

CSIT-901 Introduction to Computers and Their Use. Online Course Outline.

Fall 2014.. Instructor: Clyde Titus UC/CSU

Office hours (subject to change): 4:45-6:45 p.m., Ts. (in CE-225). E-mail: titusc@wlac.edu

College: www.wlac.edu ; Department: www.wlac.edu/csit ; Text lab:

This course introduces students to fundamental "Computer Literacy" concepts. Students will learn to make the most of the Web's resources, understand computer system, security, information technology ethics, as well as a word processing program (MS Word) , spreadsheet program (MS Excel), a presentation tool (MS Power Point), and a database management program (MS Access). This class is intended for students requiring "hands-on" knowledge of computer applications too.

Required: 1. *Discovering Computers*. Vermaat, Sebok, & Freund. Cengage Publ.
2. *MS Office 2013, Introductory*. Vermaat. Cengage Publ.
3. SAM 2013 Assessment, Training & Projects Code. (**Student Access Code** for individual online lab use whether using an on campus or an at home computer. This code is for **1 user only** & is used to record student work.)

Kit ISBN: 978-1-13-354284-1 (available from WLAC college bookstore & contains all 3 items). Check that both texts are the correct version and the correct edition. You will also need a dedicated (blank) flash drive for the work done in this course (only). The kit at the bookstore is approx. \$127 new. If you acquire the materials outside the college bookstore (especially online), you risk getting the incorrect version or in unusable condition. The Student Access Code is good for only the original student that activated it. (If you need the Access Code by itself, such as if you already have the two texts, you may obtain it from Cengage & its ISBN is 978-1-285-46552-4.)

Objectives: Students will learn fundamental computer concepts with an emphasis on the practical use of computers in business and personal situations. **Although this course assumes no prior knowledge of or experience with computers, since students are taking this section "online", it is assumed that all students are familiar with the basic mechanical tasks of starting the computer, launching software, using the mouse & keyboard, connection to the web, transferring/attaching files, saving, etc.** If you are not computer literate as just described, consider taking an on campus section of this course. Windows will be used to illustrate operating system concepts and disk organization. Microsoft office programs (Word, Excel, PowerPoint, etc.) are utilized to illustrate applications.

The tables below list subjects to be covered each week of the semester. These are approximate schedules and may be revised with notice. "Readings" refers to chapters in the *Discovering Computers* textbook. "Activities" refers to hands-on computer work from the *MS Office 2013 Introductory* lab text. Students must review each week's detailed activities in the Etudes online classroom in order to learn about web based material, additional background material, and specific tasks to be turned in.

WEEK	SUBJECT – Readings in <i>Discovering Computers</i> text. (Schedule subject to change.)	
1	Digital Literacy.	Chapter 1.
2	The Internet.	2
3	Computers & Mobile Devices.	3
4	Programs & Apps.	4
5	Digital Safety and Security.	5
6	Inside Computers & Mobile Devices.	6
7	Input & Output.	7

8	Digital Storage.	Midterm exam.	8
9	Operating Systems.		9
10	Communications & Networks.		10
11	Info & Data Management.		11
12	Info Systems & Program Development.		12
13			
14			
15			
16		Final exam.	

WEEK	SUBJECT- Activities in <i>Microsoft Office 2013 – Introductory text.</i> (Schedule subject to change.)		
1	Word 2013 (Pages WD 1 > WD 64)		Chapter 1
2			
3	Word 2013 (Pages WD 65 > WD 136)		2.
4			
5			
6	Word 2013 (Pages WD 137 > WD 200)		3
7			
8		Mid-term Exam	
9	PowerPoint 2013		1
10	PowerPoint 2013		2
11	PowerPoint 2013		3
12	Excel 2013		1
13	Excel 2013		2,3
14	Access 2013		1
15	Access 2013		2,3
16	Outlook	Final Exam	1,2

Examinations, assignments, grading. There will be regular quizzes or assignments to be submitted, a mid-term, and a final exam. The grading scheme is as follows:
 Mid-term (on Etudes website) 25%, Trainings & Assignments (in the online publisher's website) 50%,
 Final exam (on Etudes website) 25%. Students should expect to spend a minimum of 5 hours per week
 on this class. Readings & assignments should be done in a timely fashion & you should not fall behind
 more than two weeks. Students who do not submit significant assigned work will be excluded.

Learning Outcomes- Upon successful completion of this course, the student will be able to
 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 checkers.
3. Successful students will demonstrate Excel skills to create and format a worksheet: use and create 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 database skills to organize and manage data.

The computer used for this course must be reliable and connected to the Internet with a faster than “dial up” service. Windows 7 or 8 operating systems are necessary. However, in order to do the applications properly, MS Office 2013 software is necessary. The SAM website provides Office 2013 software while doing the projects on the SAM website. (Should you wish Office 2013 software for your own computer anyway, you may purchase it very economically thru the Foundation for California Community Colleges site www.CollegeBuys.org [make sure it is .org] for about \$64. You can verify you are qualified as a WLA student by working thru the site online.)

Students should consult the college catalog for course descriptions and information on college policies concerning student and college responsibilities and services. Students should consult the class schedule for course offerings including times and locations as well as the college calendar (incl. last date to drop and observed holidays).

The college website has important and frequently updated information. It includes a section for online classes that includes access to your online “Etudes” class. The online section includes information on computer system requirements for doing online Etudes work and login procedures. (Etudes is software to support online classes.)

The department website has CAOT/& CSIT information including certificate programs, scholarship/internship opportunities, laboratory and instructor hours.

Be sure to keep the same e-mail address, that was provided to you and that you listed in registering, for the entire semester.

All work submitted for grading must be individual effort, although students may collaborate while learning on non-graded work. Students must abide by the Student Code of Conduct (Board Rule 9803.28.)

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Syllabus Addendum – General College/Department Resources

<https://netmail.wlac.edu/> Student's college e-mail. Instructions & video on student access to the college e-mail available by: www.wlac.edu > For Students > E-mail-About Student E-mail (under Quick Links). (You need a student id number for the User Name, and the month & day of birth for the password.)

www.wlac.edu College website. Financial aid, student services, class schedules info and access to *Etudes* website for online courses, etc. Quizzes/tests may be accessed using this website. Campus parking and building map is included.

www.wlac.edu/csit Division (department) website. Degree/certificate information, scholarship/internship info, and access to free/discount downloads, etc. The computer lab in CE-101 operating hours are listed here. Degree & certificate requirements for this department are listed here.

www.cengage.com/sam2013 Website for textbook publisher's materials for the training, assignments, and tests used in the **CSIT-901** course. Access available only thru individual course access code supplied with the textbook kit from college bookstore. 901 students do the actual computer activities using this website. (The Instructor accesses this website to review work.)

www.wlac.edu Access to the *Etudes* website used for many courses (sometimes in addition to other websites – such as SAM). It is sometimes used for e-mail to students separate from the college student e-mail system. Instructions on login information available by: www.wlac.edu > Online/Hybrid classes > Course Login Info.

www.wlac.edu/transfer/index.html#honors Website for extra work/credit "honors" classes.

Course descriptions are provided in the *college catalog* available from college bookstore. District policies regarding college and student conduct are included.

Class schedules are provided in the *schedule of classes* available from the college bookstore. (More up-to-date class schedules are available from the college website.) Important dates, such as last date to drop with or without a "W", are included. Campus parking and the building map is included.

Instructor and computer lab hours will be periodically announced by the instructor in class and posted on the appropriate room doors as well as on the CAOT/CSIT webpage.

Food and drink are banned from classrooms and labs. All electronic devices are to be disabled in classroom and lab, other than the college provided computer in the lab. All student work for evaluation is to be the student's alone, except in the case of assigned group activities.

Absences in excess of one week of class time (with late to class three times counting as an absence) may result in exclusion. Failure to submit assigned work in the first three weeks of class may result in exclusion. Incomplete grades are reserved for physical inability to perform the final exam (such as sudden hospitalization) and also $\frac{3}{4}$ of the semester's class work must have been completed. It is the student's responsibility to drop classes. Last day to drop without a "W" in Fall 2014 is Sep. 12. Last day to drop with a "W" is Nov. 21 (for semester length classes). If any question about the above information, please consult with the instructor.

Students with special needs may contact the DSPS Office for consideration of appropriate accommodations. The DSPS Office is in the Student Services Bldg. Room 320, tel. 310-287-4450. Please inform the instructor also.