

# SYLLABUS – Spring 2015 (February 9 to June 7)



# 0700

**Course:** CSIT 901, Section #0700  
INTRODUCTION TO COMPUTERS & THEIR USES

**Instructor:** Ken Buckner, MOUS, MSCIS

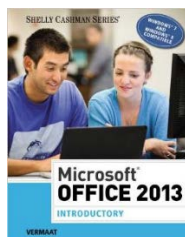
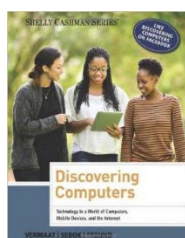
**Phone:** (310) 670-2803

**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

## TEXTBOOK/ COURSE MATERIALS



## TEXTBOOK BUNDLE

**Discovering Computers 2014 + Microsoft® Office 2013: Introductory + SAM 2013 Assessment, Training and Projects with MindTap Reader**

- ISBN-10: 1-305-58771-5
- ISBN-13: 978-1-305-58771-7

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

**Discovering Computers 2014 (Shelley Cashman Series)**

Vermaat, Sebok, Freund  
ISBN-13: 978-1-285-16176-1

**Microsoft Office 2013 – Introductory (Shelley Cashman Series)**

Misty E. Vermaat  
ISBN-13: 978-1-285-16602-5

**Software:** PCs with Windows 7 (Windows 8 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 2<sup>nd</sup> floor or the WLAC Computer Lab in CE-101.

NOTE: You can purchase Office 2013 Professional Plus from **Collegebuys.org** 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 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 apply technical knowledge and perform specific technical skills, including:

1. 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.

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2. 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.
  3. 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.
  4. 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.
  5. Successful students will demonstrate database skills using Microsoft Access to organize and manage data.
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**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

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**COMPUTER LAB HOURS:**

<b>CE-101</b>	<p><b>Open Lab Hours</b>  Monday – Thursday: 2:15pm - 9:45pm  Saturday: 8:45am – 1:00pm  Friday &amp; Sunday: closed</p> <p>Phone: 310-287-4268 (Laurent Phung)</p> <p><b>NOTE:</b> See Tutor Schedule posted in classroom and CE101 door.</p>
<b>CE-225</b>	<p>Sunday 9 a.m. - 5 p.m. (if a class is going on, go to CE-105)  Mr. Ken Taira (also a CS901 instructor) will be manning the lab.</p>
	<p><b>Computers in the WLAC library (2<sup>nd</sup> Floor):</b>  Monday - Thursday: 7:30am-7:45 pm  Friday: 9am-1 pm  Saturday: 11am-3pm  Closed: College Holidays and Spring Break</p>

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**IMPORTANT DATES:**

LAST DAY TO

- Add/Audit Traditional Classes .....In-person: Friday, Feb. 20
- File Pass/No Pass .....Friday, Feb. 20
- Drop a Class with a refund/no fee owed ...Friday, Feb. 20
- Drop without a W .....Friday, Feb. 20
- Drop with a W .....Friday, May 8

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**CAMPUS CLOSED**

- Presidents' Day: Feb 13 - Feb 16
  - Cesar Chavez Day: Mar 31
  - Spring Break: April 4 - April 10
  - Memorial Day: May 25
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**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.

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**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.

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**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.

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**MISSED ASSIGNMENTS/MAKE-UP ASSIGNMENTS:**

Assignments should be submitted before the start of class on date due. Late assignments will have 10% of points deducted. Assignments more than a week late will not be graded. Some assignments are considered as tests or exams and should be submitted when due.

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**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:

Project/Lab assignments	30%
Computer Concepts Quizzes	10%
Discussions/class activities/attendance	10%
Group Projects	10%
Midterm	20%
Final exam/Project	20%

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**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.

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**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.
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**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).

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**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.

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**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.

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**FOOD AND DRINK**

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**GENERAL COLLEGE/DEPARTMENT RESOURCES**

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**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.

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**CSIT DIVISION WEBSITE** <http://wlac.edu/csit>  
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.  
Special H1B program offering job placement assistance to students of advanced classes like CISCO Network, Security, Web & Mobile development, database.  
Email H1B coordinator [vegaWM@wlac.edu](mailto:vegaWM@wlac.edu).

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**STUDENT SERVICES** <http://www.wlac.edu/services/index.html>

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**FINANCIAL AID** [http://www.wlac.edu/financial\\_aid/index.html](http://www.wlac.edu/financial_aid/index.html)

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**ACADEMIC COUNSELING** <http://wlace.edu/counseling/counselor.html>

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**STUDENT HEALTH CENTER** [http://wlac.edu/services/brochures/health\\_center.pdf](http://wlac.edu/services/brochures/health_center.pdf)

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**TRANSFER HONORS CREDIT** <http://www.wlac.edu/transfer/index.html#honors>

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**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 Sec 0700 TTh-Introduction to Computers and Its Uses

W K	Date	TUESDAY	Date	THURSDAY
1	2/10	Course Introduction and Procedural Information Purchase information for materials	2/12	Syllabus Quiz Introduction to Office 2013/Office 365
2	2/17	Getting started with MyEtudes and Windows 7; Ergonomics	2/19	<i><u>Deadline: Fri, Feb 20</u></i> <i><u>Drop classes with a refund/no fee owed</u></i> <i><u>Drop classes w/o a "W"</u></i> <i><u>File for Pass/No Pass</u></i>
3	2/24	File Management DC Ch8 – Digital Storage: Preserving on Media and In the Cloud	2/26	DC Ch8 – Digital Storage: Preserving on Media and In the Cloud <b>You should have your book bundle, USB flash drive, and headphone by this time.</b>
4	3/3	DC Ch2 - The Internet: Accessing, Searching, Sharing and Communication	3/5	OFF13 PowerPoint Ch1
5	3/10	OFF13 PowerPoint Ch1	3/12	OFF13 PowerPoint Ch2
6	3/17	OFF13 PowerPoint Ch2	3/19	
7	3/24	DC Ch3 – Computers and Mobile Devices	3/26	DC Ch4 – Programs and Apps
8	3/31	DC Ch5 – Digital Safety and Security	4/2	<b>MIDTERM</b>
9	4/7	<b>Spring Break</b>	4/9	<b>Spring Break</b>
10	4/14	OFF13 Word Ch1	4/16	OFF13 Word Ch1
11	4/21	OFF13 Word Ch2	4/23	OFF13 Word Ch2
12	4/28	OFF13 Word Ch3	4/30	DC Ch6 & 7 – Inside Computers and Mobile Devices, Input and Output Devices
13	5/5	OFF13 Excel Ch1	5/7	OFF13 Excel Ch1 <i><u>Last Day to Drop with a "W"</u></i>
14	5/12	OFF13 Excel Ch2	5/14	OFF13 Excel Ch2
15	5/19	OFF13 Excel Ch3	5/21	OFF13 Excel Ch3
16	5/26	DC Ch9: Operating Systems	5/28	DC Ch19 Communication and Networks
17	6/2	<b>FINALS WEEK- NO CLASS TODAY</b>	6/4	<b>FINALS 11:30 am – 1:30 pm</b> <b>Last Day of Class</b>