

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

Transferrable/Honors Available: CSU/UC

Version 2.1. 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 #: 0702 Semester: Fall 2013

Location: CE-225

Class Days/Hours: Thr 1:00 – 4:15PM

Office Hours: Thr 12:15-1:00 (before class) in CE-101

Final Examination: 12/11/2013

Telephone: use 'pm' in etudes or e-mail

Email: kamisa@wla.edu

Division Website: <http://www.wla.edu/csit>

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 2010. Microsoft Office 2010 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.

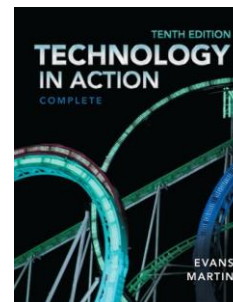
Required Textbook and Supplies

Blank Flash Drive (1 GB or larger)

Technology In Action, Complete, 10th Edition

Evans, Martin & Poatsy

©2013 | Prentice Hall | Paper; 615 pp |
ISBN-10: 0-13-305622-8 | ISBN-13: 978-0-13-305622-8



GO! with Microsoft® Office 2010, Volume 1

Gaskin, Ferrett, Vargas & McLellan

©2011 | Prentice Hall | Paper; 1000 pp |
ISBN-10: 0-13-245446-7 | ISBN-13: 978-0-13-245446-9



***Myitlab – Course ID:** CRSKLMN-6007571

2013 Fall CSIT 901 Kami Sect 0702

ID: CRSKLMN-6007571

Thur 1-4pm in CE225.

MyITLab Access Code: The MyITLab is an online assessment and training tools for MS Office 2010. It allows students to perform their MS Office assignments online without actually having MS Office 2010 installed on their computer. A Student Access Code is required to use MyITLab. The access code is provided with the bundle sold in the WLAC bookstore or can be purchased separately.

Note: Your MyITLab access code is good for 1 year from the date of purchase. **Used books do not include the access code to myitlab.com.**

MyITLab Overview: http://www.myitlab.com/prod_overview.asp

Use the link below, if you wish to purchase only the MyITLab Access Code

<https://register.pearsoncmg.com/reg/include/consent.jsp?originalDest=/reg/buy/buy1.jsp?productID=32215>

A few copies of the textbook are available in the HLRC Library but cannot be taken home.

The used texts can be purchased used for approximately \$30. However, you will still have to purchase the MyITLab online tutorial at \$65.00-\$88.00 (available online or from bookstore). Some students have had good results buying MyITLab separately from Amazon. If you do buy the text at Amazon, be sure to buy based on the ISBN number and not just the picture.

MyITLab Technical Support: www.myitlab.com and click on Support tab (student)

Call Product Support Toll Free (800) 677-6337

*Phone Support is available: Monday through Friday, 8AM to 8PM EST**

If you are registered and can login to MyITLab, Chat Tech Support available 24/7. Go to above website and click Support (student), then click on Chat tab.

Supported browsers for myitlab.com include IE8 – 10, Firefox, Chrome, Safari 5.06-6 with a screen resolution of 1024x768 minimum and 1280x960 or 1280x1024 recommended. Only 32-bit browser software is supported. Pop-up blocker software must be disabled.

Office 2010 - We will be studying Word 2010, Excel 2010, and PowerPoint 2010. The exercises will be accessed through MyITLab. However, you will have Drop Box Assignments that will require you to create a document using the Office 2010 software.

CE-101 Computer Lab hours:	Sunday/Friday	Closed
	Mon - Thursday	2:00pm – 9:45pm
	Saturday	8:45am – 1:00pm

CSU/UC Transfer and Honors Credit

For more information, go to: <http://www.wlac.edu/transfer/index.html#honors>

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 as soon as you are accepted to the program – preferably within the first 2 weeks of class.

CSIT Division Web Site - <http://www.wlac.edu/CSIT>

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)

- Certificate of Achievement in Legal Secretary (requires 6 courses)

CS 901 is a foundation class for most Computer Science programs here at West LA College.

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/csit> 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

Important dates to remember:

Last day to drop class w/o a "W" is	Sep 6, 2013
Drop a Class w/o a Fee is	Sep 6, 2013
Last day to file a pass/no pass grade option is	Sep 6, 2013
Last day to drop a class with a "W" is	Nov 15, 2013

CAMPUS CLOSED ON THE FOLLOWING HOLIDAYS

Labor Day, Sept 2

Veteran's Day, Nov 11

Thanksgiving Nov 28 - Dec 1 (no class on 11/28/13)

Attendance

You are required to attend all class sessions and to stay for extra lab time whenever needed to complete work on time (see schedule below). Missing more than 2 class meetings could cause you to be excluded from the class or seriously jeopardize your grade. This is not to say that you cannot catch up. 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 until the end of the semester and highest score recorded.

Make-up Policy

An exam may be made up if there is a valid excuse (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:

Homework and In-Class Assignments	40%
Quizzes and Discussion Participation	15%
Midterm	15%
Final Exam/Project	30%

Homework will be submitted and graded via the online via Etudes and MyITLab. True/False, multiple choice and fill-in-the-blank questions that are auto-scored by the website maybe submitted and resubmitted until the last day of classes without penalty.

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.

- Be on time
- 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.

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

Date	Lecture Topics	Homework Assignments
8/29/2013	Syllabus Review Etudes Login MyITLab Login Updating Etudes Profile/ e-mail	Update Etudes & laccd e-mail
9/5/2013	TIA Ch1-Using Tech to Change the World Screen Captures Using Windows Snipping Accessory MyITLab Honors Program	MyITLab TIA Ch 1
9/12/2013	TIA Ch2-Looking at Computers	MyITLab TIA Ch 2
9/19/2013	TIA Ch3-Using the Internet Making the Most of the Web's Resources	MyITLab TIA Ch 3 Honors Project Topic Due
9/26/2013	TIA Ch4-Application Software TIA Ch5-System Software	MyITLab TIA Ch 4 & 5
10/3/13	TIA Ch6-Understanding and Assessing Hardware GO! - Common Features Ch 1	MyITLab TIA Ch 6 MyITLab Common Features
10/10/13	TIA Ch7-Networking GO! - Word Ch 1 - Creating Documents	MyITLab TIA Ch 7 MyITLab Word Ch 1
10/17/13	TIA Ch8-Digital Devices and Media GO! - Word Ch 2 - Using Tables and Templates to Create Resumes and Cover Letters	MyITLab TIA Ch 8 MyITLab Word Ch 2
10/24/13	TIA Ch9-Securing Your System GO! - Word Ch 3 - Creating Research Papers, Newsletters, and Merged Mailing Labels	MyITLab TIA Ch 9 MyITLab Word Ch 3 Review for Mid-Term
10/31/13	Midterm Exam	
11/7/13	GO! - Excel Ch 1 - Creating Worksheet and Charting Data	MyITLab Excel Ch 1
11/14/13	GO! - Excel Ch 2 - Using Functions, Creating Tables, and Managing Large Workbooks	MyITLab Excel Ch 2
11/21/13	GO! - Excel Ch 3 - Analyzing Data with Pie Charts, Line Charts, and What-If Analysis Tools	MyITLab Excel Ch 3
11/28/13	HOLIDAY - Thanksgiving	
12/4/13	GO! - Access Ch 1 GO! - PowerPoint Ch 1	MyITLab Access Ch 1 MyITLab PowerPoint Ch 1 Honor's Project Due
12/11/13	Final Exam	

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

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.wlac.edu> click "For Students," then click the blue "SIS add/drop" button. Students who stop attending class are responsible for withdrawing from the class to prevent being issued a failing "F" 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 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 "For Students," then click the blue "SIS" button. Once you log in you can change your email by clicking "edit" at the top of the page next to your email address.

<https://student.laccd.edu/sso/> - login to LACCD district wide student E-mail system.

<http://www.wlac.edu/services/documents/studentemailinstructions.pdf> - Instructions on how to use student E-mail system.

<http://www.wlac.edu/online/email.asp> - Video explaining how to login & use the student e-mail system.

Instructional Support and Monitoring

Monitor your academic progress at http://www.wlac.edu/graduation/degree_audit.html and click on the DegreeWorks icon, or visit the Counseling Office in A13.

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

Campus Resources:

Office of Disabled Student Programs and Services (DSP&S)

Heldman Learning Resources Center (HLRC), Room 119 | (310) 287-4450.

West Los Angeles College recognizes and welcomes its responsibility to provide an equal educational opportunity to all disabled individuals. The Office of Disabled Students Programs and Services (DSP&S) has been established to provide support services for all verified disabled students pursuing a college education. DSP&S students may qualify for: priority registration, registration assistance, special parking permits, sign language interpreters and assistive technology (WLAC College Catalog).

Instructional Support (Tutoring) & Learning Skills Center

Heldman Learning Resources Center (HLRC) | (310) 287-4486

Improve your reading, language, vocabulary, spelling, math fundamentals and chemistry knowledge with convenient, self-paced computer-aided courses in the Learning Skills Center. Increase your knowledge and learning success: sign up for tutoring in various college subjects (WLAC College Catalog).

Library Services

Heldman Learning Resources Center (HLRC) | (310) 287-4269 & (310) 287-4486

The WLAC Library provides instruction on how to use the online catalog, periodical and research databases. In addition to a large collection of books, periodicals and videos the WLAC Library has course textbooks which students may use while in the Library. Web access is available in LIRL as well as meeting rooms. The upper floors provide a beautiful view ideal for study (WLAC College Catalog).

for more information refer to attached link:

http://www.wlac.edu/academics/pdf/WLAC_10-12Catalog_Services.pdf