

## Course Information



Room: CE225 (No food, drinks, or cell phones allowed in the classroom)  
Hours: Thursdays 1–4:15 p.m. (Sept. 4 – Dec. 18) - Office hours immediately after class.



### Required Textbooks:

Discovering Computers 2014, 1st Edition and Microsoft Office 2013 - Author: Misty E. Vermaat - ISBN: 978-1-305-58771-7  
You can purchase the ePack: Discovering Computers 2014 + Microsoft® Office 2013: Introductory + SAM 2013 Assessment, Training and Projects with MindTap Reader for \$97 at [http://www.cengagebrain.com/micro/wlac\\_cis901](http://www.cengagebrain.com/micro/wlac_cis901)



**Software:** PCs (with Windows 7 or 8), Microsoft Office 2013, Etudes course shell and internet connection. If you do not have a home computer, use the WLAC Library, 2<sup>nd</sup> floor or the CS Computer Lab, CE-101.

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

**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 on a PC-compatible computer and MS Office 2013, which includes Microsoft Word, Excel, Access and PowerPoint. The class is intended for students requiring hands-on knowledge of computer applications.

**Student Learning Outcomes:** Upon completion of this course, successful students will apply technical knowledge and skills as follows:

- 1) 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) 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 create of formulas and functions, 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.

## Technical Requirements and Assistance



**Login:** <http://sam.cengage.com/Login>

**Help:** Cengage Support – click on <http://www.cengagebrain.com/shop/Support.html> or call (866) 994-2427. They can only walk you through system issues. Follow the required settings to avoid issues.



**Login:** <https://myETUDES.org/portal>

**Help:** Contact the Distant Learning Office in Library, 4<sup>th</sup> floor – or call (310) 287-4305 or (310) 287-4306.

**User ID:** First 2 letters of your first name + First 2 letter of your last name + last 5 numbers of your Student ID

**Example:** Jose A. Garcia with SIN # 88-222-4444 His username is: **joga24444**

**Password:** 2 digits for Month of birth + 2 digits for Day of birth (**Example:** 0203 for February 3rd)



- Computer Lab Hours and Tutoring Service – WLAC Library – CE 101** - (310) 287-4268 (Laurent Phung)  
Hours: (Monday - Thursday: 11:30 am-6:30 pm) – (Closed on Friday, Saturday & Sunday)
- Computers in the WLAC library (2nd Floor):**  
Hours: (Mon, Wed, Thu: 9:00am - 3:00pm), (Tue: 9:00am - 6:00pm), (Closed Fri, Sat & Sun and Holidays)
- Tutoring service schedule is available in CE101**

## Student Resources

- ❑ **Access** – Services for Students with Disabilities (SSD) is located in in HRLC 121. Phone No. 310-287-4450 ASAP to ensure accommodations are implemented in a timely manner. The DSPS contacts your instructors to notify them of needed accommodations (i.e. additional testing time, or a note taker). If you require an accommodation, please speak with me. Tape recording of lectures and discussions are not permitted without my consent.
- ❑ **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.
- ❑ **CSIT Division Website**  
[www.wlac.edu/csit](http://www.wlac.edu/csit) The CSIT Division offers many degrees and certificate options (See requirements).
  - 1) Computer Science
  - 2) Computer Network and Security Management
  - 3) Business Application and Database Management
  - 4) Web Design and Development
  - 5) Legal Secretary
- ❑ **Student Services** <http://www.wlac.edu/services/index.html>
- ❑ **Financial Aid** [http://www.wlac.edu/financial\\_aid/index.html](http://www.wlac.edu/financial_aid/index.html)
- ❑ **Academic Counseling** <http://wlac.edu/counseling/counselor.html>
- ❑ **Student Health Center** [http://www.wlac.edu/services/brochures/health\\_center.pdf](http://www.wlac.edu/services/brochures/health_center.pdf)
- ❑ **Transfer Honors Credit** <http://www.wlac.edu/transfer/index.html#honors>
- ❑ **CSUDH Pathways Academy** A transfer academy to increase and smooth students' transition from WLAC to Cal State 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. See division announcement [www.wlac.edu/csit](http://www.wlac.edu/csit)

## Attendance and Time Commitment



- Attendance is mandatory and full attendance is rewarded with extra credit points.
- A student who misses any of the first 3 classes will forfeit their space in class.
- A student may have one excused absence or tardiness, whichever occurs first, without losing extra credit points.
- Instructor can require a student to drop from class for excessive absences, tardiness, or missing 3 consecutive classes.
- The curriculum may periodically change, if you miss any class time, it is your responsibility to obtain the material.
- It is the student's responsibility to withdraw. A Student who stops attending class and does not drop will receive a grade.



## Assignments and Due Dates



We use SAM to view audio and video lessons, practice and projects, take exams, and check work progress and grades.

**IMPORTANT:** projects only work with a PC using Windows. **Do Not Use a MAC** as the program does not recognize the MAC keystrokes, which hinders your grade. Please accept full responsibility if you use a MAC. All application projects must be prepared using Microsoft Office 2013 (no exceptions).

**Due Dates:** All Coursework is due by the scheduled dates. There are no makeup exams or additional extra credit opportunities regardless of the circumstance (i.e. **technical difficulties or personal issues - no exceptions**). A student that misses any of the exams will receive zero points for that exam. The college policy states: It's at the discretion of the instructor to excuse absences or late work for extenuating circumstances, including verified cases of accidents, illness, or other circumstances beyond the student's control.

WK	DATE	ACTIVITY
1	Sept. 4	 Enrollment and Introduction to Class
2	Sept. 11	 Chapters 1 & 3 – <a href="#">Lecture &amp; Training</a> – Digital Literacy & Computers, and Mobile Devices
3	Sept. 18	 Chapter 6 – <a href="#">Lecture &amp; Training</a> – Inside Computers and Mobile Devices
4	Sept. 25	 Chapters 7 – <a href="#">Lecture &amp; Training</a> – Input and Output
5	Oct. 2	 Chapters 8 – <a href="#">Lecture &amp; Training</a> – Storage
6	Oct. 9	 <b>Exam 1 – Chapters 1, 3, 6, 7, and 8</b>
7	Oct. 16	 Chapter 4 – <a href="#">Lecture &amp; Training</a> – Programs and Apps
8	Oct. 23	 Chapter 9 – <a href="#">Lecture &amp; Training</a> – Operating System
9	Oct. 30	 Chapter 2 – <a href="#">Lecture &amp; Training</a> – The Internet
10	Nov. 6	 Chapter 5 & 10 – <a href="#">Lecture &amp; Training</a> – Digital Safety & Security, and Communications & Networks
11	Nov. 13	 <b>Exam 2 – Chapters 2, 4, 5, 9, and 10</b>
12	Nov. 20	 Word – Ch. 1-3 <a href="#">Training</a> and Ch.1 <a href="#">Project 1a</a> & Ch. 2 <a href="#">Project 1a</a>
13	Nov. 27	 <b>Happy Thanksgiving – Holiday</b> 
14	Dec. 4	 Excel – Ch. 1-2 <a href="#">Training</a> and Ch.1 <a href="#">Project 1a</a> & Ch. 2 <a href="#">Project 1a</a>
15	Dec. 11	 PowerPoint – Ch. 1-2 <a href="#">Training</a> and Independent Project  Computer projects deadline
16	Dec. 18	 <b>Exam 3 – Windows, Word Processing, Spreadsheets, and Database</b>

## Grading Criteria



### Training = 30 points

Trainings Do Not require the MS Office 2013 program as they utilize a simulated environment. They allow for unlimited attempts. Each training includes 3 features 1) Introduction, 2) Observe (audio and closed captioning), and 3) Apply exercises. **You must do the Apply exercise to receive a score.**



### Projects = 50 points

Projects are the computer applications. They require that you use Microsoft Office 2013. If you do not have access to MS Office 2013, you can use the college labs. Since the SAM grading engine is designed based on a PC, Windows version of MS Office 2013, using any other program or a different Office version will compromise the grade. SAM records every stroke providing step-by-step feedback. Each step has a point value assigned next to the task. This is known as Rubrics. Projects allow for 2 attempts in case you encounter technical difficulties. If you choose to take advantage of both attempts, the program records the highest grade of the attempts.



Exams = 120 points (3 Exams – consist of Multiple Choice questions).



Participation = 10 award points for full attendance

Violations = 10 negative points for each violation identified below



### **Grades**

**A = 90% (180-200 pts)**

**B = 80% (160-179 pts)**

**C = 70% (140-159 pts)**

**D = 60% (120-139 pts)**

**F = Below 60% (0-119 pts)**

- Do not** copy any project from others. The program is very sophisticated and flags any suspicious activity. If you copy a file that is not linked to your work, the program will flag an integrity violation, **you and the person you copied from** will receive a **FAIL** grade on the identified projects and all linked students will be disciplined as there is **Zero tolerance for cheating**. Cheating includes attempting to copy or submit others work in any form, or any action that might be construed as academic dishonesty. Disciplinary action may result in a failing grade on exams or projects, disciplinary probation, suspension or termination of financial aid, and permanent expulsion for both the student providing the information and the recipient.
- INCOMPLETE POLICY** – No Incomplete will be given for this course.
- CELL PHONES, IPODS, LAPTOPS, BLUETOOTH EARPIECE, HEADPHONES, ETC.** – Turn them off and put them away when class begins. Talking and texting on cell phones distracts you and your classmates. Distractions interrupt/disrupt the class and will not be tolerated. You will be asked to leave the class and will lose 10 points for violating this policy.
- INTERNET USE** – Students can only use the Internet for class work. Checking email, visiting any site not part of class assignments, or playing games is not allowed. A student will lose 10 points for each violation. Repeated violations will result in disciplinary action.
- 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.
  - **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 removal period, the student shall not return to the class without the permission of the Vice President of Student Services.
- 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).