

## SYLLABUS – Fall 2013 (Aug. 26 to Dec. 12)



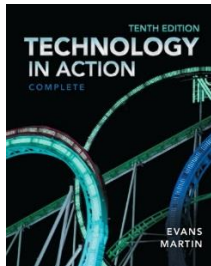
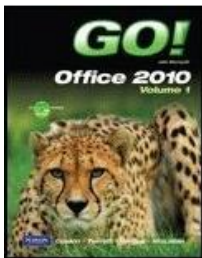
# 0698

**Course:** CSIT 901 Section #0698  
INTRODUCTION TO COMPUTERS & THEIR USES  
**Instructor:** Ruby Kowaney, BA, MA Ed Tech, MCT  
**Email:** kowaner@wlac.edu  
**Phone:** (310) 351-4350  
**Class Hours:** Tues/Thurs 9:35 am-11:00 am Room CE225  
**Office Hours:** Mon through Thurs – 9:00-9:35 am Rm CE225

**MYITLAB Course ID: CRSKCLKM-6012062**

**SCHOOL WEBSITE AND ADDRESS:** WWW.WLAC.EDU  
9000 Overland Ave., Culver City, CA 90230

### TEXTBOOK/ COURSE MATERIALS



↑ This is what MyITLab Access Code card looks like.

**Textbooks & Access Code bundle: ISBN: 978-1269-431-330** WLAC Package *Go! Office 2010 Volume 1* and *Technology in Action (10<sup>th</sup> Edition)* with *MyITLab access code (2 years)*.

This book bundle can be bought from the college bookstore or WLAC online bookstore for \$124.70 plus tax and shipping (if you have it shipped). You can buy it online from <http://onlinestore.wlac.edu/>

### INDIVIDUAL TEXTBOOKS

#### **Go! with Microsoft Office 2010 - Volume 1**

Gaskin - Ferrett - Vargas-McLellan  
ISBN-13: 978-0-13-245446-9  
ISBN-10: 0-13-245446-7

#### **Technology in Action 10th Edition Introductory**

Evans-Martin-Poatsy  
ISBN-10: 0-13-314102-0  
ISBN-13: 978-0-13-314102-3

**NOTE:** When you purchase the MyITLab access code, you get a subscription to use the MyITLab website for working on most of your hands-on assignments, training exercises and quizzes.

**MyITLab access code:** Can be purchased separately for \$88 at: <https://register.pearsoncmg.com/reg/buy/buy1.jsp?productID=62886>

**NOTE: Used books do not include the access code to myitlab.com.**

**Software:** PCs with Windows 7, 8 or Window XP and Microsoft Office 2010. A web email address and an internet connection. If you do not have a computer, you may use the WLAC Library or the WLAC Computer Lab, CE-101.

You can purchase Office 2010 Professional Plus for \$39.95 at: <http://foundationccc.org/CollegeBuys/ForStudents/tabid/468/Default.aspx>

**Data Storage:** 2G (or larger) USB flash drive.

**Headphones:** for computer-based training.

### 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 2010 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, 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 create of formulas and functions, 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.
5. Successful students will demonstrate Access skills to identify and create basic elements of a database.

**TECHNICAL AND OTHER REQUIREMENTS**

Aside from MyItLab, we will be using ETUDES as our online system for taking examinations and submitting homework. I will also post announcements, resources, assignments, discussions and messages.

<https://myetudes.org/>

|           |                                                                        |
|-----------|------------------------------------------------------------------------|
| 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                                                                   |

**COMPUTER LAB HOURS:**

**CE-101** Monday through Thursday: 2:00pm-9:45pm  
 Saturday: 8:45 am-1:00pm  
 Friday & Sunday: closed  
 Phone: 310-287-4268 (Laurent Phung)

**Computers in the WLAC library:**  
 August 26 – December 14, 2013  
 Mondays - Thursdays: 7:30am-7:45 pm  
 Fridays and Saturday: 9am-12:45 pm  
 Closed: College Holidays and Spring Break

**IMPORTANT DATES:**

- LAST DAY TO (16-week schedule only)
- **Final Exam – TUES. DEC. 10, 10:15 a.m. – 12:15 a.m.**
  - Add/Audit Traditional Classes .....Online: Aug. 25  
 .....In-person: Sept. 6
  - File Pass/No Pass .....Friday, Sept. 6
  - Drop a Class with a refund/no fee owed ...Friday, Sept. 6
  - Drop without a W .....Friday, Sept. 6
  - Drop with a W .....Friday, Nov. 15

**CAMPUS CLOSED**

- Labor Day .....Sept 2
- Veterans Day .....Nov 11
- Thanksgiving Holiday .....Nov 28-29
- Thanksgiving Holiday (Non Instruction.....Nov 30 - Dec 1

**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 and group presentations.

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**ATTENDANCE**

Attendance is mandatory. 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 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. When you arrive to class, 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.**

3 tardies = 1 absence. Students may be dropped from class for excessive tardiness, or for failure to attend class the first day or during the entire first week of the class.

**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 the assignment on time.

Students who are absent for the first two weeks of class will be dropped. 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.

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 on or before due date. Late assignments will have points deducted. Some assignments are considered as tests or exams and should be submitted when due.

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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, an integrated application project, and a final exam. The following grading scheme will be applied:

|                              |     |
|------------------------------|-----|
| Tech in Action Quizzes       | 10% |
| MyItLab Quiz/Assignments     | 30% |
| Drop Box assignments         | 10% |
| MidTerm                      | 15% |
| Discussions/class activities | 10% |
| Final exam/Project           | 25% |

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| <b>INCOMPLETE GRADE POLICY</b>                             | 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| <b>CELL PHONES, IPODS, LAP TOPS, ETC.</b>                  | <u>Turn them off and put them away when class begins!</u> 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. <u>You will be asked to leave if this occurs.</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                             |
| <b>STANDARDS OF STUDENT CONDUCT</b>                        | <p>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.</p> <p>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 2013 Schedule of Classes pages 41-44.)</p> <ul style="list-style-type: none"><li>• Warning—A verbal or written notice, given to the student by the instructor.</li><li>• 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.</li></ul> |
| <b>ACADEMIC DISHONESTY AND INTEGRITY</b>                   | <p>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.</p> <p>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.</p> <p>For assistance with classroom projects, papers and assignments, please visit the Learning Skills Center, HLRC (the Library).</p>                                       |
| <b>STUDENTS WITH DISABILITIES</b>                          | <p>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.</p> <p>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.</p>                                                                                                                                                                                                                                                                                                                                                                                                       |
| <b>CLASSROOM AND CAMPUS CLEANLINESS<br/>FOOD AND DRINK</b> | 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.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |

**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>  
The CSIT Division offers numerous degrees and certificate options. View degree and certificate 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** <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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See next page for Class Schedule.

**Class Schedule**  
(Subject to Change with Notice)

| Week | Date  | Course Topics                                                                                                 |
|------|-------|---------------------------------------------------------------------------------------------------------------|
| 1    | 8/27  | Course Introduction and Procedural Information                                                                |
|      | 8/29  | Getting started with MyItLab and MyEtudes/Windows 7                                                           |
| 2    | 9/3   | Technology in Action Chapter 1 – Using Technology to Change the World                                         |
|      | 9/5   | Go! Common Features of Office 2010/Windows 7                                                                  |
| 3    | 9/10  | Tech in Action Chapter 2 - Looking at Computers: Understanding the Parts                                      |
|      | 9/12  | Go! PowerPoint Chapter 1                                                                                      |
| 4    | 9/17  | Tech in Action Chapter 6 - Understanding and Assessing Hardware: Evaluating Your System                       |
|      | 9/19  | Go! PowerPoint Chapter 2-3 Selected Topics                                                                    |
| 5    | 9/24  | Tech in Action Chapter 6 - Understanding and Assessing Hardware: Evaluating Your System                       |
|      | 9/26  | Go! Word Chapter 1                                                                                            |
| 6    | 10/1  | Tech in Action Chapter 3 - Using the Internet: Making the Most of the Web's Resources                         |
|      | 10/3  | Go! Word Chapter 2                                                                                            |
| 7    | 10/8  | Tech in Action Chapter 4 - Application Software: Programs That Let You Work and Play                          |
|      | 10/10 | Go! Word Chapter 2                                                                                            |
| 8    | 10/15 | Tech in Action Chapter 5 - Using System Software: The Operating System, Utility Programs, and File Management |
|      | 10/17 | Go! Word Chapter 3                                                                                            |
| 9    | 10/22 | Tech in Action Chapter 5 - Using System Software: The Operating System, Utility Programs, and File Management |
|      | 10/24 | Go! Excel Chapter 1                                                                                           |
| 10   | 10/29 | Tech in Action Chapter 7 - Networking: Connecting Computing Devices                                           |
|      | 10/31 | Go! Excel Chapter 1                                                                                           |
| 11   | 11/5  | Go! Excel Chapter 2                                                                                           |
|      | 11/7  | Go! Excel Chapter 2                                                                                           |
| 12   | 11/12 | Tech in Action Chapter 8 - Digital Lifestyle: Managing Digital Data and Devices                               |
|      | 11/14 | Go! Excel Chapter 3                                                                                           |
| 13   | 11/19 | Tech in Action Chapter 9 - Securing Your System                                                               |
|      | 11/21 | Go! Access Chapter 1                                                                                          |
| 14   | 11/26 | Project Completion                                                                                            |
|      | 11/28 | NO CLASS – Thanksgiving Day                                                                                   |
| 15   | 12/3  | Project Completion                                                                                            |
|      | 12/5  | Final Project Submission and Presentation – Group 1                                                           |
| 16   | 12/10 | Final Project Submission and Presentation – Group 2                                                           |