

Syllabus

West Los Angeles College
Course Syllabus
CS901 - Introduction to Computers and their Use
Section #8223 (online) - 3 units - Starts October 26, 2015 (8 weeks of Instruction)

Sam.cengage.com Institution Key: T2083444

It is required that you check your LACCD Student Email to receive official progress and grade reports and timely Course Announcements. Go to this website <http://www.wlac.edu/online/email.asp> and view the video on where and how to receive and send email, and how to forward the email to a personal email account like @gmail.

Instructor: Francisco Monzon Email: monzof@wlaac.edu

Office hours: Etudes Live Chat on Tuesdays 6:10pm-7:10pm

Class Meets: Exclusively online through college online course website, www.myetudes.org and textbook lab website, www.sam.cengage.com. There are no required campus meetings. Contact the instructor through Discussion Board, Private Message, in the myetudes.org course site or email for most expedient reply.

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.

Required Materials:**TEXTBOOK BUNDLE**

You can purchase the bundle from the **West LA College Bookstore** or Publisher. For more information on buying from the publisher, scroll down to "Below is the link..." after the book info.

ISBN: 9781337065832

Enhanced Office 2013 and New Perspectives on Computers Concepts 2014 (W/SAM). New Perspectives on Computers Concepts 2014 + Microsoft® Office 2013: Enhanced + SAM 2013 Assessment, Training and Projects with MindTap Reader

This includes the following components:

Vermaat Enhanced Microsoft® Office 2013 : Introductory, 1st edition © 2016 **9781305408982**

Parsons/Oja New Perspectives on Computer Concepts 2014 : Comprehensive, 16th edition © 2014 **9781285096926**

Vermaat SAM 2013 Assessment, Training and Projects with MindTap Reader Printed Access Card for Vermaat's Enh, 1st edition © 2016 **9781305580589**

Parsons/Oja SAM 2013 Assessments, Training, and Projects with MindTap Reader Only Add-On Printed Access Card for New Perspectives on Computer Concepts 2014 : Comprehensive, 16th edition © 2014 **9781305498266**

Required Hardware and Software: PCs with Windows 7 (Windows 8 Okay) 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.

This West LA College package includes the www.sam.cengage.com access code and the required textbooks.

Below is the link to the discounted book bundle from the publisher. If you buy the bundle from the publisher, it will cost you \$98 with free shipping plus you get 14 days of ebook access while you wait for your books. If you buy the bundle from the bookstore, it will cost you \$129 + tax.

<http://www.cengagebrain.com/course/site.html?id=1-21RLHXP>

Note: Used books do not include the access code to sam.cengage.com.

Instructional Method and Assessment is as follows:

Class Format: Students will be able to access all 12 chapter PowerPoint presentations under modules and course material to be completed by logging into (2) student websites:

You should login to Etudes NG on the first day of the semester as soon as reading assignments and homework will be assigned the 1st week. Please login to Etudes by Monday October 26, or you will be dropped from the class as a non-attending student. All homework assignments and exams are completed through sam.cengage.com and have due dates approximately every week during this 8 week course. We will be covering all twelve (12) chapters in New Perspectives Computer Concepts 2014 and in Microsoft Office 2013 Introductory Enhanced Ed (Word Chapters 1 - 3, Excel Chapters 1 -3, Access Chapter 1, and PowerPoint Chapter 1-3 plus the grader project for each application except for Access.

Schedule of Assignments and Exams for due dates is in this Syllabus.

Login to www.myetudes.org for course Modules, Announcements, Discussion Board, Chat and Syllabus information. (be sure to click on the tab for this course to view its content). You can login on the 1st day of the semester. No purchase of the textbook or sam.cengage.com access code is necessary for this website. User name: 1st 2 letters of first name + 1st 2 letters of last name + last 5 digits of college id number. Example: Joe Smith College ID# 123456789 - User Name is josm56789. And the password is 4 digits, the month and day of your birthday. Example: Jan 10th is: 0110

- Modules provide lecture information on assigned chapters in New Perspectives Computer Concepts 2014.
- Discussion Board and Chat is used for student questions or comments about coursework as well as instructor replies. These public forums are preferred so all students can view and benefit from the information. Chat is also used for weekly Instructor Office Hours.
- Private Messages feature is used to communicate privately with the Instructor or other students in the class.

New Perspectives Computer Concepts 2014 exams will be taken in Etudes and cover two chapters; except for Exam 1 which will cover chapters 1, 2 and 3.

Login to www.sam.cengage.com to access instructional material such as Trainings, Exams, and projects for both computer concepts and Office 2013 course material. All student homework, exams and projects will be submitted through sam.cengage.com. You will need an access code to setup/register to create a sam.cengage.com account.

Before you create the account, I suggest you watch the video, "Getting Started"


https://www.youtube.com/watch?v=DQsekucXsH8&list=PLtv5E8moFF2rKKdlZO_QoOg4lZB2bknuE&index=9

You can also go to www.sam.cengage.com and on the left menu, under Sam Help Videos you may click, "Student" for a list of videos.

After logging in sam.cengage.com, students will join a section by click on the:

All work is submitted electronically using assessment/graded items in sam.cengage.com. All student scores will be viewable through the Gradebook or Report. Most items are graded automatically.

More than THREE missed assignments or TWO missed exams may result in automatic 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 their first exam, automatic exclusion is also a possibility.

 [OnLine 8223 Syllabus Fall2015 8 weeks.docx](#)

Course Objectives and SLO's

Suggested Prerequisites:

Although there are no formal prerequisites for this course, general use of a computer to access to the Internet is required to log-in to www.sam.cengage.com and Etudes-NG, the online course delivery system. Completion of CS 901 will fulfill a pre-requisite to enroll in other computer science courses leading to certificates to qualify for high-demand employment, associate degrees and transfer to a university. For more information go to: <http://www.wlac.edu/csit/index.html>

Course Objectives

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.
6. Describe digital security risks, privacy, cybercrime and ethics. Discuss big data and application of data analytics.
7. Define and differentiate between the different types of business information systems.
8. Describe steps and usage of the systems development life cycle.
9. Construct formulas for mathematical operations and simple economic analysis, summary statistics. What-If analysis, create various graphs.
10. Identify the elements of a database. Create a database structure. Organize database objects.

Institutional Learning Outcomes

This course will also facilitate the following Institutional Learning Outcomes:

- A. **Critical Thinking:** Analyze problems by differentiating fact from opinions, using evidence, and using sound reasoning to specify multiple solutions and their consequences.
- B. **Communication:** Effectively communicate thought in a clear, well-organized manner to persuade, inform, and convey ideas in academic, work, family and community settings.
- C. **Quantitative Reasoning:** Identify, analyze, and solve problems that are quantitative in nature.
- D. **Self-awareness/Interpersonal Skills:** Apply self-assessment and reflection strategies to interpersonal, work, community, career, and educational pathways.
- E. **Civic Responsibility:** Apply the principles of civility to situations in the contexts of work, family, community and the global world.
- F. **Technical Competence:** Utilize the appropriate technology effectively for informational, academic, personal, and professional needs. Use competent technique in a musical performance.
- G. **Cultural Diversity:** Respectfully engage with other cultures in an effort to understand them.
- H. **Ethics:** Practice and demonstrate standards of personal and professional integrity, honesty and fairness; apply ethical principles in submission of all college work.
- I. **Aesthetics:** Use multiple modes of inquiry and approaches to experience and to engage with the arts and nature; develop and express personal creative visions throughout all aspects of one's life.

Course Student Learning Outcomes - SLO's

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

At the end of the course, the successful student will be able to:

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.

Course Drop Dates

To drop a course, a student can go to the Admissions Office or login to the Student Information System (<http://www.wlac.edu> - click on Students).

Note: Students in this exclusively online course must login to the course website at www.myetudes.org by Monday October 26th, or the student will be considered non-attending and will be dropped from the course by the instructor. Students must show evidence of logging in to www.myetudes.org or www.sam.cengage.com to be considered active and currently enrolled in the class.

Drop a course with a refund/no fee owed - Monday, November 2nd

Drop a course w/o a "W" - Monday, November 2nd

Drop with a "W" - **Friday, December 4th**

After Friday, December 4th, students still enrolled will appear on the final grade roster.

Course Incompletes: Incompletes may be considered only by students who have completed 75% of the coursework with a passing grade. Requests to the instructor for an INC or incomplete grade will be evaluated and determined on an individual basis.

Other Important Dates: College is Closed

Veterans Day - Wednesday, November 11th

Thanksgiving - Thursday - Sunday, Nov. 26th - 29th

Labs Available on Campus

Labs available on campus: Internet Access and Microsoft Office 2013

Internet access is necessary to access the CS901 course. Internet access is available on campus in (2) locations: **LIRL Lab** located on the **2nd floor of the HLRC** building (Heldman Learning Resource Center - Library). The library will also have copies of the course textbooks at the circulation desk for use in the library only. Note: Each student will need a sam.cengage.com student access code as it keeps track of the work submitted.

Help is available for CS901 students in the LIRL Lab. Be sure to ask the scheduled lab assistant if you would like help with using sam.cengage.com. Tutoring is also available in CE101; for more information, visit the division website

The **Computer Science Department Lab** is located in CE-101. Internet Access and Office 2013 software is available. WiFi or wireless access is available in most areas on campus.

The Fall 2015 lab hours are:

The LIRL Lab, 2nd floor of the HLRC Library: Monday - Thursday 7:30 a.m. - 8:00 p.m., Fridays 9:00a.m. - 1:00p.m. and Saturdays from 11:00a.m. - 3:00p.m.

Log-in with the college id# and press the Enter key on the keyboard; some computers will require the mo/day of birthday as pin or password.

Computer Science Lab (CE 101):

Sunday/Friday Closed

Monday - Thursday	2:00 p.m. - 9:45 p.m.
Saturday	8:45 a.m. - 1:00 p.m.

To log-in to the workstations, use the log-in name - student. There is no password. Select Windows 7 for general classes as the preferred Operating System.

Course Policies, Accommodations and other Student Services

Course Policies, Accommodations and other Student Services:

As an exclusively online course, students will have access to all textbooks, web and other materials to complete homework assignments and exams. Time limits on the exams, however, may prohibit extensive reference to these materials.

There will be no make-up exams, however, assignments may be accepted up to 1 week after the due date, but with a 10% deduction in points.

Technical glitches do occur. In some instances, an assignment may be re-submitted. Please post these requests in the Private Messages area or in myitlab email.

Reminder: More than THREE missed assignments or TWO missed exams may result in automatic 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 records. 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 their first exam, automatic exclusion is also a possibility.

College Policies and Standards - from Student Services document

Professional Conduct in Our Classroom Community

The West LA College faculty, staff and administrator 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.

Note: These are the standards provided in the College Policies and Standards document. I will provide an electronic version of the entire text. Here is a paraphrased description of the standards applied to all students:

Attendance: Students are expected to attend all classes they are registered for. Students show attendance in an exclusively online class by logging in to the course websites: www.myetudes.org and www.sam.cengage.com.

Students are responsible to withdraw from the class if unable to participate in the class. Instructors may drop a student when the student is absent, or in an online class, fail to submit coursework, for more than the number of hours the class meets per week. This online class is considered a 3 hr/week course.

Dropping a Class: Students are responsible to drop a class to prevent being issued a failing "F" grade. Dropping a class may

affect eligibility for federal financial aid. Please see the dates posted in this syllabus on the last day to drop if you do not wish to receive a course grade.

Course Incompletes: Incompletes are granted only to students who have completed 75% of the course with a passing grade. Students must make a request for an incomplete to the instructor. The instructor will evaluate the student's work and circumstance as to why the coursework could not be completed within the semester. A determination of an Incomplete grade will be decided in a timely manner.

Special Instructional Accommodation: See policy stated below.

Academic Integrity: Students are responsible for the honest completion and representation of their work. In this online class, this will be enforced. Cheating (use of materials or devices that give undue advantage when completing coursework), Collaboration (having another student or person complete your work) or Plagiarism (use of another student or person's work) is prohibited. A grade of "F" may be assigned to work that documents that a violation has taken place. Note: I will allow use of textbooks when completing exams, but collaboration or substitution by another person is prohibited. Elements in this exclusively online course have been designed to detect inconsistent submissions.

Standard of Student Conduct: Faculty members are charged with responsibility for building and maintaining a classroom atmosphere conducive to learning. Disruptive, disrespectful behavior will be dealt with in terms specific to his syllabus and in accordance with the LACCD Standard of Student Conduct. Note: The online classroom also requires an atmosphere conducive to learning. Disruptive and disrespectful behavior such as postings or communications to the instructor or other students will be subject to these same standards of student conduct. A Warning followed by Removal by the instructor for persistent behavior will be carried out.

Cell Phone and other Communication Devices and Classroom and Campus Cleanliness: These standards apply to the on campus classroom.

Electronic Mail: Electronic mail is the official method of communication for delivery of college information. To access your account, visit www.wlac.edu and click on Students link, then click on Student Email.

Acceptable Accommodations

"Students who believe they may need accommodations in this class are encouraged to contact the campus DSP&S Office at (310) 287-4450. The instructor will receive advisement from the DSP&S representative on how best to accommodate the student for this course. The DSP&S Office is located on the 3rd floor of the Student Services Building.

If you have a personal emergency, contact me so I may evaluate it for an appropriate accommodation.

Student Services Available

West Los Angeles College provides many student services to support academic success. Here is the link to several Student Services available to you. <http://www.wlac.edu/services-resources/index.aspx>

Here are few helpful links: Financial Aid, Academic Counseling and Health Services

Financial Aid - <http://www.wlac.edu/Financial-Aid/index.aspx>

Academic Counseling - <http://www.wlac.edu/Counseling/index.aspx>

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

Course Schedule

CS 901 Class Schedule – Fall 2015		OnLine 8 Weeks		
Book Abbreviation Key: New Perspectives Computer Concepts = NPCC, Microsoft Office 2013 = Office2013, SAM Trainings/Exams and Projects = these are in SAM.cengage.com				
NOTE: This syllabus and class schedule is subject to change if circumstances warrant it (e.g. student performance, etc.). Expect revisions and divergences.				
Week	Date	Course topics	Labs & Demos	Assignments and Exams
	Mon 10/26	<ul style="list-style-type: none"> ● Course Overview ● Read: <ul style="list-style-type: none"> ○ Syllabus ○ Assignments and exams ● Visit the CSIT web site- www.wlac.edu/computer-science (Read about:) ○ Certificate and degree programs 	1) Synchronize your LACCD e-mail with your private e-mail that way you don't miss important school related information.	Read NPCC Ch. 1, 2 and 3 or respective PowerPoint presentations in Etudes under Modules. Note: Office2013 Assignments: Training,

1	Wed 10/28	<p>○ LACCD e-mail and synchronizing it to your private e-mail account (watch video)</p> <p>NPCC: Ch. 1 – Computers and Digital Basics Ch. 2 – Computer Hardware Ch. 3 – Software</p> <p>Create student profile and register in Sam.Cengage.com IKEY: T2083444</p> <p>Note: The trainings will help you for each exam. If you are familiar with the applications, you may challenge yourself and skip the trainings as these are time consuming.</p>	<p>2) Create student profile and register in sam.cengage.com and use the Institution Key below: T2083444</p> <p>3) Watch videos on how to join a section, complete a training, exams and projects.</p> <p>Note: The trainings for NPCC in SAM are not required as they are time consuming for an 8 week course, but you should try them.</p>	<p>exams and projects will be in sam.cengage.com NPCC Exams will be taken in Etudes. - SAM NPCC Ch. 1, 2 and 3 Exams</p>
2	Mon 11/2 Wed 11/4	<p>NPCC: Ch. 4 – Operating Systems and File Management Ch. 5 – Local Area Networks</p>	<p>Extra Credit: Fill out the Student Survey (10 point)</p> <p>The Link will be provided in Etudes under announcements.</p>	<p>Exam #1 NP Ch. 1, 2 and 3 today 11/2.</p> <p>Read NPCC Ch. 4 and 5</p> <p>SAM Office 2013 and Windows 8 or windows 7 – Ch. 1, 2 and 3 exams</p> <p>SAM NPCC Ch. 4 and 5 exams</p> <p>SAM Word Ch. 1 exam</p>
3	Mon 11/9 Wed 11/11	<p>NPCC: Ch. 6 – The Internet Ch. 7 – The Web and E-mail</p>	<p>File management: create folders, etc.</p>	<p>Exam #2 NPCC Ch. 4 and 5 today 11/9</p> <p>Read NPCC Ch. 6 and 7</p> <p>SAM NPCC Ch. 6 and 7 exams.</p> <p>SAM Word Ch. 2 exam</p> <p>SAM Word Ch. 3 exam</p> <p>- SAM Word Ch. 1, 2 and 3 Grader Project aka Capstone</p>

Week	Date	Course topics	Labs & Demos	Assignments and Exams
4	Mon 11/16 Wed 11/18	NPCC: Ch. 8 – Digital Media Ch. 9 – The computer Industry: History, Careers and Ethics		<p>- Exam #3 NPCC Ch. 6 and 7 today 11/16</p> <p>-Read NPCC Ch. 8 and 9</p> <p>- SAM NPCC Ch. 8 and 9</p> <p>SAM PowerPoint Ch. 1 exam</p> <p>-</p>
5	Mon 11/23 Wed 11/25	NPCC: Ch. 10 – Information Systems Analysis and Design Ch. 11- Databases		<p>Exam #4 NPCC Ch. 6 and 7 today 11/23</p> <p>-Read NPCC Ch. 10 and 11</p> <p>- There's no exam for Ch. 10 in SAM.</p> <p>-SAM NPCC Ch. 11 exam</p> <p>SAM PowerPoint Ch. 2 and 3 exams</p> <p>- SAM PowerPoint Ch. 1, 2 and 3 Grader Project aka Capstone</p>
6	Mon 11/30 Wed 12/2	NPCC: Ch 12- Computer Programming	NPCC: Ch. 12 (Extra Credit)	<p>Exam #5 NPCC Ch. 10 and 11 today 11/30</p> <p>Read Ch. 12</p> <p>-SAM Excel Ch. 1, and 2 exams</p>

7	<p>Mon 12/7</p> <p>Wed 12/9</p>		<p>The exam for Ch. 12 will be 10 questions as Extra Credit.</p>	<p>-Exam NPCC Ch. 12</p> <p>- SAM Excel Ch. 3 exam</p> <p>- SAM Excel Ch. 1, 2 and 3 Grader Project aka Capstone</p> <p>- SAM Access Ch. 1 exam</p>
Week	Date	Course topics	Labs & Demos	Assignments and Exams
8	<p>Mon 12/14</p> <p>Wed 12/16</p>	<p>The final exam will be cumulative and the 50 questions will come out from the chapter exams.</p>		<p>All assignments must be completed/submitted by Sat. Dec 19th (11:59pm)</p> <p>-Final Exam on Friday Dec. 18th</p>

Grading Scheme and Assignments/Exams

Grading System:

There will be 5 exams worth 25 points each, Sam.Cengage.com assignments and Etudes exams and a final.

Exam 1 will cover chapters 1, 2 and 3

Exam 2 will cover chapter 4 and 5

Exam 3 will cover chapters 6 and 7

Exam 4 will cover chapters 8 and 9

Exam 5 will cover chapters 10 and 11

Exam on Chapter 12 (Extra Credit)

There are *No make-up exams*.

Assignments, Exams and Projects	Points
New Perspectives Computer Concepts Exam 1: Ch. 1, 2 and 3	25
New Perspectives Computer Concepts Exam 2: Ch. 4 and 5	25
New Perspectives Computer Concepts Exam 3: Ch. 6 and 7	25
New Perspectives Computer Concepts Exam 4: Ch. 8 and 9	25
New Perspectives Computer Concepts Exam 5: Ch. 10 and 11	25
New Perspectives Computer Concepts Exam on Chapter 12 (Extra Credit)	
New Perspectives Computer Concepts Lab Exams Ch. 1-10 at 5 points each	50
New Perspectives Computer Concepts Final Exam (Dec 14, 2015)	50
Office 2013 Trainings, Exams and Projects	
Word Ch. 1 Training, Exam and Project	25
Word Ch. 2 Training, Exam and Project	25
Word Ch. 3 Training, Exam and Project	25
Excel Ch. 1 Training, Exam and Project	25
Excel Ch. 2 Training, Exam and Project	25
Excel Ch. 3 Training, Exam and Project	25
Access Ch. 1 Training, Exam	15
PowerPoint Ch. 1 Training, Exam and Project	25
PowerPoint Ch. 2 Training, Exam and Project	25
PowerPoint Ch. 3 Training, Exam and Project	25
Application Grader Projects (Capstones)	
Word	20
Excel	20
PowerPoint	20

The final grade is based on Exams taken in Etudes and all the assignments submitted in Sam.cengage.com including the application grader projects, and the final exam.

Grading Scheme: The total possible points is 525. Final Exam: 50 points

472 - 525 = A 90 - 100%

418 - 471 = B 80 - 89%

365 - 417 = C 70 - 79%

313 - 364 = D 60 - 69%

Below 312 = F 0 - 59%