Introduction to Computers & Their Use

CSIT 901 #7718    Sept. 23 – Dec. 15, 2013
Instructor: Ms. Mary-Jo Apigo
apigomj@wlac.edu - Please put CS 901 in subject line.
This is an ONLINE class.
Office Hours: Mon 7:30-8:30 pm or by appointment. Live online chat at www.MyEtudes.org.

Course Description

Welcome to Computer Science 901 – Introduction to Computers & Their Use!

This introductory course will explore fundamental computer concepts with an emphasis on practical use of computers in business and in personal situations. Topics covered in the course include the importance of being computer literate, an examination of basic computer hardware, Internet technology and use, application software, computer networking, and mobile computing. Students acquire hands-on proficiency in the use of Microsoft Office 2010 application software including a word processing program (MS Word), a spreadsheet program (MS Excel), a presentation program (MS PowerPoint), a database management program (MS Access), and other applications. Windows will be used to illustrate operating system concepts and disk organization.

This class includes information computer literacy and digital technology concepts as well as hands-on assignments using computer applications. CSIT 901 meets the prerequisites for all advanced computer applications courses listed under CSIT and CAOT. It is UC/CSU transferable.

As an LACCD student, you have been given an LACCD email address. Visit http://www.wlac.edu For Students → Email. The college sends important emails to this address. Please check it regularly or forward your LACCD e-mail to another personal email address. Click on “Instruction” and “Video”.

Required Materials


The Bundle includes the following materials:

3. MyITLab software access code. 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.

If you buy the textbooks used, you will also need to purchase the MyITLab access code separately. If you buy the bundle from the bookstore, the two books and MyITLab access code will be included. Your MyITLab access code is valid 1 year from the activation date.
Class Format
This class will be taught exclusively online through Etudes. Note: Students enrolled this exclusively online course must login to the course website at www.MyEtudes.org by Friday, September 27th or the student will be considered inactive and dropped from the course. Since this is a short-term, 12-week online class, the class will move quite quickly; please note all the deadlines on page 6. Late work will NOT be accepted.

We will learn Technology in Action (TIA) concepts. All tests and the final exam will include material from TIA. You will also be accessing MyITLab for the MS Office (Word, Excel, Access, PowerPoint).

www.MyEtudes.org

- We will be using www.MyEtudes.org for the online course. Online modules for class content will be on MyEtudes. You can also access the syllabus, class announcements, handouts, and additional information. Be sure to login regularly to participate in class.
- After logging-in, click on the tab that says “WLAC COS 901 7188 MAPIG F13” to access our class site.
- Please login the first day the class starts (September 23) at www.MyEtudes.org. No purchase of textbooks or MyITLab access code is required to log-on to the course website.

www.MyITLab.com | Course ID: CRSKLZ3-6007576

- The class will also include hands-on activities from Go! With Microsoft Office 2010. You will complete projects, trainings, and exams in www.MyITLab.com. We will be using this online simulation software for Microsoft Office 2010: Word, Excel, Access, and PowerPoint.
- Be sure to login regularly to complete your Skill-based Trainings and Skill-based Exams. There are additional exercises available, but you are only responsible for the Skill-based Trainings for each "A" and "B" sections of each chapter and Skill-based Exam for each chapter. See the MyITLab calendar and page 6 of the syllabus for due dates.
- ALL MyITLab assignments must be submitted through MyITLab by 11:59 pm on the due date. Late work will NOT be accepted.
Class Participation and Professionalism
Regular login to the MyEtudes and MyITLab websites, participation in online discussions, and completing assignments and exams is expected from each student and will be a determining factor in your final course grade. The skills you learn here will help you succeed both in and out of class. However, your education is ultimately YOUR responsibility. YOU determine your level of success. In an online class, time management is essential. Successful college students are self-motivated, understand the importance of studying the material, and practice the skills learned. YOU CAN DO IT, and I’m here to help.

Exclusion Policy
It is the student’s responsibility to drop the class if he/she chooses. Failure to drop the class in a timely manner will result in a “W” or “F” on your transcript. Students who have missed more than three (3) assignments or two (2) tests/exams may result in an automatic exclusion. If the Etudes course online website 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. If you are having problems keeping up with the assignments, please contact me as soon as possible, NOT the day before the assignment is due.

Academic Honesty and Integrity
In accordance with code 9803.28, academic dishonesty is prohibited and will not be tolerated in this class. Students are expected to work on assignments, labs, and exams individually and independently. Each student is expected to turn in his/her own assignments and labs. Exams will be taken individually and independently. Plagiarism and cheating on assignments, labs, and exams will not be tolerated.

MyITLab Grader Projects – The MyITLab software can detect academic integrity violations (cheating) if you share your work, submit someone else’s work, or give your work to someone else to submit. If your assignment is flagged with an integrity violation, you will earn 0 points for the assignment.

Follow these guidelines to avoid integrity violations:
- Submit your own work. Do not copy and paste work from someone else.
- Save Project files to your computer or flashdrive.
- When starting your project(s), download project files AFTER you have logged into your own MyITLab account.
- Do not perform any operations on your file(s) outside of the given instructions (deleting XML data, etc.). The software will detect this and flag your project as a violation.

Computer Science Division
The Computer Science division web site provides many useful information like requirements for degree and certificate programs, industry certification exam discount vouchers, internship and scholarship opportunities, FAQ, etc. If you are interested in pursuing a major or career in computer science, and to view the programs West offers, visit www.wlac.edu/csit.
Course Student Learning Outcomes (SLOs)
Upon completion of the course,

1. Successful students will impart usage and importance of computers in business and society by demonstrating a basic understanding of computer hardware, software, operations and Internet use and resources.
2. Successful students will be able to access, store and organize information in files and folders and backup data.
3. Successful students will apply safe and secure computer practices, including Internet security and employ computer ethics.
4. Successful students will demonstrate Word 2010 skills to create and edit documents: format paragraphs, organize text, insert graphics and use spell and grammar checker.
5. Successful students will demonstrate Excel 2010 skills to create and format a worksheet: use and creation of formulas, financial formatting, worksheet design and charting.
6. Successful students will demonstrate PowerPoint 2010 skills to create and edit a presentation: start and identify parts of a presentation, format slides and modify slide layout.
7. Successful students will demonstrate Access 2010 skills to identify and create basic elements of a database.

Course Objectives
Upon completion of this course, the student will be able to:

1. Tell the usage of computers and why computers are essential components in business and society
2. Understand the hardware & parts of computers
3. Utilize the Internet Web resources and evaluate Internet security
4. Protect computer and back up the data
5. File management; Organize and work with files and folders
6. Create and edit a Word document; Format paragraphs and organize text; Use the spelling and grammar checker; Insert graphics and tables; Use Help system
7. Create and format a worksheet; Use formulas and format financial numbers; Design a worksheet; Construct formulas for Mathematical operations; Create a chart sheet
8. Start and identify parts of the presentation; Edit slide text; Format a presentation
9. Identify the elements of a database; Create a blank Database structure; Organize database objects

Pathways Academy to CSUDH
Pathways Academy is a two-year transfer program partnership between West Los Angeles College and CSU Dominguez Hills for students planning to major in Computer Science. Students who qualify for the program and successfully complete all program and transfer requirements will have guaranteed admission to CSUDH. Visit http://www.wlac.edu/pathways for more information.

Transfer Honors Credit
West Honors students can take CS 901 as an Honors course. Visit http://www.wlac.edu/transfer/honors-program.html for more information.
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.

CE-101 Computer Lab Hours -
Monday – Thursday: 2:00 pm – 9:45 pm
Saturday: 8:45 am – 1:00 pm
Friday & Sunday: Closed

Library Computer Lab (HLRC, 2nd floor)
Monday – Thursday: 7:30 am – 8:00 pm
Friday & Saturday: 9:00 am – 1:00 pm
Sunday: Closed


Important Dates
Last day to drop classes without a “W” Tuesday, October 8
Last day to drop classes with a “W” Sunday, November 24

After November 24th, students still enrolled will appear on the final grade roster and receive a grade.

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

**Grading**

<table>
<thead>
<tr>
<th>Component</th>
<th>Weight</th>
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<tbody>
<tr>
<td>Technology in Action Tests</td>
<td>30%</td>
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<tr>
<td>Technology in Action Final Exam</td>
<td>15%</td>
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<tr>
<td>Go! Office 2010 Grader Projects</td>
<td>30%</td>
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<tr>
<td>Go! Office 2010 Skill-based Exams</td>
<td>10%</td>
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<tr>
<td>Go! Office 2010 Skill-based Trainings</td>
<td>10%</td>
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<tr>
<td>Class Participation &amp; Professionalism</td>
<td>5%</td>
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There are a total of 600 points possible for this course. This is based on 5 Technology in Action Tests, 1 Technology in Action Final Exam, 15 Go! Office 2010 Skill-based Trainings, 6 Go! Office 2010 Skill-based Exams, 3 Go! Office 2010 Grader Projects, and class participation and professionalism. **There will be no make-up Technology in Action exams or final exam.**

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<thead>
<tr>
<th>Course Grade</th>
<th>Point Range</th>
<th>% Range</th>
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<tbody>
<tr>
<td>A</td>
<td>600 – 540</td>
<td>100% – 90%</td>
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<tr>
<td>B</td>
<td>539 – 480</td>
<td>89% – 80%</td>
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<tr>
<td>C</td>
<td>479 – 420</td>
<td>79% – 70%</td>
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<tr>
<td>D</td>
<td>419 – 360</td>
<td>69% – 60%</td>
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<td>F</td>
<td>359 – 0</td>
<td>59% – 0%</td>
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<tr>
<td>Schedule</td>
<td>Topic</td>
<td>Due Dates</td>
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<tr>
<td><strong>Unit 1</strong></td>
<td><strong>Week 1</strong>&lt;br&gt;Login to the course website at <a href="http://www.MyEtudes.org">www.MyEtudes.org</a> or the student will be considered inactive and dropped from the course by the instructor.</td>
<td>September 27, 2013</td>
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<td>Course overview&lt;br&gt;Syllabus &amp; Syllabus Quiz&lt;br&gt;Register on MyITLab.com&lt;br&gt;Getting Started w/ Windows 7</td>
<td>October 12, 2013</td>
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<td>Ch. 1 – Using Technology to Change the World&lt;br&gt;Ch. 1 Discussion Board&lt;br&gt;Word Ch. 1-Proj 1A Skill-based Training&lt;br&gt;Word Ch. 1-Proj 1B Skill-based Training&lt;br&gt;Test on TIA Ch. 1</td>
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<td>Ch. 2 – Looking at Computers&lt;br&gt;Ch. 2 Discussion Board&lt;br&gt;Word Ch. 1 Skill-based Exam&lt;br&gt;Word Ch. 2-Proj 2A Skill-based Training</td>
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<td>Ch. 6 – Understanding and Assessing Hardware&lt;br&gt;Ch. 6 Discussion Board&lt;br&gt;Word Ch. 2-Proj 2B Skill-based Training&lt;br&gt;Word Ch. 2 Skill-based Exam&lt;br&gt;Test on TIA Ch. 2 &amp; 6</td>
<td>November 2, 2013</td>
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<td>Ch. 3 – Using the Internet&lt;br&gt;Ch. 3 Discussion Board&lt;br&gt;Word Ch. 3-Proj 3A Skill-based Training&lt;br&gt;Word Ch. 3-Proj 3B Skill-based Training&lt;br&gt;Word Ch. 3 Skill-based Exam</td>
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<td>Ch. 8 – Digital Devices and Media&lt;br&gt;Ch. 8 Discussion Board&lt;br&gt;WORD GRADER PROJECT&lt;br&gt;Excel Ch. 1-Proj 1A Skill-based Training&lt;br&gt;Test on TIA Ch. 3 &amp; 8</td>
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<td>Ch. 4 – Application Software&lt;br&gt;Ch. 4 Discussion Board&lt;br&gt;Excel Ch. 1-Proj 1B Skill-based Training&lt;br&gt;Excel Ch. 1 Skill-based Exam</td>
<td>November 23, 2013</td>
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<td>Ch. 5 –System Software&lt;br&gt;Ch. 5 Discussion Board&lt;br&gt;Excel Ch. 2-Proj 2A Skill-based Training&lt;br&gt;Excel Ch. 2-Proj 2B Skill-based Training&lt;br&gt;Test on TIA Ch. 4 &amp; 5</td>
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<td>Ch. 7 – Networking&lt;br&gt;Ch. 7 Discussion Board&lt;br&gt;Excel Ch. 2 Skill-based Exam&lt;br&gt;Excel Ch. 3-Proj 3A Skill-based Training&lt;br&gt;EXCEL GRADER PROJECT</td>
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<td>Ch. 9 – Securing Your System&lt;br&gt;Ch. 9 Discussion Board&lt;br&gt;Access Ch. 1-Proj 1A Skill-based Training&lt;br&gt;PowerPoint Ch. 1-Proj 1A Skill-based Training&lt;br&gt;Test on TIA Ch. 7 &amp; 9</td>
<td>December 14, 2013</td>
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<td>PowerPoint Ch. 1-Proj 1B Skill-based Training&lt;br&gt;PowerPoint Ch. 1 Skill-based Exam</td>
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<td>PowerPoint Ch. 2-Proj 2A Skill-based Training&lt;br&gt;POWERPOINT GRADER PROJECT</td>
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*Note: The course outline is tentative and subject to change by the instructor based on the progress of the class.*