SYLLABUS – Spring 2016 (Sept 1 to Dec 15)

Course: CSIT 901 Section #0698
INTRODUCTION TO COMPUTERS & THEIR USES

Instructor: Ruby Kowaney
Phone: (310) 351-4350
Email: Use the Private Message feature in MyEtudes

Class Hours: Tues/Thurs 9:35 am - 11:00 am Room CE225
Office Hours: TUES—11:00 am - 12:00 noon (Rm CE101)

TEXTBOOK BUNDLE: ISBN: 9781337065832
This bundle includes the following components (two textbooks and two access codes):

<table>
<thead>
<tr>
<th>ISBN</th>
<th>Book Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>9781305580589</td>
<td>Vermaat SAM 2013 ACCESS CARD for Microsoft Office 2013 textbook</td>
</tr>
<tr>
<td>9781305498266</td>
<td>Parsons/Oja SAM 2013 ACCESS CARD for New Perspectives on Computer Concepts textbook</td>
</tr>
</tbody>
</table>

NOTE: The ACCESS CARDS are required to be able to complete some assignments and exams. SAM institution key is T2083444.

You will need access to a Windows 7, Windows 8 or Windows 10 computer and Microsoft Office 2013 software to complete assignments.

If you do not have a computer with the required software and internet connection, you may use the WLAC Library 2nd floor lab or the WLAC Computer Lab in CE-101.

OTHER THINGS YOU WILL NEED:
- 2G (or larger) USB flash drive
- headphones - Computer earphones from the 99¢ Store will work just fine
- a personal web email address (aside from your West email)

ADVISORY
Keyboarding skill 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 7 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.
STUDENT LEARNING OUTCOMES (SLOs):

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

1. Describe the usage of computers and why computers are essential components in business and society.
2. Utilize Internet Web resources and evaluate online e-business systems.
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.

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 her 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 - Subject to change
Monday – Thursday: 3:00pm - 9:45pm
Saturday: 8:45am – 1:00pm
Friday & Sunday: closed
Tutoring Hours – Tues & Thurs: 3:00 pm - 8:00 pm
NOTE: See Tutor Schedule posted in classroom and CE101 door.

CE-225
Sunday Lab - 9 a.m. - 6 p.m. in CE-105A
Mr. Ken Taira (also a CS901 instructor) will be manning the lab.

WLAC library (2nd Floor):
Monday - Thursday: 7:30am-8:00 pm
Friday: 9am-1 pm
Saturday: 11am-3pm
Closed: College Holidays and Spring Break

IMPORTANT DATES:

LAST DAY TO
- Add/Audit Traditional Classes.......................... In-person: Friday, Feb.19
- File Pass/No Pass.................................................. Friday, Feb.19
- Drop a Class with a refund/no fee owed ........ Friday, Feb.19
- Drop without a W............................................. Friday, Feb.19
- Drop with a W.................................................. Friday, May 6

CAMPUS CLOSED
- Presidents’ Day................................................. Fri. to Mon., Feb. 12 – Feb 15
- Cesar Chavez Day.......................................... Thursday, March 31
- Spring Break.................................................. Fri. to Fri., April 1 – April 8
- Memorial Day.................................................. Monday, May 30

Note: This syllabus is subject to change without prior notice.
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, interactive labs, blogging/reflection and individual/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 changes in class schedule, assignments, etc. Even if you miss a class, you are expected to submit assignments on time. 3 tardies = 1 absence. You are considered absent if you are more than 15 minutes late for the class.

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.

Class seating is on a first come first served basis. If you like to seat in front, please come to class early. Instructor may move disruptive students to other seats as she sees fit to preserve an optimal learning environment.

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 will 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:
Most assignments are due on Sunday at 11:59 pm. Late assignments will have 10% of points deducted. Assignments more than a week late will not be graded.

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.

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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 scheme will be applied:

<table>
<thead>
<tr>
<th>Component</th>
<th>Percentage</th>
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</thead>
<tbody>
<tr>
<td>Project/Lab/SAM assignments</td>
<td>40%</td>
</tr>
<tr>
<td>Computer Concepts Quizzes</td>
<td>15%</td>
</tr>
<tr>
<td>Discussions/class activities/attendance</td>
<td>10%</td>
</tr>
<tr>
<td>Midterm</td>
<td>15%</td>
</tr>
<tr>
<td>Final exam/Project</td>
<td>20%</td>
</tr>
<tr>
<td><strong>TOTAL</strong></td>
<td><strong>100%</strong></td>
</tr>
</tbody>
</table>

CELL PHONES, IPODS, LAPTOPS, HEADSETS, OTHER MOBILE DEVICES, 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 Spring 2016 Schedule of Classes pages 40-44.)

- Warning—A verbal or written notice, given to the student by the instructor.
- Removal by the Instructor—an instructor may remove a student form 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).

**Students with Disabilities**

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.

**Classroom and Campus Cleanliness**

Please help us keep the classroom and campus grounds clean. No food and drinks in the classroom except for capped water bottles are allowed in instructional classrooms/labs. Please use the receptacles to dispose of trash. Finish eating and drinking before coming into the classroom.

**General College/Department Resources**

- **WWW.WLAC.EDU**
  College website. Financial aid, student services, class schedules info and access to Etudes website for online courses, etc. Campus parking and building map is included.

- **CSIT Division Website**
  http://wlac.edu/computer-science
  View degree and certificate options and requirements and how to obtain discount vouchers for industry certification exams-under the section of frequently asked questions. Division announcements and scholarship information may be found here.

- **Student Services**
  www.WLAC.edu/Student-Services-and-Support-Program/index.aspx

- **Financial Aid**

- **Academic Counseling**
  http://www.wlac.edu/counseling/index.aspx

- **Student Health Center**
  http://www.wlac.edu/Health-Center/index.aspx

- **Transfer Honors Credit**
  http://www.wlac.edu/Transfer-Programs/Transfer-Honors-Program.aspx

- **CSUDH Pathways Academy**
  A transfer academy to increase and smooth students’ transition from WLAC to CalState Dominguez Hills. Students who qualify to be in the program and who successfully complete all program and transfer requirements will have guaranteed admission to CSUDH.

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## CS901 Sec0698 TTh - Introduction to Computers and Its Uses

<table>
<thead>
<tr>
<th>WK</th>
<th>Date</th>
<th>TUESDAY</th>
<th>Date</th>
<th>THURSDAY</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>2/9</td>
<td>Course Introduction and Procedural Information &lt;br&gt;Purchase information for materials</td>
<td>2/11</td>
<td>Getting started with MyEtudes, SAM and Windows 7</td>
</tr>
<tr>
<td>2</td>
<td>2/16</td>
<td>You should have your book bundle and USB flash drive by this time. Syllabus Quiz &lt;br&gt;Introduction to Office 365 and Office 2013 &lt;br&gt;Downloading Student Data Files</td>
<td>2/18</td>
<td>NP Ch4 Section on File Management &lt;br&gt;Fri, Feb. 19 &lt;br&gt;Drop classes with a refund/no fee owed &lt;br&gt;Drop classes w/o a “W” &lt;br&gt;File for Pass/No Pass</td>
</tr>
<tr>
<td>3</td>
<td>2/23</td>
<td>File Management Quiz &lt;br&gt;NP Ch 1 – Computers and Digital Basics</td>
<td>2/25</td>
<td>OFF13 PowerPoint Ch1</td>
</tr>
<tr>
<td>4</td>
<td>3/1</td>
<td>NP Ch1 Quiz &lt;br&gt;NP Ch2 – Computer Hardware</td>
<td>3/3</td>
<td>OFF13 PowerPoint Ch2</td>
</tr>
<tr>
<td>5</td>
<td>3/8</td>
<td>NP Ch2 Quiz &lt;br&gt;NP Ch3 – Software</td>
<td>3/10</td>
<td>PowerPoint Independent Project</td>
</tr>
<tr>
<td>6</td>
<td>3/15</td>
<td>NP Ch3 Quiz &lt;br&gt;NP Ch4 – Operating Systems</td>
<td>3/17</td>
<td>OFF13 Word Ch1</td>
</tr>
<tr>
<td>7</td>
<td>3/22</td>
<td>NP Ch4 Quiz &lt;br&gt;OFF13 Word Ch2</td>
<td>3/24</td>
<td>OFF13 Word Ch3</td>
</tr>
<tr>
<td>8</td>
<td>3/29</td>
<td>Midterm</td>
<td>3/31</td>
<td>NO CLASS – Cesar Chavez Day</td>
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<td><strong>SPRING BREAK — April 1 to April 8</strong></td>
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<tr>
<td>9</td>
<td>4/12</td>
<td>NP Ch5 – Local Area Networks</td>
<td>4/14</td>
<td>OFF13 Excel Ch1</td>
</tr>
<tr>
<td>10</td>
<td>4/19</td>
<td>NP Ch5 Quiz &lt;br&gt;NP Ch6 – The Internet</td>
<td>4/21</td>
<td>OFF13 Excel Ch2</td>
</tr>
<tr>
<td>11</td>
<td>4/26</td>
<td>NP Ch6 Quiz &lt;br&gt;NP Ch7 – The Web and E-mail</td>
<td>4/28</td>
<td>OFF13 Excel Ch3</td>
</tr>
<tr>
<td>12</td>
<td>5/3</td>
<td>NP Ch7 Quiz &lt;br&gt;NP Ch8 – Digital Media</td>
<td>5/5</td>
<td>NP Ch10 – Information Systems Analysis and Design &lt;br&gt;5/6 Last Day to Drop with a “W”</td>
</tr>
<tr>
<td>13</td>
<td>5/10</td>
<td>NP Ch8 Quiz</td>
<td>5/12</td>
<td>NP Ch11 – Databases</td>
</tr>
<tr>
<td>14</td>
<td>5/17</td>
<td>NP Ch10 &amp; 11 Quiz &lt;br&gt;OFF13 Access Ch1</td>
<td>5/19</td>
<td>OFF13 Access Ch1</td>
</tr>
<tr>
<td>15</td>
<td>5/24</td>
<td>NP Ch9 – The Computer Industry: History, careers, and ethics</td>
<td>5/26</td>
<td>NP Ch12 – Computer Programming</td>
</tr>
<tr>
<td>16</td>
<td>5/31</td>
<td><strong>FINALS 10:15 am – 12:15 pm</strong> &lt;br&gt;Last Day of Class</td>
<td></td>
<td>CLASS OVER!!!!</td>
</tr>
</tbody>
</table>

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