

**COMPUTER SCIENCE 901**  
**INTRODUCTION TO COMPUTERS AND THEIR USE**  
**COURSE OUTLINE**

Instructor: M. Patel, BS in Electrical Engineering, Database Administrator

Class Section: 8020

Class Schedule: On-Line, Aug 26-Dec 15, course syllabus can be accessed after Aug 22  
Via ETUDES [www.myetudes.org](http://www.myetudes.org) , see page 2 for login instruction.

Office Hour: M 9:00-Noon, 1:00 – 3:00 pm. W 5:00 – 6:00 pm.  
Sat afternoon-by appointment only (e-mail [patelm@wlac.edu](mailto:patelm@wlac.edu))

Office/Phone: CE 233, 310-287-7295

E-Mail [patelm@wlac.edu](mailto:patelm@wlac.edu)

### **Important and useful information**

**On campus orientation for on-line students: Saturday, Aug 24<sup>th</sup> at 10 am in CE105A**

**UC/CSU Transfer Honor Credit-<http://www.wlac.edu/transfer/index.html#honors>**

Contact the instructor for honor credit project

**LACCD Student's e-mail system-<http://www.wlac.edu> -> for student ->e-mail >click on "instruction" and "video"**

**Disabled Students Service-<http://www.wlac.edu/DSPS>**

**Job Placement Assistance** contact instructor for eligibility

**Division Web Site** <http://www.wlac.edu/CSIT> : has the following information:

- Division faculty and computer lab open hour
- Requirement for degree and certificate programs
- Job assistance for long-term unemployed, underemployed and veterans
- Discount voucher for CompTIA A+Network+ Security+ Linux+
- Free software download request (Microsoft OS & development tools and VMWare, Microsoft Access)

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

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 Adm. (10 major courses)

Certificate of Achievement in Computer Network Management (6 courses)

Certificate of Achievement in Information System Security (6 courses)

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

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

## Course objectives

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

## Student learning outcome

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

1. Successful students will 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. Successful students will demonstrate Word skills to create and edit documents: format paragraphs, organize text, insert graphics and use spell and grammar checker.
3. Successful students will demonstrate Excel skills to create and format a worksheet: use and creation of formulas, financial formatting, worksheet design and charting.
4. Successful students will demonstrate PowerPoint skills to create and edit a presentation: start and identify parts of a presentation, format slides and modify slide layout.

Successful students will demonstrate Access skills to identify and create basic elements of a database.

## Prerequisites

None

## Required course material and equipment

### Required material:

**Textbooks and Access Code:** The (2) required textbooks and access code to [www.myitlab.com](http://www.myitlab.com) have been packaged into **GO! WITH MS OFFICE 2010 + Myitlab.com access code**

**West's campus and online bookstore offers the best price on these materials (\$124.70):**

GASKIN Go!: Office 2010/Tech In Action W/My It Lab,  
ISBN 9781269431330

This West LA College package includes the [www.myitlab.com](http://www.myitlab.com) access code and the required textbooks:

Title: Technology in Action 10th Edition Authors: Evans, Martin and Poatsy Publisher: Pearson	Title: Go! Office 2010 - Introductory Vol. I Authors: Gaskin, Ferrett, Vargas, McClellan Publisher: Pearson
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**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.**

**Use the blue site (Pegasus 5 site) NOT the green one!**

**Myitlab Course Code: CRSKLZK-6007570**

### **Hardware and Software:**

This is a Windows based course. You will need to access a PC compatible computer using Windows XP, Vista, or Windows 7.

**Mac** can now run Myitlab.com on the Mac operating system, but require logging into an alternate website: [http://wps.prenhall.com/wps/media/access/Pearson\\_Default/12943/13254172/login\\_mac.html](http://wps.prenhall.com/wps/media/access/Pearson_Default/12943/13254172/login_mac.html)  
If you have trouble using a Mac, please call MyITLab technical support at: [800-677-6337](tel:800-677-6337)

**Required Equipment:** This class is offered 100% on-line, student must have computer with Internet connection in order to access college official course shell and course content (ETUDES and MyITLab).

## On-line course shell ETUDES login instruction

### **College official on-line course shell ETUDES login instruction :**

If you are a first-time online student, please see the dates for orientation (on the top of page 1). To log on to on-line class, go to <http://www.myetudes.org> ( or [www.wlac.edu/online](http://www.wlac.edu/online)) where you will find links to on-line tutorial, login instructions and Technical Requirements. Click on course login.

Example: Juan Straub, 88-459-0210, birthday is July 4.

(Login ID: first 2 letters of first name+ first 2 letters of last name+ last 5 number of student ID, password is birthday)

- User ID: just90210
- Password: 0704

After logging in, click the course tab you are enrolled.

If you are a first-time on-line student, make sure your Browser settings are as follow:

Tools->Internet Option-general->security setting->add [www.myetudes.org](http://www.myetudes.org) or [www.wlac.edu/online](http://www.wlac.edu/online) as trusted site.

If you do not know your Student Identification Number you can look it up using the Student Information System (SIS) at <http://www.laccd.edu>.

### **Email Communication**

If you have a valid email address in the LACCD system, ETUDES' instructor's announcement will be sent to your personal email. Otherwise, you should check the instructor's announcement every time you log on to course shell. You might want to update your email address under

MyWorkspace-> Account-> Modify if you change e-mail address.

### **Trouble login to ETUDES**

If you have trouble accessing the course on, or after, the start date visit the Online Student Help Desk at <http://www.wlac.edu/online/helpdesk.asp> . Click on Helpdesk Rules where your issue is likely addressed in the Frequently Asked Questions section. If not, post a message explaining the problem or contact the WLAC Distance Learning Program Office at (310)287-4305 or via email: [shemwer@wlac.edu](mailto:shemwer@wlac.edu).

## **Class rules & guidelines for assignments and exams**

### **By taking this class, you agree to follow Class Rules listed below:**

- 1) Students who are inactive in the class may result in exclusion, however it is your responsibility to drop the class; failure to drop the class in a timely manner will result in "F" on your record.
- 2) Cheating (or Plagiarism) on assignment/exam will result in "Failure".
- 3) You have **five days** to purchase the required material after semester starts, those who have the required material can start working on the course.
- 4) You will complete all assignments and exams via the MyITLab site. You must log on to ETUDES and MyITLab on regular basis to check the following:

**ETUDES - Announcement-** Check announcement every time you login, important announcement will be posted.

**ETUDES - Syllabus-**Course syllabus is attached.

**MyITLab – Calendar** – Course reading, assignments, training and Exams.

Follow the Calendar schedule to work on “Assignments” and “Tests”. **Do not wait until the last minute** to work on assignment. **Assignment submitted after the due day will receive 10%-50% deductions** (one week late 10%, two weeks late 20%..etc.). Assignment will not be accepted over 2 weeks late.

**Discussion and Private Message-** You can send private messages to the instructor via ETUDES. For urgent issues, please send e-mail to [patelm@wlac.edu](mailto:patelm@wlac.edu), the instructor checks this e-mail on regular basis.

No make up exam/test. Once you have viewed or taken the exam, you can't open or retake it. Follow the exams schedule in the Calendar. **Do not wait until the last minute to start the exam. THERE IS NO MAKE-UP or RE-TAKE EXAM.** If there is an emergency, e-mail the instructor to schedule an “on-campus” exam within 7 days after exam expires. Each student has only one opportunity to do so for one exam throughout the entire semester.

Based on past students' experiences, you should take exam as soon as you complete the assignment, since you have gone through all the material completing the assignment, your memory is still fresh.

CE101 computer lab is open to CS students, please check division website [www.wlac.edu/csit](http://www.wlac.edu/csit) for lab open hour.

Being a member of Microsoft & VMWare Academic Alliance, the enrolled students can download VMWare, Microsoft operating system (Windows 7 & Server 08) and development tool (Microsoft application like ACCESS, Visual Studio) for free. You can visit division website [www.wlac.edu/csit](http://www.wlac.edu/csit) and click on the left menu to make request or contact IA Laurent Phung via [PhungL@wlac.edu](mailto:PhungL@wlac.edu).

CS dept. is member of CompTIA education alliance, students can take A+, Network+, Security+ with discount voucher, please contact Laurent Phung via [PhungL@wlac.edu](mailto:PhungL@wlac.edu) or visit division website [www.wlac.edu/csit](http://www.wlac.edu/csit) under FAQ.

All other school/class rules will be enforced.

## Grading scale

The final grade is based on all work for assignments and exams in both the Technology in Action and Go! Office 2010 - Introductory (Word, Excel, Access and Powerpoint) material provided for in Myitlab.

Each assignment is worth a set of points. The coursework is assigned points as follows:

## **Technology in Action**

Chapter Quizzes (5 pts)      Chapter Quizzes are based on tutorials from a topic on each chapter. (sound byte, active helpdesk tutorials)

Chapter Exams (40pts)      Exam covers 2 chapters

## **Go! Office 2010 - Introductory - Word, Excel, Access, and Powerpoint**

Chapter Skill-Based Training (10 pts or 5 pts)

Chapter Skill-Based Exams - (10 pts or 5 pts)

Technology in Action Final Exam (40 pts)

Go! Office 2010 Final Exam (60 pts) - Word, Excel and Powerpoint (each 20 pts)

## **Total points possible: 500**

The standard grading scale applies:

<b>A = 90 - 100%</b>	<b>450 - 500 pts</b>
<b>B = 80 - 89%</b>	<b>400 - 449 pts</b>
<b>C = 70 - 79%</b>	<b>350 - 399 pts</b>
<b>D = 60 - 69%</b>	<b>300 - 349 pts</b>
<b>F = below 60%</b>	<b>299 and below</b>

## **Schedule**

Below a preliminary schedule.

### **Deadline of each assignment and test is posted in the MyITLab Calendar.**

- Week# 1 -Introduction to computers
- Week# 2 -Hardware & parts of computers
- Week# 3- The Internet and World Wide Web, Information technology ethics
- Week# 4- Network and security
- Week# 5- Operating system basics and utilities
- Week# 6&7- Application software-word processing
- Week# 8&9- Application software-word processing
- Week# 10&11- Application software-spreadsheet
- Week# 12&13- Applications software-spreadsheet
- Week# 14&15- Application software-Presentation
- Week# 16&17- Application software-Database
- Week# 18- Final exam

## College policies

### Academic Integrity (Plagiarism)

In accordance with code 9803.28, **academic dishonesty is prohibited and will not be tolerated in this class.** Violations of academic integrity include, but are not limited to, the following actions: cheating on an exam, plagiarism, working together on an assignment, paper or project when the instructor has specifically stated students should not do so, submitting the same term paper to more than one instructor, or allowing another individual to assume one's identity for the purpose of enhancing one's grade. Academic dishonesty of any type, such as cheating or knowingly furnishing false information, by a student provides grounds for disciplinary action by the instructor or college. In written work, no material may be copied from another without proper quotation marks, footnotes, or appropriate documentation.

- **Plagiarism will result in a zero for the assignment, possible dismissal from the class and disciplinary action from the college. You will not receive credit for any essay missing previous drafts, citations and/or a Works Cited page.**

### Student Conduct

According to code 9803.15, disruption of classes or college activities is prohibited and will not be tolerated. Refer to the catalog and the Standards of Student Conduct in the Schedule of Classes for more information.

### Recording Devices

State law in California prohibits the use of any electronic listening or recording device in a classroom without prior consent of the instructor and college administration. Any student who needs to use electronic aids must secure the consent of the instructor. If the instructor agrees to the request, a notice of consent must be forwarded to the Vice President of Academic Affairs for approval.

**For more information refer to the attached link:**

[http://www.wlac.edu/academics/pdf/WLAC\\_10-12Catalog\\_Policies.pdf](http://www.wlac.edu/academics/pdf/WLAC_10-12Catalog_Policies.pdf)

## Campus resources:

As stated earlier in this syllabus, **if you are having problems, don't let them snowball.** Come and talk with me and check out some of the campus resources available to you.

### 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.

### 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.

## **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.

**for more information refer to attached link:**

[http://www.wlac.edu/academics/pdf/WLAC\\_10-12Catalog\\_Services.pdf](http://www.wlac.edu/academics/pdf/WLAC_10-12Catalog_Services.pdf)