

WEST LOS ANGELES COLLEGE
COURSE SYLLABUS FOR
CS901 – Introduction to Computers and Their Use

Transferrable/Honors Available: CSU/UC

Version 2.2 This syllabus describes the course, course policies and procedures, campus policies and other information. It is subject to change at any time and the most recent version posted on Etudes course learning management system will be the one in force.

Instructor: Al Kami

Section #: 8105	Semester: Spring 2015	Location: online
Class Days/Hours: CCC confer Wed 6:45-9:45		Office Hours: Online (Etudes chat) Wed 6:00-6:45
Final Examination: by midnight 6/7/2015		
Telephone: use 'pm' in etudes or e-mail		Email: kamisa@wlaac.edu
Course Websites: Etudes: myetudes.org		Sam/Cengage: sam.cengage.com
Division Website: http://www.wlaac.edu/computer-science/		

Course Description

This course introduces students to fundamental computer “literacy” concepts. Students will learn to use Windows 7, as well as a word processing program (Word), spreadsheet program (Excel), a presentation tool (PowerPoint), an introduction database management program (Access), and other applications.

Course Objectives

You will learn fundamental computer concepts with an emphasis on practical use of computers in business and personal situations. Although I assume no prior knowledge of or experience with computers, I assume that you are familiar with the basic mechanical tasks of turning a computer on, using a mouse, connecting to the web, etc. This course will introduce you to fundamental Computer Literacy concepts, Microsoft Windows 7 operating system, and Microsoft Office 2013. Microsoft Office 2013 applications introduced will include a word processing program (MS Word), a spreadsheet program (MS Excel), a presentation program (MS PowerPoint), and other applications.

This class is intended for students requiring hands-on knowledge of computers applications. This class will be accepted as a prerequisite for all advanced applications classes listed under CSIT and CAOT.

Student Learning Outcomes

If you are successful in this class, you will:

1. become computer literate in the workplace and in society by demonstrating knowledge of computer hardware, software, file and data management, operating systems, mobile devices, and Internet resources.
2. demonstrate Word skills to create and edit documents: format paragraphs, organize text, insert graphics and use spell and grammar checker.
3. demonstrate Excel skills to create and format a worksheet: use and creation of formulas, financial formatting, worksheet design and charting.
4. demonstrate PowerPoint skills to create and edit a presentation: start and identify parts of a presentation, format slides and modify slide layout.
5. demonstrate Access skills to identify and create basic elements of a database.

This course is a 3 unit course so it is not unreasonable to expect around 6 hours per week (2:1) of work outside of the classroom.

Required Textbook and Supplies

Microsoft Office 2013: Introductory 1st Edition

Vermaat, Mistey E.

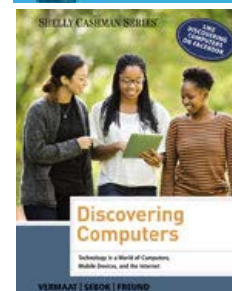
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Discovering Computers 2014. 1st Edition

Vermaat, Sebok, Freund

©2014 | Cengage learning | Paper; 556 pp |
ISBN-10: 1-285-16176-9 | ISBN-13: 978-1-285-16176-1



West Los Angeles Bookstore Information (www.wlac.edu/bookstore/)

These books, as well as the SAM/Cengage software are bundled together in the bookstore. I recommend the rental program, where you can get all for the low price of \$50. If you really would like to keep the textbooks, then you can purchase the bundle through the bookstore (\$127.25) or directly from the publisher, free shipping included, (\$92) at the below link:

<http://www.cengagebrain.com/course/site.html?id=1-1PB60DI>

SAM/Cengage–

You will use the **Cengage** course website to complete many course assignments. Use of Chrome browser is recommended.

1. Create a Cengage Login Account – go to sam.cengage.com course website. Click “New User”.
2. Use SAM access code supplied in your required textbook bundle (when prompted for it – not required until after the 3rd week of class (1st week of March)
3. Type our Cengage Institutional Code: **T2083444**
4. Join a Course Section: **WLAC COS 8105 SKAMI S15**
5. Click on SAM Assignments to view course assignments
6. Click on link to view a video tutorial on how to Create Your Account and Join a Course Section, <http://www.cengagebrain.com/course/site.html?id=1-1PB60DI>
7. See Need Help – Click on “Getting Started” & watch the video.
8. For technical requirements – click on “Brief User Guide” (OS & browsers supported, java script help, pop-up blockers, Adobe Reader, Flash 11, Monitor resolution 1280 x 800 or higher & how to sign up for and use the software)

Digital Course Support: <http://www.cengage.com/dcs>

Technical Support: <http://www.cengage.com/support>

Etudes- <http://myetudes.org>

Etudes-NG is an online system that we shall be using for taking examinations and submitting homework.

Login ID consist of 3 parts:

1. first 2 of your first name
2. first 2 of your last name
3. last 5 of your student ID number

Password Password is the 2 digit month and 2 digit day of your birthday (mmd).

Example: Juan Straub, 88-459-0210, born July 4

User ID just90210

Password: 0704

Etudes will be primarily used for e-mail (personal messages) and discussions. The bulk of the work will be done in SAM/Cengage.

Office 2013 - We will be studying Word 2013, Excel 2013, and PowerPoint 2013, Access 2013, and Outlook 2013. The exercises will be accessed through SAM/Cengage website, however, for the 5 "Projects" you will need access to Office 2013 software. This is available in the computer labs on campus.

COMPUTER LAB / TUTORING

1. CE-101 Computer Lab hours: (check: www.wlac.edu/csit. for any computer lab hours updates

Monday thru Thursday	2:15pm – 9:45pm
Friday	Closed
Saturday	8:45am – 1:00pm
Sunday	Closed

2. CE-101 Tutoring (Allison)

Mondays	2:30pm – 6:00pm
Wednesdays	3:00pm – 8:00pm
Saturday	online

CE-101 Tutoring (Gia)

Mondays	9:30am – 1:00pm
Tuesdays	11:00am – 3:00pm
Wednesdays	9:00am – 2:00pm
Thursdays	noon - 3:00pm

LIBRARY HOURS

- Mon - Thu: 7:30am - 8:00pm
- Fri: 9:00am - 1:00pm
- Sat: 11:00am - 3:00 pm
- Closed Sundays and Holidays

Schedule of Class Work, Homework, Exams, and Other Activities

Week # Wed Date	Lecture Topics	Homework Assignments (due by Sun Midnight)
1 2/11	Syllabus Review Etudes Login SAM/Cengage Login Screen Captures Using Windows Snipping MO 2013 – Intro to Technology	Login to both systems
2 2/18	DC Ch1-Digital Literacy MO 2013 – Office 2013 & Windows 8 MO 2013 – Office 365 Updating Etudes Profile SAM/Cengage Honors Program	DC Chapter 1 MO Office 2013 & Windows 8 MO Office 365
3 2/25	DC Ch2-The Internet MO 2013 – Word Ch 1–Create, format, edit	DC Chapter 2 SAM/Cengage Word Ch 1 & Proj 1b
4 3/4	DC Ch3-Computers & Mobile Devices MO 2013 – Word Ch 2-Research paper	DC Chapter 3 SAM/Cengage Word Ch 2 & Proj 1a
5 3/11	DC Ch4-Programs & Apps MO 2013 – Word Ch 3-Business Letter	DC Chapter 4 SAM/Cengage Word Ch 3
6 3/18	DC Ch5-Digital Safety & Security MO 2013 – PowerPoint Ch 1-Create, Edit	DC Chapter 5 SAM/Cengage PowerPoint Ch 1 & Proj 1b
7 3/25	DC Ch6-Inside Computers & Mobile Devices MO 2013 – PowerPoint Ch 2-Enhancing	DC Chapter 6 SAM/Cengage PowerPoint Ch 2
8 4/1	DC Ch7-Input & Output MO 2013 – PowerPoint Ch 3-Media/Animate	DC Chapter 7 SAM/Cengage PowerPoint Ch 3
(4/4 – 4/10)	NO CLASS - Spring Break	Review for Mid-Term
9 4/15	Midterm Exam (Word & PPT)	
10 4/22	DC Ch8-Digital Storage MO 2013 - Excel Ch 1-Create, Charts	DC Chapter 8 SAM/Cengage Excel Ch 1 & Proj 1b
11 4/29	DC Ch9-Operating Systems MO 2013 - Excel Ch 2-Formulas, Functions	DC Chapter 9 SAM/Cengage Excel Ch 2 & Proj 1a
12 5/6	DC Ch10-Communications & Networks MO 2013 - Excel Ch 3-Chart, What-if	DC Chapter 10 SAM/Cengage Excel Ch 3
13 5/13	MO 2013 - Access Ch 1-Intro DBs	SAM/Cengage Access Ch 1
14 5/20	MO 2013 – Outlook Ch 1-Email	SAM/Cengage Outlook Ch 1
15 5/27	MO 2013 – Outlook Ch 2-Contacts	SAM/Cengage Outlook Ch 2
6/2015	Final Exam (Excel, Access, Outlook)	Honor's Project Due

Important dates to remember:

Last day to drop class w/o a “W” is Feb 20
Last day to drop class for full refund is Feb 20
Last day to file a pass/no pass grade option is Feb 20
Last day to drop a class with a “W” is May 8

CAMPUS CLOSED ON THE FOLLOWING HOLIDAYS

President’s Day– Feb 13 - 16
Spring Break: April 4- April 10 (no class April 8)
Cesar Chavez Day: March 31
Memorial Day: May 25

Attendance

This class is entirely online. I intend to cover the weekly material online via the CCC confer website (www.cccconfer.org). Attendance is optional. The lecture will be recorded and available for the length of the course. Students are required to complete assigned material in a timely fashion. Points will be lost for late assignments.

Attendance is not required, but activity is. Extended periods of inactivity, without notifying the instructor, may lead to your being dropped from the course and/or seriously jeopardize your grade. The bulk of the homework assignments must be completed before the due date, but machine-graded homework such as multiple-choice, true-false and grader projects may be repeated and highest score recorded.

Make-up Policy

An exam may be made up if there is a valid reason (serious illness corroborated by a physician). A make-up exam must be scheduled within 12 hours of the actual exam in person, by phone or email.

Examinations and Grading

Your final course grade will consist of a composite of the following:

SAM Office Training Exercises	25%
SAM Office Exams & Projects	25%
Discover Computers Chapter tests	20%
Midterm	15%
Final Exam	15%

Homework will be submitted and graded via the online via Etudes and SAM/Cengage. True/False, multiple choice and fill-in-the-blank questions that are auto-scored by the website must be submitted by the due date to receive full credit. Training and exam may be submitted until the last day of classes, however after the due date will not receive full credit.

Incomplete Policy

A student who has successfully completed more than 75% of the course work and has communicated to the instructor a justifiable explanation may be considered for an incomplete grade. With “incomplete” grade, the student must complete all missing assignments/exams/projects and notify the instructor to change grade within a one year grace period

First Day Drop Policy

This instructor reserves the right to drop no-shows after the first hour of the first class meeting if no prior arrangements were made for the absence.

Academic Honesty Policy

This instructor follows the West Los Angeles College policy on cheating and plagiarism. Cheating and plagiarism are violations of college policy and these policies are found in the Schedule of Classes.” Any student unclear on the meaning of academic dishonesty and plagiarism should meet the instructor during office hours for clarification.”

Activities that are considered to be CHEATING include, but are not limited to, the following: communication with another person during an exam, accessing materials electronic or otherwise without the instructor's express permission. Violation of any of these rules (i.e. cheating) could result in a lowering of the exam grade or the course grade (e.g. a “Fail”), and the violator's name and student I.D. number will be sent, with a description of the violation, to the Division Chair and to the Dean of Instruction to be kept on record for future reference. The Dean of Student Activities may also be contacted for disciplinary action, if necessary.

Academic Integrity

The work you do and submit is expected to be the result of your effort ONLY. You are encouraged to discuss the high level (general) solution of an assignment. However, cooperation should not result in one or more students having possession of any part of an assignment written by another student. Incidents of academic dishonesty or lack of integrity will be referred to the Dean of Instruction's office.

Students are responsible for the honest completion and representation of their work, for the appropriate citation of sources, and for respect of others' academic endeavors. 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 “Turn It In” to detect academic dishonesty.

Class Rules

Failure to follow any of the below class rules will result in loss of attendance credit for that day. No further warning will be issued.

- Electronic Device Policy: Turn cell phones OFF *BEFORE* entering the classroom—no making/taking calls, no texting no checking messages at anytime during the class session. Use your phone during the break only or during class-time independent work sessions.
- Use of recorders (audio and/or video) is allowed with instructor permission only.
- No eating or drinking in class; however re-sealable water bottles are allowed
- Please return chairs, throw away your trash, etc.
- Attendance will be taken at the beginning of class

Issues or Complaints:

Please address any issues you may have that are relative to this course with your instructor, either in person, by phone or e-mail at the contacts listed above. If you and the instructor cannot resolve the issue you will be referred to the division chair, Anna Chiang, chianga@wla.edu, 310-287-4253.

CSU Transfer and Honors Credit

For more information, go to: <http://www.wlac.edu/Transfer-Programs/Transfer-Honors-Program.aspx>

If you intend to attempt this class for honors, thereby greatly improving your chances of getting into a California State University or University of California school, please contact the instructor within the first two classes.

CSIT Division Web Site

<http://www.wlac.edu/Computer-Science/>

Division Announcement, Scholarship and Internship Opportunities

Instructor Office Hour and Computer Lab Open Hour

Petition for Degree & Certificate

Petition for Prerequisite Challenge

Declare a Major – to be eligible for scholarship and internship

Discount Voucher for CompTIA A+ Network+ Security+ Linux+

Free Software Download (Windows 7, Server 2008, VMWare, Microsoft ACCESS and Visio Studio)

Requirement for AA/AS degree and Certificate of Achievement in the following:

Degree and Certificate in Computer Science (10 major courses)

Degree and Certificate in Computer Network and Security Management (10 major courses)

Degree and Certificate in Computer Web Support and Database Administration (10 major courses)

Certificate of Achievement in Computer Network Management (requires 6 courses)

Certificate of Achievement in Information System Security (requires 6 courses)

Certificate of Achievement in Business Application and Database Management (requires 6 courses)

Certificate of Achievement in Web Support and Administration (requires 6 courses)

Faculty advisor and major declaration

Please note that students must declare a major in order to become eligible for scholarship and internship opportunities. To declare a major, please obtain the form of change request from CS division website <http://www.wlac.edu/computer-science/index.aspx> click the link on the left menu.

By default, your instructor can be the faculty advisor; please see your instructor during the posted office hours or you can make an appointment with the following fulltime faculty advisors:

Ashok Patil Degree, transfer, and certificate in Computer Science- PatilA@wlab.edu

Anna Chiang Degree, transfer and certificate in Computer Information Science/Computer Network and Security Management- ChiangA@wlab.edu

Marcus Butler Microsoft, CISCO, VMWare training ButlerM@wlab.edu

Manish Patel Degree and certificate in Web development and Database Administration- PatelM@wlab.edu

Professional Conduct in Our Classroom Community

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.

Dropping the Class

Student wanting to drop the class should drop online at <http://www.wlab.edu> click “Current Students,” then click on “MY SIS”, login to the SIS system, select the semester/year, change the action drop down from “add” to “drop” and enter the section number (found at top of this document). Students who stop attending class are responsible for withdrawing from the class to prevent being issued a failing grade in the class.

Special Instructional Accommodation

If there are special accommodations that you require to be successful in this course, please discuss your situation with the instructor. To receive accommodations for a special need or disability, students must register with the Office of Disabled Student Program and Services at the HLRC. Tape recording of lectures and discussions will not be permitted without the consent of the instructor.

Forms of Behavior which Violate Academic Integrity

Cheating: Using any materials or devices or strategies which provide undue advantage on any exam, assignment, activity or other method of assessment for a course. This includes, but is not limited to, looking at another student's exam, using phones or other communication systems to text message during exams, taking pictures or images of exams, talking with others during exams, using Internet to find information, or any other system of inappropriate "help." Exams are to be measures of what YOU, as an individual, have learned.

Collaboration: Working together on projects, papers, exams or other forms of assessment which are to be completed individually.

Plagiarism: Taking anyone else's work as one's own. Presenting another's words, ideas, forms of expression, materials or labor without proper citation, referencing, and declaration that this material originated outside the student's own work. For assistance with classroom projects, papers and assignments, please visit the Learning Skills Center in the HLRC.

Standard of Student Conduct

Faculty members are charged with responsibility for building and maintaining a classroom atmosphere conducive to learning. Disruptive, disrespectful, or obstructive behavior will be dealt with in terms in accordance with the LACCD Standard of Student Conduct. Select forms of disciplinary action appropriate to the misconduct may be taken by an instructor when there is evidence that the student's behavior interferes with classroom instruction.

The following types of disciplinary action may be taken by the instructor:

Warning- A verbal or written notice, given to the student by an instructor. Continuation or repetition of the specified conduct will be cause for further disciplinary action.

Removal by Instructor- An instructor may remove (suspend) a student from his or her class for the day of the incident and the next class meeting. During this period of removal, the student shall not return to the class from which he or she was removed without the permission of the instructor.

Students may refer to the College Catalog or the online student orientation at

<http://www.wlac.edu/services/documents/STUDENTBEHAVIORANDCOLLEGEDISCIPLINE.pdf>

Cell Phone and Other Communication Devices

If you bring your cell-phone to class, be sure to have it in a mode where it will not ring and disturb others. If you have to answer an emergency phone call, please step out of the classroom. Devices of this type should be placed on vibrate and should never be visible during class time.

Classroom and Campus Cleanliness

Please help us keep the classroom and campus grounds clean. No food or beverages, except for water, is permitted inside instructional classrooms/labs. Please use the receptacles to dispose of trash.

Electronic Mail

Electronic mail is the official method of communication for delivery of college information. Student email addresses will be recorded in the college's electronic directories and records. If you need to update an email address, visit <http://www.wlac.edu>, click "Current Students," then click on "MY SIS". Once you log in you can change your email by clicking "edit" at the top of the page next to your email address.

Instructional Support and Monitoring

Monitor your academic progress at <http://www.wlac.edu/graduation/Degree-Audits.aspx> and click on “DegreeWorks login” or visit the Counseling Office in A13.

For instructional support and assistance with research projects, visit the Learning Skills Center and Library in HLRC.