

## CSIT-901 Introduction to Computers and Their Use. Course Outline. UC/CSU

Fall 2015. Instructor: Clyde Titus . 1-4:15 P.M., CE-225

Office hours (subject to change): 4:15-4:50 p.m., Ts. (in CE-225). E-mail: [titusc@wlac.edu](mailto:titusc@wlac.edu)

College: [www.wlac.edu](http://www.wlac.edu) ; Department: [www.wlac.edu/csit](http://www.wlac.edu/csit) ;

Course Description: Examination of information systems and their role in business. Focus on information systems, database management systems, networking, e-commerce, ethics and security, computer systems hardware and software components. Application of these concepts and methods through hands-on projects developing computer-based solutions to business problems.

Required: 1. New Perspectives, Computer Concepts 2014, Comprehensive. Parsons/Oja.Cengage Publ.  
2. *MS Office 2013, Introductory*. Enhanced Edition Vermaat. Cengage Publ.  
3. SAM 2013 Assessment, Training & Projects with Mind-Tap Reader access cards (two).  
(**Student Access Codes** for individual online lab use whether using an on campus or an at home computer. These codes are for **1 user only** (whoever activates them) & are used to record student work.)

**Kit ISBN: 978-1-337-06583-2** (available from WLAC college bookstore & contains all 3 items). Check that both texts are the correct version and the correct edition. You will also need a dedicated (blank) flash drive for the work done in this course (only). If you acquire the materials outside the college bookstore (especially online), you risk getting the incorrect version or in unusable condition. The Student Access Codes are good for only the original student that activated it. (If you need the Access Codes by them selves, such as if you already have the two texts, you may obtain them from Cengage & there ISBNs are 978-1-305-58058-9, and 978-1-305-49826-6. The URL is [www.SAM2013.cengage.com](http://www.SAM2013.cengage.com) EULA)

Objectives: Students will learn fundamental computer concepts with an emphasis on the practical use of computers in business and personal situations. **This course assumes no prior knowledge of or experience with computers.** Windows will be used to illustrate operating system concepts and disk organization. Microsoft office programs (Word, Excel, PowerPoint, etc.) are utilized to illustrate applications.

The tables below list subjects to be covered each week of the semester. These are approximate schedules and may be revised with notice. "Readings" refers to chapters in the *New Perspectives* textbook. "Activities" refers to hands-on computer work in the *MS Office 2013 Introductory* lab text.

WEEK	SUBJECT – <b>Readings in <i>New Perspective Computer Concepts</i> text.</b> (Schedule subject to change.)	
1	Computers & Digital Basics.	Chapter 1.
2	Computer Hardware.	2
3	Software.	3
4	Operating Systems & File Management.	4
5	Local Area Networks.	5
6	The Internet.	6
7	The Web and E-Mail.	7
8	Digital Media. <b>Midterm exam.</b>	8
9	The Computer Industry.	9
10	Information Systems Analysis and Designs.	10
11	Databases	11
12	Computer Programming.	12

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**Final exam.**

WEEK SUBJECT- **Activities in Microsoft Office 2013 – Introductory text.** (Schedule subject to change.)

1	(Etudes)	
2	Word 2013	Chapter 1.
3		
4	Word 2013	2.
5		
6	Word 2013	3

**Mid-term Exam**

9	PowerPoint 2013	1
10	PowerPoint 2013	2
11	PowerPoint 2013	
12	Excel 2013	1
13	Excel 2013	2
14	Excel 2013	
15	Access	1

**Final Exam**

Examinations, assignments, grading. There will be regular quizzes or assignments to be submitted, a mid-term, and a final exam. The grading scheme is as follows: Mid-term 25%, Trainings & Assignments (in the online publisher’s website) 50%, Final exam 25%. Students should expect to spend a minimum of 5 hours per week on this class. Readings & assignments should be done in a timely fashion & you should not fall behind more than two weeks. Students who do not submit significant assigned work will be excluded. Missed quizzes usually may not be made up.

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

<p>1. Describe the usage of computers and why computers are essential components in business and society.</p>	<p>Exams, essay assignments projects, and concept mapping.</p>	<ul style="list-style-type: none"> <li>At least 75% of students assessed achieve this course SLO.</li> </ul>
<p>2. Utilize the Internet Web resources and evaluate on-line e-business system.</p>	<p>Exams, essay assignments projects, and concept mapping.</p>	<p>At least 75% of students assessed achieve this course SLO.</p>

3. Solve common business problems using appropriate Information Technology applications and systems.	Exams, essay assignments projects, and concept mapping.	At least 75% of students assessed achieve this course SLO.
4. Identify categories of programs, system software and applications. Organize and work with files and folders.	Exams, essay assignments projects, and concept mapping.	At least 75% of students assessed achieve this course SLO.
5. Describe various types of networks network standards and communication software.	Exams, essay assignments projects, and concept mapping.	At least 75% of students assessed achieve this course SLO.

The computer used for this course must be reliable and connected to the Internet with a faster than “dial up” service. Windows 7, 8 or 10 operating systems are necessary, with Windows 7 being optimal. However, in order to do the applications properly, MS Office 2013 software is necessary. The SAM website provides Office 2013 software while doing the projects on the SAM website. (Should you wish Office 2013 software for your own computer anyway, you may purchase it very economically thru the Foundation for California Community Colleges site [www.CollegeBuys.org](http://www.CollegeBuys.org) [make sure it is .org] for about \$64. You can verify you are qualified as a WLA student by working thru the site online.)

Students should consult the college catalog for course descriptions and information on college policies concerning student and college responsibilities and services. Students should consult the class schedule for course offerings including times and locations as well as the college calendar (incl. last date to drop and observed holidays).

The college website has important and frequently updated information.

The department website has CAOT/& CSIT information including certificate programs, scholarship/internship opportunities, laboratory and instructor hours.

**Be sure to keep the same e-mail address, that was provided to you and that you listed in registering, for the entire semester.**

All work submitted for grading must be individual effort, although students may collaborate while learning on non-graded work. Students must abide by the Student Code of Conduct (Board Rule 9803.28.) Recording devices are not permitted in classrooms except in cases approved by the administration.

**Emergency relocation area is in Lots 1 and 2 to the North.**

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## Syllabus Addendum – General College/Department Resources

<https://netmail.wlac.edu/> Student's college e-mail. Instructions & video on student access to the college e-mail available by: [www.wlac.edu](http://www.wlac.edu) > For Students > E-mail-About Student E-mail (under Quick Links). (You need a student id number for the User Name, and the month & day of birth for the password.)

[www.wlac.edu](http://www.wlac.edu) College website. Financial aid, student services, class schedules info and access to *Etudes* website for online courses, etc. Quizzes/tests may be accessed using this website. Campus parking and building map is included.

[www.wlac.edu/csit](http://www.wlac.edu/csit) Division (department) website. Degree/certificate information, scholarship/internship info, and access to free/discount downloads, etc. The computer lab in CE-101 operating hours are listed here. Degree & certificate requirements for this department are listed here.

[www.cengage.com/sam2013](http://www.cengage.com/sam2013) Website for textbook publisher's materials for the training, assignments, and tests used in the **CSIT-901** course. Access available only thru individual course access code supplied with the textbook kit from college bookstore. 901 students do the actual computer activities using this website. (The Instructor accesses this website to review work.)

[www.wlac.edu](http://www.wlac.edu) Access to the *Etudes* website used for many courses (sometimes in addition to other websites – such as SAM). It is sometimes used for e-mail to students separate from the college student e-mail system. Instructions on login information available by: [www.wlac.edu](http://www.wlac.edu) > Online/Hybrid classes > Course Login Info.

[www.wlac.edu/transfer/index.html#honors](http://www.wlac.edu/transfer/index.html#honors) Website for extra work/credit "honors" classes.

Course descriptions are provided in the *college catalog* available from college bookstore. District policies regarding college and student conduct are included.

Class schedules are provided in the *schedule of classes* available from the college bookstore. (More up-to-date class schedules are available from the college website.) Important dates, such as last date to drop with or without a "W", are included. Campus parking and the building map is included.

Instructor and computer lab hours will be periodically announced by the instructor in class and posted on the appropriate room doors as well as on the CAOT/CSIT webpage.

Food and drink are banned from classrooms and labs. All electronic devices are to be disabled in classroom and lab, other than the college provided computer in the lab. All student work for evaluation is to be the student's alone, except in the case of assigned group activities.

Absences in excess of one week of class time (with late to class three times counting as an absence) may result in exclusion. Failure to submit assigned work in the first three weeks of class may result in exclusion. Incomplete grades are reserved for physical inability to perform the final exam (such as sudden hospitalization) and also  $\frac{3}{4}$  of the semester's class work must have been completed. It is the student's responsibility to drop classes. Last day to drop without a "W" in Fall 2015 is Sep. 11. Last day to drop with a "W" is Nov 20 (for semester length classes). If any question about the above information, please consult with the instructor.

Students with special needs may contact the DSPS Office for consideration of appropriate accommodations. The DSPS Office is in the Student Services Bldg. Room 320, tel. 310-287-4450. Please inform the instructor also.