

Computer Science 901

Fall 2014

Ticket #8460

Instructor: Steve Gonsoski
Class Hours: Saturdays, 9:00am – 12:15pm
Office Hour: Saturday, 12:15 pm - 12:45pm

Day Telephone: (213) 891-2454
Room: CE-225
E-Mail: gonsossj@lacc.edu

Required Textbooks

West Los Angeles Bookstore Information

Office 2013 And Discovering Computers (W/Sam), Author: Vermaat

Package ISBN-13: **978-1-133-54284-1** contains the following:

- Discovering Computers 2014, Vermaat, Kebok, Freund., ISBN#978-1-285-16408-3
- Microsoft Office 2013: Introductory: Vermatt Microsoft Office 2013 Introductory by vermaat Shelly Cashman ISBN#978-1-285-16692-6
- SAM 2013 Assessment Training and Projects key code

Cengage On-line book Information

ePack: Discovering Computers 2014 + Microsoft® Office 2013: Introductory + SAM 2013 Assessment, Training and Projects with MindTap Reader

- Package ISBN-10: **1-305-58771-5** ,ISBN-13: **978-1-305-58771-7**

Materials:

USB flash drive (any capacity) Put an address label or some sort of identification on your flash drive so you might have a chance of getting it back if you forget it in the computer.

Course Objectives:

1. Present the most-up-to-date technology in an ever-changing discipline,
2. Give students an in-depth understanding of why computers are essential components in business, education and society.
3. Introduce the fundamentals of computers and computer nomenclature, particularly with respect to personal use of computer hardware and software, the Internet, networking and mobile computing.
4. Provide hands-on use of Microsoft Office 2013 applications Word, Excel, Access and Powerpoint. Completion of the assignments will result in a student ePortfolio of applications knowledge and skills.
5. Present course material using multimedia computer assisted instruction to support various learning styles in an online format.
6. Provide quality distance-education instruction through use of textbook-based Myitlab, a comprehensive student computer portal providing audio-video demonstrations, Powerpoint tutorials, interactive, skill-based training and assessment, and variety of electronic communication tools, Chat, Discussion and Private Messages, and Screentoaster.com to support extensive interaction with students and the instructor.

Classroom Rules

1. No food or drinks in the classroom. You must keep your area clean.
2. The use of cell phone inside the classroom is prohibited.
3. Cheating, plagiarism, Xeroxed homework, or on assignments/labs/exams will result in “failure”.

Student E-Mail

To access LACCD email, Enter the following URL in your browser, www.wlac.edu → for students → in the middle of page → instructions and video for student e-mail system, or enter the following URL <https://student.laccd.edu/sso/>

Comments:

- Attendance is vital to your success. **It is the student’s responsibility to drop this class if he/she chooses; else a grade may be given.** Students might also be dropped for excessive absences.
- Computer assignments take time. Allow yourself at least 2 hours per week for lab work.
- No Xeroxed or suspected plagiarized homework will be accepted.
- Students need to have access to a computer with MS Office 2013 software for completion of laboratory assignments.

WLAC Computer Science Division Web Site

Please visit the WLAC Computer Science Division web site, www.wlac.edu/cist/, which provides much useful information:

- Division Announcement (in the middle of division home page)
- CS instructors and lab info
- Scholarship & internship opportunities-also under division announcement
- Requirement for degree and certificate
- Discount voucher for CompTIA A+Network+Security+Linux+
- Free software download (Windows 7, Server 2008, VMWare, MS ACCESS)

Dropping the Course:

It is the students responsibility to drop the class. Failure to drop the class in a timely manner will result in a “W” or “F” on your transcript. To drop a course, a student can go to the Admissions Office or login to the Student Information System (<http://www.wlac.edu> - click on Students).

Exclusion Policy

Two or more missing class meetings/labs/assignments/exams before October 4th will result in **exclusion** unless you are permitted by the instructor.

Incomplete Policy

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.

Software Requirement:

- We will be working with Microsoft Office 2013. You may use of computers in CE-225, CE-101, and library computers for the lab assignments that require the use of Microsoft Office 2013.
- Use the computer labs in CE-225, CE-101, Library. See lab hours below.

Computer Labs: (Times subject to change)

1. CE-101 Computer Lab hours: (check: www.wlac.edu/csit. for any computer lab hours updates

Sunday	Closed
Monday thru Thursday	2:15pm – 9:45pm
Friday	Closed
Saturday	8:45am – 1:00pm
Sunday	Closed

2. CE-101 Tutoring (Allison) Mondays 1:00pm – 6:30pm
Wednesdays 1:00pm – 8:00pm

Grading:

Grading: Total quiz/test points: 30% Final Exam: 20% Homework : 50%

Grading Scale: 90% - 100% = A 79% - 70% = C 0% - 55% = F
89% - 80% = B 69% - 60% = D

Honor Credit Info

<http://www.wlac.edu/transfer/index.html#honors>

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

SAM / ETUDES

The URL for SAM login is: sam.cengage.com

ETUDES login is: <https://myetudes.org/portal>

WLAC Honors Course

WLAC Honors students may take CS901 as an Honors course. Just maintain an A or B grade throughout the semester and satisfactorily complete additional Honors course assignments. Contact Honors Director, Eloise Crippens, at crippee@wlac.edu to request an Honors contract for this course. WLAC Honors students must take 18 units of Honors courses to receive priority admissions at several colleges and universities.

If you have a GPA of 3.0 or better AND are qualified to enroll in English 901, you may qualify as an Honors student. Obtain an application at the Honors office in the Heldman Learning Resource Center/Library 1st floor or download an application at <http://www.wlac.edu/transfer/index.html#honors> and click on the [Program Application](#) link. Be sure to include your essay and transcripts. Once you have been approved, request an Honors contract for CS901.

WLAC Computer Science Division Web Site

Please visit the WLAC Computer Science Division web site, www.wlac.edu/cist/, which provides much useful information like requirement of degree and certificate programs, industry certification exam discount voucher, internship and scholarship opportunities, FAQ..etc..

Student Learning Outcomes (SLO's)

1. Understand why computers are essential components in business and society.
2. Understand basic components and their function of the computer including input and output devices, and the system unit.
3. Demonstrate proficiency in use of the creation and manipulation of documents containing text and graphics using word processing software.
 - a. Show usage of changing shape and size of characters.
 - b. Inserting clip art, photos and other images into documents.
 - c. Demonstrate use of spell check, ability to create/change headers and footers
 - d. Format, modify, and print documents.
4. Demonstrate proficiency in use of spreadsheet software.
 - a. Be able to organize data in rows and columns and performing calculations on the data.
 - b. Show usage of formulas and functions to perform common calculations.
 - c. Show visual representations of data through charts to see relationships among numbers.
5. Demonstrate the creation and management of a computerized database management software program.
 - a. Be able to add, change, and delete data.
 - b. Create forms, reports, and queries using the data in the database.
6. Demonstrate the usage of presentation graphics software.
 - a. Use predefined presentation formats and layouts to create slides.
 - b. Enhance text, charts, and graphical images with special effects.

TENTITIVE CLASS SCHEDULE

<u>Week</u>	<u>Date</u>	<u>Subject</u>
1	9/6	Introduction to Office 2013 and Windows 7 DC Chapter 1, Digital Literacy: Introducing a World of Technology <i>9/12 Last day to add classes in person w/ add slip</i> <i>9/12 Last day to drop w/o 'W'</i> <i>9/12 Last day to drop a class with refund</i>
2	9/13	Introduction to SAM DC Chapter 2, The Internet, Accessing, Searching, Sharing, and Communicating Word 2013, Chapter 1, Creating, Formatting, and Editing a Word Document with a Picture, Project: Flyer with a Picture
3	9/20	Word 2013, Chapter 1, Creating, Formatting, and Editing a Word Document with a Picture, Project: Flyer with a Picture (contined)
4	9/27	DC Chapter 3, Computers and Mobile Devices: Evaluating the Possibilities Word 2013, Chapter 2, Creating a Research Paper with References and Sources, Project: Research Paper
5	10/4	DC Chapter 4, Programs and Apps: Using Software at Work, School, and Home <i>Test 1 (DC Chapters 1, 2, 3, Intro to Windows 7, Word Chapters 1 and 2)</i>
6	10/11	DC Chapter 5, Digital Safety and Security: Identifying Threats, Issues, and Defenses PowerPoint 2013, Chapter 1, Creating and Editing a Presentation with Pictures, Project: Presentation with a Bulleted List, Photos, and an Illustration
7	10/18	DC Chapter 6, Inside Computers and Mobile Devices: Exploring the Components
8	10/25	DC Chapter 7, Input and Output: Examining Popular Devices PowerPoint 2013, Chapter 2, Enhancing a Presentation with Pictures, Shapes, and WordArt
9	11/1	DC Chapter 8, Digital Storage: Preserving on Media and in the Cloud <i>Test 2 (DC Chapters 4, 5, 6, 7, PowerPoint Chapter 1, 2)</i>
10	11/8	DC Chapter 9, Operating Systems: Managing, Coordinating, and Monitoring Resources Excel 2013, Chapter 1, Creating a Worksheet and a Chart, Project: Worksheet and a Chart
11	11/15	DC Chapter 10, Communications and networkjs: Sending and Receiving Digital Content Excel 2013, Chapter 2, Formulas, Functions, and Formatting, Project: Workshet with Formlas and Function <i>5/9, Last day to drop w/a 'W'</i>
12	11/22	Access 2013, Chapter 1, Databases and Database Objects: An Introduction <i>Test 3 (DC Chapters 8, 9, 10, Excel Chapter 1, 2)</i>
13	11/29	<i>Thanksgiving (Holiday)</i>
14	12/6	DC Chapter 11, Information and Data Management: Organizing, Verifying, Maintaining, and Accessing Access 2013, Chapter 2, Querying a Database, Project: Querying a Database
15	12/13	DC Chapter 12, Information Systems and Program Development: Designing and Building Solution
16	12/20	Final Exam (Tests 1, 2, 3, DC Chapters 11, 12, Access Chapters 1, 2)