

# CSIT-901 Introduction to Computers and Their Use. Online Course Outline. UC/CSU

Spring 2014. Instructor: Clyde Titus

Office hours (subject to change): 4:45-6:45 p.m., Ts. (in CE-225; or alternate CE-101).

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College: [www.wlac.edu](http://www.wlac.edu) ; Department: [www.wlac.edu/csit](http://www.wlac.edu/csit) ; Text lab: [www.myitlab.com](http://www.myitlab.com)

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.

**Students must also work online 1.05 hrs./week in addition to in class time. (This may be done in CE-225 during the above office hours for those who do not wish to work at home.)**

Required: 1. *Technology in Action- Introductory- 10<sup>th</sup> edit.* Evans et al. Pearson Publ.

2. *GO Office 2010- Volume I.* Gaskin, Ferrett. Pearson Publ.

3. Training & Assessment Software access. My IT Lab. Pearson Publ. (**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. Once activated, it stays with that registered student.

Kit ISBN: 978-1-269-43133-0 (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. \$125 new/\$94 used. If you acquire the materials outside the college bookstore (especially online), you risk getting the incorrect version or in unusable condition, and **the Student Access Code is good for only the original student that activated it.**

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. "Reading" refers to chapters in the *Technology in Action* textbook. "Activities" refers to hands-on computer work from the *Go MS Office 2010* 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>Technology in Action</i> text, 10 <sup>th</sup> edit.	
1	Becoming Computer Literate.	Chapter 1
2		
3	Understanding (computer) Parts. Protecting Digital Devices.	2,9
4		

5	Resources on the Web.	3
6		
7	Applications Software	4
8	Midterm exam.	
9	Operating Systems & Utilities Software; File Management	5
10		
11	Computer Hardware.	6
12		
13	Computer Networks	7
14		
15	Digital Devices. Review, Summary.	8
16	Final exam.	

WEEK	SUBJECT- <b>Activities in <i>GO Office 2010</i></b> lab text.	Chapter:	Word Ch. 1
1	Creating Documents with MS Word 2010.		
2			
3	Tables and Templates		Word 2.
4			
5	Research Papers and Newsletters.		Word 3
6			
7	Creating a Worksheet & Charting Data.		Excel 1
8	Mid-term Exam		
9	Functions, Tables. & Managing Large Workbooks		Excel 2
10			
11	Analyzing Data, Charts, and What If Analysis.		Excel 3
12			
13	Getting Started with Access Databases.		Access 1
14			Access 2,3
15	Getting Started with MS PowerPoint 2010.		PowerPt 1
16	.		PowerPt 2,3

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 myitlab 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 XP, Vista, or Windows 7/8 operating systems are all acceptable. However, in order to do the applications properly, MS Office 2010 software is necessary. The MyITLab provides Office 2010 software while doing the projects on the myitlab website. (Should you wish Office 2010 software for your own computer anyway, you may purchase it very economically thru the Foundation for California Community Colleges site [www.CollegeBuys.org](http://www.CollegeBuys.org) [make sure it is .org] for about \$80. 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 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. Please also refer to the Syllabus Addendum for additional information.

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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](http://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](http://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](http://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.myitlab.com](http://www.myitlab.com) 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](http://www.wlac.edu) Access to the *Etudes* website used for many courses (sometimes in addition to other websites – such as myitlab). 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](http://www.wlac.edu) > Online/Hybrid classes > Course Login Info.

[www.wlac.edu/transfer/index.html#honors](http://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 three tardies 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). It is the student's responsibility to drop classes. If any question about the above information, please consult with the instructor.

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[www.wlac.edu](http://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](http://www.wlac.edu/csit) Division (department) website. Degree/certificate information, scholarship/internship info, and access to free/discount downloads, etc.

[www.myitlab.com](http://www.myitlab.com) 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.)

<http://www.wlac.gdp11.com> Website for textbook publisher's storage of student assignments and tests uploaded from student's computer in the **CAOT-1** classes. Access available from installed CD supplied with the textbook kit from college bookstore. Student normally accesses this website directly by running the keyboarding program installed from the CD. (The Instructor also accesses this website to review student work.)

[www.wlac.edu/transfer/index.html#honors](http://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.

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Absences in excess of one week of class time (with three tardies 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). It is the student's responsibility to drop classes. Last day to drop without a "W" in Spring 2013 is Feb. 14. Last day to drop with a "W" is May 3 (for semester length classes). If any question about the above information, please consult with the instructor.

### West Los Angeles College Institutional Learning Outcomes

1. Critical Thinking: Analyze problems by differentiating fact from opinions, using evidence, and using sound reasoning to specify multiple solutions and their consequences.
2. Communication: Effectively communicate thought in a clear, well-organized manner to persuade, inform, and convey ideas in academic, work, family, and community settings.
3. Self-awareness/interpersonal skills: Apply self-assessment and reflection strategies to interpersonal, work, community, career, and educational pathways.
4. Technical Competence: Utilize the appropriate technology effectively for informational academic, personal, and professional needs.
5. Cultural Diversity: Respectfully engage with other cultures in an effort to understand them.

6. Ethics: Practice and demonstrate standards of personal and professional integrity, honesty and fairness; apply ethical principles in submission of all college work.

### **Student Learning Outcomes**

Course Name and Number

CSIT-901

Course Title

INTRODUCTION TO COMPUTERS AND THEIR USE

#### **Course Objectives (as stated in the Course Outline of Record)**

1. Tell the usage of computers and why computers are essential components in business and society
2. Understand the hardware & parts of computers
3. Utilize the Internet Web resources and evaluate Internet security
4. Protect computer and back up the data
5. File management
6. Organize and work with files and folders
7. Create and edit a Word document
8. Format paragraphs and organize text
9. Use the spelling and grammar checker
10. Insert graphics and tables
11. Use Help system
12. Create and format a worksheet ,
13. Use formulas and format financial numbers
14. Design a worksheet
15. Construct formulas for Mathematical operations
16. Create a chart sheet
17. Start and identify parts of the presentation
18. Edit slide text
19. Format a presentation
20. Identify the elements of a database
21. Create a blank Database structure
22. Organize database objects