

West Los Angeles College
Course Syllabus
CS901 - Introduction to Computers and their Uses
Section #8184 (online) - 3 units
Spring 2014

Myitlab Course Code: CRSKLUP-6032491

It is required that you check your LACCD Student Email to receive official progress and grade reports and timely Course Announcements. Go to this website <http://www.wlac.edu/online/email.asp> and view the video on where and how to receive and send email, and how to forward the email to a personal email account like @gmail.

Instructor: Diane Matsuno Phone: (310) 287-4283 or 4404
Email: matsund@wlab.edu Office: HLRC 1st Floor - Learning Center

Office Hours: Thursdays, 8 p.m. - 9:00 p.m.
(Live Online Chat at www.myetudes.org)

Myitlab Technical Support: www.myitlab.com/support Select Student, select Office 2010/2007

If you are registered and can login to Myitlab, Chat Tech Support available 24/7. Go to above website and click Support (student), then click on Chat tab.

Class Meets: Exclusively online through college online course website, www.myetudes.org and textbook lab website, www.myitlab.com. There are no required campus meetings. Contact instructor through Discussion Board, Private Message, or entries in Chat for most expedient reply, in the myetudes.org course site.

Course Description: This introductory course will explore fundamental computer concepts with an emphasis on practical use of computers in business and in personal situations. Topics covered in the course include the importance of being computer literate, an examination of basic computer hardware, Internet technology and use, application software, computer networking, and mobile computing. Students acquire hands-on proficiency in the use of Office 2010 application software, Word, Excel, Access and Powerpoint. Windows will be used to illustrate operating system concepts and disk organization. See www.wlac.edu/csit - the computer science department website to see how completion of this course satisfies a pre-requisite to take additional courses that satisfy degrees and certificates requirements.

Required Materials:

Textbooks and Access Code: The (2) required textbooks and access code to www.myitlab.com have been packaged into **GO! WITH MS OFFICE 2010 + Myitlab.com access code**

West's campus and online bookstore offers a discounted price on the bundle:

Title: Go W/Microsoft Office 2010 - Vol 1 Wlab Pkg (includes required Myitlab Access Code to online course, and 2 textbooks, Technology in Action 10th Edition and Go! Office 2010, Volume I)
Author: Gaskin
ISBN: 978-1269-431-330
Status: Myitlab Access Code Required

Discounted Price: \$134.95 available only through West LA College Bookstore

This West LA College package includes the www.myitlab.com access code and the required textbooks:

Title: Technology in Action 10th Edition Introductory Title: Go! Office 2010 - Volume I
Authors: Evans, Martin and Poatsy Authors: Gaskin, Ferret, Vargas-McClellan
ISBN -10: 0-13-314102-0 ISBN-10: 0-13-245446-7

ISBN-13: 978-0-13-314102-3 ISBN-13: 978-0-13-245446-9

Publisher: Pearson Publisher: Pearson

Note: Your Myitlab access code is good for 24 months from the date of purchase. **Used books do not include the access code to myitlab.com.**

Note: eText versions of both textbooks are available for purchase at www.myitlab.com. However, they are not included in the campus bundle discounted price. The eText only can be viewed on an iPad or Android. The Myitlab course can only be run on a laptop or tower computer.

Hardware and Software: This is a Windows based course. You will need to access a **PC** compatible computer using Windows XP, Vista, or Windows 7 or Windows 8. Labs are available on campus to complete the coursework. If you cannot come to campus or access a computer that allows a user to install computer programs, it will not be possible for you to complete the requirements of this online course.

Windows 8 users, See instructions.

Mac users must use a Myitlab installation for Mac users only. The Safari browser may be used to run Myitlab. http://wps.prenhall.com/wps/media/access/Pearson_Default/12943/13254172/login_mac.html

The Internet browser (Internet Explorer or Safari) requires certain settings in order for the Myitlab lessons to run properly. The following is a link with information on settings for each.

http://247pearsoned.custhelp.com/app/answers/detail/a_id/241/kw/safari%20and%20myitlab

Office 2010 - We will be studying Word 2010, Excel 2010, Access 2010 and Powerpoint 2010. The exercises will be accessed through Myitlab. However, you will have Drop Box Assignments that will require you to create a document using the Office 2010 software. You can get access to this software through the campus computer labs or from a computer outside of campus like a public library.

Instructional Method and Assessment is as follows:

Class Format: *Students will be able to access all course material and complete all course requirements by logging into (2) student websites:*

*You should login to [Etudes NG](http://www.myetudes.org) on the first day of the semester as soon as reading assignments and homework will be assigned the 1st week. **Please login to Etudes by Friday, February 14th, or you will be dropped from the class as a non-attending student.** All homework assignments and exams are completed through [Myitlab.com](http://www.myitlab.com) and have due dates approximately every 2-3 weeks. We will be covering all eight (9) chapters in *Technology in Action 10th Edition* and in *Go! Office 2010 Volume 1* (Word Chapters 1 - 3, Excel Chapters 1 -3, Access Chapter 1, and Powerpoint Chapter 1 with selected content from Chapters 2 and 3. **Schedule of Assignments and Exams for due dates in this Syllabus.***

Login to www.myetudes.org for course Modules, Announcements, Discussion Board, Chat, and Syllabus information. (be sure to click on the tab for this course to view its content). **You can login on the 1st day of the semester. No purchase of the textbook or myitlab access code is necessary for this website. User name: 1st 2 letters of first name then 1st 2 letters of last name and last 5 digits of college id number. Example: Joe Smith College ID# 123456789 - User Name is josm56789. AND the password is 4 digits, the month and date of your birthday. Example: Jan 10th is 0110 If you used Etudes for a previous course, you have been prompted to change/customize your password.**

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- **Modules** provide lecture information on assigned chapters in *Technology in Action* and *Go! Office 2010 Volume 1*. Listing of chapter assignments, quizzes, and exams.

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- **Discussion Board and Chat** is used for student questions or comments about coursework as well as instructor replies. These public forums are preferred so all students can view and benefit from the information. Chat is also used for weekly Instructor Office Hours.
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- **Private Messages** feature is used to communicate privately with the Instructor or other students in the class.

Login to Myitlab at www.myitlab.com to access instructional material, homework, projects and exams for both computer concepts and Office 2010 course material. All student homework and exams will be submitted through myitlab.com. You will need a myitlab access code to setup your login account.

After logging in myitlab.com, students will click on the:

Technology in Action icon (folder) to view chapter material: Each chapter will have a **Powerpoint with Audio** lecture. **Exams** will be scheduled covering usually (2) chapters. We will cover chapters 1 - 9. See also instructor lecture notes on each chapter - see Modules in Etudes-NG.

Also included in each chapter folder will be a multimedia tutorial or website about a topic(s) in that chapter. There will be a **Quiz** on this content.

Word 2010, Excel 2010, Access 2010, and Powerpoint 2010 icon (folders)

Example: Click on the Word 2010 icon (folder) program. **Each chapter listed includes:**

Audio/Video Expert Demonstration Document - narrated video of the computer desktop showing how to perform the skills covered in the chapter.

Project A Skill-Based Training - how to complete Project A as shown in the textbook

Project B Skill-Based Training - how to complete Project B as shown in the textbook

Exam-Skill Based (Sc1) - skills based exam covering skill in Project A and B

All work is submitted electronically using assessment/graded items in myitlab.com. All student scores will be viewable through the Gradebook. Most items are graded automatically.

More than THREE missed assignments or TWO missed exams may result in automatic exclusion. It is your responsibility to drop the class; failure to drop the class in a timely manner will result in a "W" or "F" on your record. If the ETUDES course online web site indicates that a student has not logged-in, has not submitted their first assignment, or has not taken their first exam, automatic exclusion is also a possibility.

Suggested Prerequisites:

There are no formal prerequisites for this course. Although, general use of a computer and use of the Internet is required to use Etudes-NG, the online course delivery system and the Myitlab course website. Completion of CS 901 will fulfill a pre-requisite to enroll in other computer science courses leading to certificates to qualify for high-demand employment, associate degrees and transfer to the university. For more information go to: <http://www.wlac.edu/csit/index.html>

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 2010 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.

Course Student Learning Outcomes - SLO's

Upon completion of this course, the student will be able apply technical knowledge and perform specific technical skills, including:

- 1 .Successful students will become 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 creation of formulas, 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.

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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).

Note: Students in this exclusively online course must login to the course website at www.myetudes.org by **Friday, February 14th**, or the student will be considered non-attending and will be dropped from the course by the instructor. Students must show evidence of logging in to www.myetudes.org or www.myitlab.com to be considered active and currently enrolled in the class.

Dropping **without** a "W" - Friday, February 21st

Dropping a course with a refund/no fee owed - Friday, February 21st

Dropping **with** a "W" - Friday, May 9th

After Friday, May 9th students still enrolled will appear on the final grade roster.

Course Incompletes: Incompletes may be considered only by students who have completed 75% of the coursework with a passing grade. Requests to the instructor for an INC or incomplete grade will be evaluated and determined on an individual basis.

Other Important Dates: College is Closed

President's Day Weekend - Friday, Feb. 14th - Monday, Feb. 17th

Caesar Chavez Day - Monday, March 31st

Spring Break - Monday, April 7th - Sunday, April 13th

Memorial Day - Monday, May 26th

Non-Instruction Day - Tuesday, May 27th

Grading System:

The final grade is based on all work for assignments and exams in both the Technology in Action 10th Edition and Go! Office 2010 - Introductory (Word, Excel, Access and Powerpoint) material provided for in Myitlab.

Each assignment is worth a set of points. The coursework is assigned points as follows:

Technology in Action*

Chapter Quizzes (5 pts) Chapter Quizzes are based on tutorials from a topic on each chapter. (**sound byte, active helpdesk tutorials**)

Chapter Exams (40pts) Exam covers 2 chapters

*exception Ch 1 (15 pts) and Ch 8 and 9 Exam included in Final Exam

Go! Office 2010 - Introductory - Word, Excel, Access, and Powerpoint

Chapter Skill-Based Training (10 pts or 5 pts)
Chapter Skill-Based Exams - (10 pts or 5 pts)
Drop-Box Assignments - (10 pts)

Drop-Box assignments require you to create a new Word, Excel or Powerpoint document using Office 2010 installed on your computer. Completion of all (3) assignments will comprise an ePortfolio of your Office 2010 skills. Office 2010 is available at all campus labs and at most public libraries.

Technology in Action Final Exam (40 pts)
Go! Office 2010 Final Exam (60 pts) - Word, Excel and Powerpoint (each 20 pts)

Total points possible: 500

Total points before Final: 400 points

The standard grading scale applies:

A = 90 - 100% 450 - 500 pts
B = 80 - 89% 400 - 449 pts
C = 70 - 79% 350 - 399 pts
D = 60 - 69% 300 - 349 pts
F = below 60% 299 and below

Extra Credit Points: Discussion Board Forums for Extra Credit will be posted in Etudes NG. Participation in each Forum earns (5 pts) as extra credit.

Honors Credit

Honors students may take CS901 as an Honors course by completing "additional honors-level assignments". You can find out more about the Honors program at <http://www.wlac.edu/transfer/index.html#honors>.

Schedule for Course Lectures in MyEtudes.com, Tutorials, Assignments, and Exams - submit through Myitlab.com

The schedule is provided here for your convenience To view the Schedule of assignments and exams, click on the attached Spring 2014 [Schedule of Assignments.pdf](#) file. See [Attachments Button](#) below. You can print it. I've also included it at the bottom of this section. It is also available when you login to Myitlab.com

Including the Final Exam, there are (8) due dates. It is important to observe the due dates as Myitlab will not allow work turned in after the due date. Except for exams, all other work may be submitted **before** the due date. **(Course assignments may be Subject to Change during the semester. Any change will be Announced well in advance of its due date.)**

Due Dates: Most all due dates fall on Monday except for the Final Exam. There are several college holidays that fall on a Monday. Assignments will be due on Tuesday as noted.

Unit 1: Tech in Action Chapter 1 - **due Monday, 2/24**, Windows, Word 2010 Chapter 1 assignments - **due Monday, 3/3**

Unit 2: Tech in Action Chapter 2 & 6, Powerpoint Ch 1, Ch 2 & 3 assignments- **due Monday, 3/24**

(Spring Break 4/7 - 4/13)

Unit 3: Word 2010 Ch 2, Powerpoint Drop Box Assignment - **due Monday, 4/14**
Word 2010 Chapter 3, Tech in Action Chapter 3 & 4 - **due Monday, 4/21**

Unit 4: Excel Chapter 1, Word Drop Box Assignment - **due Monday, 5/5**
Excel Chapter 2, Tech in Action Chapter 5 & 7 - **due Monday, 5/12**
Excel Chapter 3, Excel Drop Box Assignment - **due Monday, 5/19**

Unit 5 Unit: Tech in Action Chapter 8 & 9 - **due Tuesday, 5/27**
Access 2010 Chapter 1 - **due Monday, 6/2**

(note: there is no Chapter 8 and 9 Exam - will be included in Final Exam)

Final Exam will be open Tuesday, June 3 - Monday, June 9th. The final will cover Tech in Action Chapters 1 - 9, Word 2010, Excel 2010 and Powerpoint 2010 (no Access 2010).

The list of the Spring 2014 Assignments and due dates is also available when you login to Myitlab. Click on the link Spring 2014 course assignments.

CS 901 #8184 - Spring 2014

Graded Assignments - Schedule and Due Dates

Read Tech in Action Chapters 1 - 9 computer concepts

Go! Office 2010 Volume 1 - Microsoft Office 2010 - Word, Powerpoint, Excel, Access

All graded assignments are accessed through Myitlab **except Tech in Action Ch 1 Exam**
Assignments are due on Monday by 11:45 pm unless otherwise noted.

Week	Date	Assignments	Due Date
Unit 1	<i>Learn about Windows, Uses of Technology, Creating Documents in Word 2010</i>		
1	2/10/2014	Tech in Action Ch 1 Exam - access in Etudes	2/24/2014
2	2/17/2014	Windows 7 training, Word 2010 - Ch 1 - Project 1A Flyer	3/3/2014
3	2/24/2014	Windows File Management training, Word 2010 - Ch 1 - Project 1B Handout	3/3/2014
Unit 2	<i>Learn about computer hardware, Create Powerpoint Slideshows</i>		
4	3/3/2014	Tech in Action Ch 2 "Bits and Bytes" Quiz	3/24/2014
		Powerpoint 2010 - Ch 1 - Project 1A Company Overview	3/24/2014
5	3/10/2014	Tech in Action Ch 2 "Ports" Quiz	3/24/2014
		Powerpoint 2010 - Ch 1 - Project 1B Product Announcement	3/24/2014
6	3/17/2014	Tech in Action Ch 2 and Ch 6 Exam	3/24/2014
Unit 3	<i>Learn how the Internet works, uses of computer applications, create letters, resumes, research papers, newsletters using Word 2010</i>		

		Word 2010 - Ch 2 -Project 2A Resume, Project 2B Cover Letter and Resume	4/14/2014
7	3/24/2014		
8	3/31/2014	Tech in Action Ch 3 "Internet Explorer" Quiz, Ch 4 "Applications" Quiz Powerpoint Drop Box - create your own Powerpoint Slideshow	4/14/2014
		Spring Break - 4/7 - 4/13	
9	4/14/2014	Word 2010 - Ch 3 -Project 3A Research Paper, Project 3B Newsletter	4/21/2014
		Tech in Action Ch 3 and Ch 4 Exam	4/21/2014
		Word 2010 Drop Box - create your own Word document	4/21/2014
Unit 4 Learn about computer operating systems, how a network works, create spreadsheets using Excel 2010			
		Excel 2010 - Ch 1 - Project 1A Sales Report and Chart, Project 1B Inventory	5/5/2014
10	4/21/2014		
11	4/28/2014	Tech in Action Ch 5 "Windows 7" Quiz, Ch 7 "Networking" Quiz	5/12/2014
		Excel 2010 - Ch 2 - Project 2A Inventory Status, Project 2B Weekly Sales	5/12/2014
12	5/5/2014	Tech in Action Ch 5 and Ch 7 Exam	5/12/2014
		Excel 2010 - Ch 3 - Project 3A Budget Pie Chart, Project 3B Growth Line Chart	5/19/2014
13	5/12/2014		
Unit 5 Learn about mobile technologies, like smartphones, how to protect your digital devices (viruses), and learn how a database is setup using Access 2010			
		Tech in Action Ch 8 "Smartphone" Quiz, Ch 9 "Viruses" Quiz - Tuesday	5/27/2014
14	5/19/2014	5/27	5/27/2014
		No Tech in Action Ch 8 and Ch 9 Exam - will be included in Final	
15	5/26/2014	Access 2010 - Project 1A (only) Contact Database with 2 Tables	6/2/2014
16	6/2/2014	Final Exam Opens Tuesday 6/3/2014 - Monday 6/9/2014	6/9/2014

Labs available on campus: Internet Access and Microsoft Office 2010

Internet access is necessary to access the CS901 course. Internet access is available on campus in (2) locations: **LIRL Lab** located on the **2nd floor of the HLRC** (Heldman Learning Resource Center - Library). The library will also have copies of the course textbooks at the circulation desk for use in the library only. **Note: Each student will need a myitlab.com student access code as it keeps track of the work submitted.**

Help is available for CS901 students in the LIRL Lab. Be sure to ask the scheduled lab assistant if you would like help with using Myitlab.

The **Computer Science Department Lab** is located in CE-101. Internet Access and Office 2010 software is available. WiFi or wireless access is available in most areas on campus.

The Spring 2014 lab hours are:

The **LIRL Lab**, 2nd floor of the HLRC Library: Monday - Thursday 7:30 a.m. - 7:45 p.m., Friday from 9 a.m. - 12:45 p.m. and Saturday, from 11 a.m. - 3 p.m. Login to student computers with college id# - password is mo/day of birthday.

Computer Science Lab (CE 101):

Sunday/Friday Closed

Monday - Thursday 2:00 p.m. - 9:45 p.m.

Saturday 8:45 a.m. - 1:00 p.m.

To login to the workstations, use the login name - student. There is no password. Select Windows 7 as the preferred Operating System.

Course Policies, Accommodations and other Student Services:

As an exclusively online course, students will have access to all textbook, web and other materials to complete homework assignments and exams. Time limits on the exams, however, may prohibit extensive reference to these materials.

There will be no make-up exams, however, assignments may be accepted up to 1 week after the due date, but with a 10% deduction in points.

Technical glitches do occur. In some instances, an assignment may be re-submitted. Please post these requests in the Private Messages area.

Reminder: More than THREE missed assignments or TWO missed exams may result in automatic exclusion. It is your responsibility to drop the class; failure to drop the class in a timely manner will result in a "W" or "F" on your record. If the ETUDES course online web site indicates that a student has not logged-in, has not submitted their first assignment, or has not taken their first exam, automatic exclusion is also a possibility.

College Policies and Standards - from Student Services document

Professional Conduct in Our Classroom Community

The West LA College faculty, staff and administrator 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.

Note: These are the standards provide in the College Policies and Standards document. I will provide an electronic version of the entire text. Here is a paraphrased description of the standards applied to all students:

Attendance: Students are expected to attend all classes they are registered for. Students show attendance in an exclusively online class by logging in to the course websites: www.myetudes.org and www.myitlab.com.

Students are responsible to withdraw from the class if unable to participate in the class. Instructors may drop a student when the student is absent, or in an online class, fail to submit coursework, for more than the number of hours the class meets per week. This online class is considered a 3 hr/week course.

Dropping a Class: Students are responsible to drop a class to prevent being issued a failing "F" grade. Dropping a class may affect eligibility for federal financial aid. Please see the dates posted in this syllabus on the last day to drop if you do not wish to receive a course grade.

Course Incompletes: Incompletes are granted only to students who have completed 75% of the course with a passing grade. Students must make a request for an incomplete to the instructor. The instructor will evaluate the student's work and circumstance as to why the coursework could not be

completed within the semester. A determination of an Incomplete grade will be decided in a timely manner.

Special Instructional Accommodation: See policy stated below.

Academic Integrity: Students are responsible for the honest completion and representation of their work. In this online class, this will be enforced. Cheating (use of materials or devices that give undue advantage when completing coursework), Collaboration (having another student or person complete your work) or Plagiarism (use of another student or person's work) is prohibited. A grade of "F" may be assigned to work that documents that a violation has taken place. Note: I will allow use of textbooks when completing exams, but collaboration or substitution by another person is prohibited. Elements in this exclusively online course have been designed to detect inconsistent submissions.

Standard of Student Conduct: Faculty members are charged with responsibility for building and maintaining a classroom atmosphere conducive to learning. Disruptive, disrespectful behavior will be dealt with in terms specific to his syllabus and in accordance with the LACCD Standard of Student Conduct. Note: The online classroom also requires an atmosphere conducive to learning. Disruptive and disrespectful behavior such as postings or communications to the instructor or other students will be subject to these same standards of student conduct. A Warning followed by Removal by the instructor for persistent behavior will be carried out.

Cell Phone and other Communication Devices and Classroom and Campus Cleanliness: These standards apply to the on campus classroom.

Electronic Mail: Electronic mail is the official method of communication for delivery of college information. To access your account, visit www.wlac.edu and click on Students link, then click on Student Email.

Acceptable Accommodations

"Students who believe they may need accommodations in this class are encouraged to contact the campus DSP&S Office at (310) 287-4450. The instructor will receive advisement from the DSP&S representative on how best to accommodate the student for this course. The DSP&S Office is located on the 3rd floor of the Student Services Building.

If you have a personal emergency, contact me so I may evaluate it for an appropriate accommodation.

Student Services Available

West Los Angeles College provides many student services to support academic success. Here is the link to several Student Services available to you. <http://www.wlac.edu/services/index.html>

Here are few helpful links: Financial Aid, Academic Counseling and Health Services

Financial Aid - <http://www.wlac.edu/financialaid/index.html>

Academic Counseling - <http://www.wlac.edu/counseling/counselor.html>

Student Health Center - <http://www.wlac.edu/services/brochures/healthcenter.pdf>

End of Syllabus

