required software and connection, you may use the WLAC Library 2nd floor or the WLAC Computer Lab in CE-101.

**NOTE:** You can purchase *Office 2013 Professional Plus* from [Collegebuys.org](http://www.cengagebrain.com/micro/wlac_cis901) for $39.95

**Data Storage:** 2G (or larger) USB flash drive.

**Headphones:** Computer earphones from the 99¢ Store will work just fine.

## ADVISORY

- Keyboarding skills of 25 words per minute or enrollment in CAOT 001A is recommended.

## COURSE DESCRIPTION:

**UC:CSU (3 units)**

- This course introduces students to fundamental computer concepts with an emphasis on practical uses of computers in business and personal situations. Students will learn basic features of Windows on a PC-compatible computer as well as MS Office 2013 which includes Microsoft Word, Excel, Access and PowerPoint. The class is intended for students requiring hands-on knowledge of computer applications. The class will be accepted as a prerequisite for all advanced applications classes listed under CSIT and CAOT.
Below you will find a unique technical support URL that has been created specifically for you and your students. We recommend providing this information to your students the first day of classes. Using this unique site will provide several advantages over our standard Technical Support site. For instance, no login is required, there are streamlined live support options, as well as customized FAQ and alerts readily available.

**Your dedicated Technical Support URL is:**

<table>
<thead>
<tr>
<th>STUDENT LEARNING OUTCOMES (SLOs):</th>
<th>Upon completion of this course, the student will be able apply technical knowledge and perform specific technical skills, including:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1.</td>
<td>Successful students will be computer literate in the workplace and in society by demonstrating knowledge of computer hardware, software, file and data management, operating systems, mobile devices, security and Internet resources.</td>
</tr>
<tr>
<td>2.</td>
<td>Successful students will demonstrate word processing skills using Microsoft Word to create and edit documents: format paragraphs, organize text, insert graphics and use spell and grammar checkers.</td>
</tr>
<tr>
<td>3.</td>
<td>Successful students will demonstrate skills in using a spreadsheet program using Microsoft Excel to create and format a worksheet: use and create of formulas and functions, financial formatting, worksheet design and charting.</td>
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<tr>
<td>4.</td>
<td>Successful students will demonstrate graphic presentation skills using Microsoft PowerPoint to create and edit a presentation: start and identify parts of a presentation, format slides and modify slide layout.</td>
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<tr>
<td>5.</td>
<td>Successful students will demonstrate database skills using Microsoft Access to organize and manage data.</td>
</tr>
</tbody>
</table>

**TECHNICAL AND OTHER REQUIREMENTS**

We will be using myetudes.org as our online course management system for taking examinations and submitting homework. I will also post announcements, resources, assignments, discussions and messages. You will use the Private Message in Etudes to email the instructor if you need to communicate with him outside of class.

- **Login ID:** Login ID is your student ID
- **Password:** Password is the 2 digit month and 2 digit day for your birthday (mmdd)
- **Example:** Juan Straub, 88-459-0210, born July 4
- **User ID:** 884590210
- **Password:** 0704

**COMPUTER LAB HOURS:**

| CE-101 Open Lab Hours | Monday – Thursday: 2:15pm - 9:45pm  
<table>
<thead>
<tr>
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<tbody>
<tr>
<td></td>
<td>Saturday: 8:45am – 1:00pm</td>
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<tr>
<td></td>
<td>Phone: 310-287-4268 (Laurent Phung)</td>
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<td><strong>NOTE:</strong> See Tutor Schedule posted in classroom and CE101 door.</td>
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</tbody>
</table>

| CE-225 Computers in the WLAC library (2nd Floor): | Monday - Thursday: 7:30am-7:45 pm  
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<tbody>
<tr>
<td>Sunday 9 a.m. - 5 p.m. (if a class is going on, go to CE-105)</td>
<td>Friday: 9am-1 pm</td>
</tr>
<tr>
<td>Mr. Ken Taira (also a CS901 instructor) will be manning the lab.</td>
<td></td>
</tr>
<tr>
<td>Closed: College Holidays and Spring Break</td>
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</tr>
</tbody>
</table>

Note: This syllabus is subject to change without prior notice.
IMPORTANT DATES: LAST DAY TO

- Add/Audit Traditional Classes .............. In-person: Fri, Feb 19
- File Pass/No Pass .................................. Fri, Feb 19
- Drop a Class with a refund/no fee owed ... Fri, Feb 19
- Drop without a W .................................. Fri, Feb 19
- Drop with a W ...................................... Fri, Feb 19

CAMPUS CLOSED

- President’s Day: Mon, Feb 15
- Cesar Chavez: Thurs, March 31
- Spring Break: Fri, Apr 1 – Fri, Apr 8
- Memorial Day: Mon, May 30

INSTRUCTIONAL METHODS

This course is taught using a variety of instructional methods including lecture, class discussion, small group work, project creation, electronic discussion, media presentations, blogging/reflection and group presentations.

ATTENDANCE

Attendance is mandatory. Instructional activities will not be repeated outside the classroom or during office hours.

Students are expected to attend every class meeting, to arrive on time and to stay throughout the class period and participate in the day’s lesson. More than 3 absences could cause you to be dropped from the class. **Excessive absenteeism can seriously jeopardize your grade.** Students may be dropped from class for failure to attend class the first day or during the entire first two weeks of the class.

Students may also be dropped if no assignments have been submitted for more than 3 weeks. **It is the student’s responsibility to drop the class** or communicate with the instructor if there are any problems with completing assignments or completing the course.

**Tardy and Leaving Early:** Students are responsible for material covered during any missed lectures. This includes terms, concepts and skills covered in class, changes in class schedule, assignments, etc. Even if you miss a class, you are expected to submit assignments on time. 3 tardies = 1 absence.

Students who are unable to attend class regularly, regardless of the reason or circumstance, should withdraw from the class. Withdrawal from class can affect eligibility for federal financial aid. Before entering the classroom, make sure you have used the restroom, had a chance to eat, check your messages, etc. Walking in and out is rude and disruptive. If you need to leave early, or have some other problem, you need to notify me in advance. **Any student who makes a habit of walking in and out of class may be asked to leave.**

This is a 16 week course so students should expect to spend at least 3 hours per week for lab work and homework completion.

MISSED EXAMS/MAKE-UP EXAMS:

There are no make-up quizzes. The lowest score in your quizzes may be dropped. An exam may be made up if there is a valid excuse (serious illness corroborated by a physician) and must be scheduled within 12 hours with your instructor.
MISSED ASSIGNMENTS/MAKE-UP ASSIGNMENTS: Assignments should be submitted before the start of class on date due. Late assignments may have 10% of points deducted. Assignments more than a week late may not be graded. Some assignments are considered as tests or exams and should be submitted when due.

INCOMPLETE GRADE POLICY A student who has successfully completed more than 75% of the course work and has communicated with the instructor with a justifiable explanation may be considered for an incomplete grade.

GRADING: The following grading scale will be applied:

- 90-100 % = A
- 80-89 % = B
- 70-79 % = C
- 60-69 % = D
- BELOW 59 % = F

There will be weekly quizzes or assignments to be submitted, online discussions and classroom activities, group projects, a midterm and a final exam. The following grading points will be applied:

- Project/Lab assignments: 100 Points per Assignment
- Computer Concepts Quizzes: 50 or 100 Points per Quiz
- Discussions/class activities/attendance: 100 Points%
- Midterm: 200 Points Each
- Final exam/Project: 200 Points

CELL PHONES, IPODS, LAP TOPS, ETC. Turn them off and put them away when class begins! Although it may not seem possible, you can survive without talking and texting on your cell phone, or listening to your iPod, for a little over an hour. Talking and texting on cell phones not only distracts you, but they are a distraction for others. Distractions interrupt/disrupt the class and will not be tolerated. You will be asked to leave if this occurs.

STANDARDS OF STUDENT CONDUCT The West LA College faculty, staff and administrators are dedicated to maintaining an optimal learning environment and will not tolerate any disruptive behavior in or outside of the classroom or any academic dishonesty. These standards apply to all students.

Disruptive, disrespectful, or obstructive behavior will be dealt with in accordance with the LACCD Standard of Student conduct. Disciplinary action can be taken if student behavior interferes with instruction. (Please refer to the Fall 2014 Schedule of Classes pages 41-45.)

- Warning—A verbal or written notice, given to the student by the instructor.
- Removal by the Instructor—an instructor may remove a student from class for the day of the incident and the next class meeting. During the period of removal, the student shall not return to the class from which he or she was removed without the permission of the Vice President of Student Services.

ACADEMIC DISHONESTY AND INTEGRITY Students are expected to work on assignments, labs, and exams individually and independently. Students may consult with each other on the assignments and labs, but each student is expected to turn in his/her own assignments and labs. Plagiarism and cheating on assignments, labs, and exams will not be tolerated.

When there is evidence of cheating or plagiarism in classroom work, the instructor may assign a failing grade, “F,” or zero points to the examination or assignment in which
the alleged cheating or plagiarism occurred. Before a substandard grade is issued the
instructor will provide the student with supporting documentation of the plagiarism or
cheating charge. Instructors have the authority to use plagiarism detecting instruments
such as TurnItIn to detect academic dishonesty.

For assistance with classroom projects, papers and assignments, please visit the
Learning Skills Center, HLRC (the Library).

<table>
<thead>
<tr>
<th>STUDENTS WITH DISABILITIES</th>
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<tbody>
<tr>
<td>Students with disabilities who believe they may need accommodations in this class are encouraged to contact Disabled Students Programs and Services located in HRLC 121, phone number 310-287-4450 as soon as possible to better ensure such accommodations are implemented in a timely fashion. The DSPS will then contact your instructors to notify them of needed accommodations, such as additional testing time, or a note taker. If you require an accommodation for this class, please speak with me. Tape recording of lectures and discussions will not be permitted without my consent.</td>
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<thead>
<tr>
<th>CLASSROOM AND CAMPUS CLEANLINESS FOOD AND DRINK</th>
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<tbody>
<tr>
<td>Please help us keep the classroom and campus grounds clean. No food or drinks are allowed in instructional classrooms/labs. Please use the receptacles to dispose of trash.</td>
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</table>

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<thead>
<tr>
<th>GENERAL COLLEGE/DEPARTMENT RESOURCES</th>
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<tbody>
<tr>
<td><a href="http://WWW.WLAC.EDU">WWW.WLAC.EDU</a></td>
</tr>
<tr>
<td>CSIT DIVISION WEBSITE</td>
</tr>
<tr>
<td>STUDENT SERVICES</td>
</tr>
<tr>
<td>FINANCIAL AID</td>
</tr>
<tr>
<td>ACADEMIC COUNSELING</td>
</tr>
<tr>
<td>STUDENT HEALTH CENTER</td>
</tr>
<tr>
<td>TRANSFER HONORS CREDIT</td>
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<tr>
<td>CSUDH PATHWAYS ACADEMY</td>
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Note: This syllabus is subject to change without prior notice.
<table>
<thead>
<tr>
<th>Date</th>
<th>Date</th>
<th>TUESDAY</th>
<th>Date</th>
<th>THURSDAY</th>
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<tbody>
<tr>
<td>1 2/9</td>
<td>2/11</td>
<td>Course Introduction and Procedural Information, Syllabus review</td>
<td>2/11</td>
<td>Logging in and Getting started with MyEtudes, SAM and Windows 7</td>
</tr>
<tr>
<td>2 2/16</td>
<td>2/18</td>
<td>Syllabus Quiz Complete VTEA Survey</td>
<td>2/18</td>
<td>File Management: Email Art Drawing Flash drive formatting for CSIT 901</td>
</tr>
<tr>
<td>3 2/23</td>
<td>2/25</td>
<td></td>
<td>2/25</td>
<td>CC Ch 1 – Computers and Digital Basics</td>
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<td>You should have your book bundle, USB flash drive, and headphones by this time.</td>
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<tr>
<td>4 3/1</td>
<td>3/3</td>
<td>OFF13 Word Ch 1</td>
<td>3/3</td>
<td>CC Ch 2 – Computer Hardware</td>
</tr>
<tr>
<td>5 3/8</td>
<td>3/10</td>
<td>OFF13 Word Ch 2</td>
<td>3/10</td>
<td>Ch 1 &amp; 2 Quiz</td>
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<td></td>
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<td></td>
<td>CC Ch 3 – Software</td>
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<tr>
<td>7 3/22</td>
<td>3/24</td>
<td>OFF13 PowerPoint Ch 1</td>
<td>3/24</td>
<td>CC Ch 5 – Local Area Networks</td>
</tr>
<tr>
<td>8 3/29</td>
<td>3/31</td>
<td>OFF13 PowerPoint Ch 2</td>
<td>3/31</td>
<td>Cesar Chavez holiday</td>
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<td></td>
<td>CC Ch 3, 4 &amp; 5 Quiz</td>
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<td>CC Ch 6 – The Internet</td>
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<tr>
<td>9 4/5</td>
<td>4/7</td>
<td>Spring Break</td>
<td>4/7</td>
<td>Spring Break</td>
</tr>
<tr>
<td>10 4/12</td>
<td>4/14</td>
<td>OFF13 PowerPoint Ch 3</td>
<td>4/14</td>
<td>CC Ch 7 – The Web and Email</td>
</tr>
<tr>
<td>11 4/19</td>
<td>4/21</td>
<td>Midterm, Word</td>
<td>4/21</td>
<td>Midterm, PowerPoint</td>
</tr>
<tr>
<td>12 4/26</td>
<td>4/28</td>
<td>OFF13 Excel Ch 1</td>
<td>4/28</td>
<td>CC Ch 8 – Digital Media</td>
</tr>
<tr>
<td>13 5/3</td>
<td>5/5</td>
<td>OFF13 Excel Ch 2</td>
<td>5/5</td>
<td>CC Ch 6, 7 &amp; 8 Quiz</td>
</tr>
<tr>
<td></td>
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<td></td>
<td></td>
<td>CC Ch 9 – The Computer Industry</td>
</tr>
<tr>
<td>14 5/10</td>
<td>5/12</td>
<td>OFF13 Excel Ch 3</td>
<td>5/12</td>
<td>CC Ch 10 – Information Systems Analysis and Design</td>
</tr>
<tr>
<td>15 5/17</td>
<td>5/19</td>
<td>OFF13 Access Ch 1</td>
<td>5/19</td>
<td>CC Ch 11 - Databases</td>
</tr>
<tr>
<td>16 5/24</td>
<td>5/26</td>
<td></td>
<td>5/26</td>
<td>CC Ch 9, 10 &amp; 11 Quiz</td>
</tr>
<tr>
<td>17 5/31</td>
<td>6/2</td>
<td>No Class</td>
<td>6/2</td>
<td>FINALS 11:30 am – 1:30 pm</td>
</tr>
</tbody>
</table>

This schedule isn’t written in stone, and is subject to change per class demands

Note: This syllabus is subject to change without prior notice.
Login page to Etudes [https://myetudes.org](https://myetudes.org)

West LA College’s Distance Learning website: [www.wlac.edu/online](http://www.wlac.edu/online)

Click on the "Course Login info" link.

A MUST DO: Review the System Requirements and do numbers 3, 4 & 5 for your PC at home or you will have problems with logging into class, reviewing classroom material & submitting work. MAC / AOL users review your special requirements.

DISTANCE LEARNING CENTER Information: HLRC (library) 4th floor Room 4A

Rita 310.287.4306  Cyrus 310.287.4592  Patsy 310.287.4305

Office hours: Mon-Thurs 8:30 a.m. to 6 p.m.  Fridays 9:00 a.m. to 1 p.m.

ETUDES login page: [https://myetudes.org](https://myetudes.org)

ETUDES USER ID: Student ID number, no spaces or dashes Example: Jose has the following Student ID#: 880123456

ETUDES Password: month of birth. However, if you changed it in a previous semester, it will be the same as you changed it to.

Example: Jose birthday is April 11

Based on this example, Jose’s ETUDES Password would be 0411.

NOTE: Click on the Reset Password (located on the left side of the login page to Etudes)

1. Insert your email address (if it says it did *not* send you a new password) then do the following:
2. Click on the link Login & Other Help link on the login page to Etudes
3. Scroll down until you see a link titled “Request to have my account updated”
4. Fill out the form and let them know you are not able to login and then they will reset your account for you

Once you hear from them, then use the temporary password they sent you and once you get logged into your site you can change your password under the Account link in the upper right hand corner.
Engage with SAM by Following These Easy Steps!

1. Purchase Access
   Your course materials can be purchased at your campus bookstores (Printed Access Card) or by visiting www.cengagebrain.com and searching for your course materials by ISBN (Instant Access Card).

2. Systems Check/Register/Login
   a. Whether you’re logging in for the first time or returning to your course, you will begin at the SAM website: http://sam.cengage.com
   
   ![SAM Login Screen]
   
   b. Launch the Systems Requirement Check
   c. Click New User. And follow the prompts. Your instructor provides the institution key for your school.
   d. You will be prompted to enter a Printed or Instant Access Code. There is a grace period in which you will have up to 21 days to enter your code depending on the length of your course.

Questions?

Have questions about your CengageBrain account?

ONLINE:
Check the FAQs in the Support area of your CengageBrain home:
www.cengagebrain.com

EMAIL:
cengagebrain.support@cengage.com

PHONE SUPPORT:
1.866.994.2427
Monday through Friday
8:00am to 6:00pm (EST)

Questions regarding SAM?

ONLINE:
www.cengage.com/support
24/7 live chat!

Sign in using your CengageBrain credentials and create a case.

Once your case is submitted, you’ll receive access to 24/7 live chat! Or you can speak with an agent by calling the phone number provided upon your case submission.

PHONE SUPPORT:
Monday through Thursday
8:30am to 9:00pm (EST)
Friday
8:30am to 6:00pm (EST)
3. Setup your Profile in SAM
   Enter your information in the required fields, then click save.

   **Note:** Ask your Professor whether to use your personal email address or your school email address for your SAM Username. If you enter a username that already exists within a Cengage Learning platform, a prompt displays to confirm your password. (If you cannot confirm, you need to create a different user name)

4. Joining a Section
   Click the Sections at the top of the page, then click the Join a Section Tab. Find your section and click the Join a Section icon. The blue banner will offer you more specific instructions if needed. Once you join the correct section you view your assignments

   **Note:** Your instructor may also add you to a section automatically