

West Los Angeles College

Spring 2014 — CSIT 901

— Section 0700 —



Covering Microcomputer Application Software, including Windows 7, Microsoft Word, Microsoft Excel, Microsoft Access and Microsoft PowerPoint

Student Email: All student email is now being handled on the LACCD.EDU server. To check your settings, log in to WLAC.EDU, click FOR STUDENTS, and then scroll down until you see STUDENT EMAIL. Below that are two buttons, INSTRUCTIONS and VIDEO. Please click both of them to learn about using the new email system. Also, when you get to the point of registering your MYITLAB software, please use this email address, not your personal address. Thank you.

Instructor: Ken Buckner, MSCIS, MOUS

MyITLab Course ID: CRSKLPN-6033340

Class Schedule: 11:10 AM – 12:35 PM Tuesdays and Thursdays, in CE-225

Office Hours: 12:35AM-1:00PM, Tuesday-Thursday, in CE-225

E-mail: bucknekd@wlaac.edu

Website: None

Lab Tech: Laurent Phung (310-287-4268)

CE-101 Computer Lab hours for Spring are: Monday-Thursday: 2:00pm-9:45pm, Saturday: 8:45am-1:00pm, Friday & Sunday: CLOSED

Information of Interest

UC/CSU Transfer Honor Credit: <http://wmv.wlaac.edu/transfer/index.html#honors>

College Web Site: <http://www.wlaac.edu> for students (all student-related services like financial aid and students with disability services, etc.)

Disabled Students Services: www.wlaac.edu/dsps

CS Division Web Site: <http://www.wlaac.edu/CSIT> with the following useful information.

Division Announcement-Scholarship and Internship Opportunities

CS Instructor Office Hour and Computer Lab Open Hour

Petition for Degree & Certificate

Petition for Prerequisite Challenge

Declare a Major - to be eligible for Scholarship and Internship

Discount Voucher for CompTIA A+ Network+ Security+ Linux+

Free Software Download (Windows 7, Server 2008, VMWare, Microsoft ACCESS and Visio Studio)

Requirement for AA/AS degree and Certificate of Achievement in the following:

Degree and Certificate in Computer Science (10 major courses)

Degree and Certificate in Computer Network and Security Management (10 major courses)

Degree and Certificate in Computer Web Support and Database Administration (10 major courses)

Certificate of Achievement in Computer Network Management (requires 6 courses)

Certificate of Achievement in Information System Security (requires 6 courses)

Certificate of Achievement in Business Application and Database Management (requires 6 courses)

Certificate of Achievement in Web Support and Administration (requires 6 courses)

Faculty advisor and major declaration

Please note that students must declare a major in order to become eligible for CS scholarship and internship opportunities. To declare a major, please obtain the form of change request from CS division website www.wlac.edu.csit click the link on the left menu.

By default, your instructor can be the faculty advisor; please see your instructor during the posted office hours OR you can make an appointment with the following fulltime faculty advisor:

Ashok Patil -Degree, transfer, and certificate in Computer Science- PatilA@wlab.edu

Anna Chiang-Degree, transfer and certificate in Computer Information Science/Computer Network and Security Management- ChiangA@wlab.edu

Marcus Butler-Microsoft, CISCO, VMWare training - ButlerM@wlab.edu

Manish Patel-Degree and certificate in Web development and Database Administration - PatelM@wlab.edu

Course Description and Objective:

This is intended as a first course in computers for students wishing to learn about computers and computer applications, and who plan to take future computer classes. It assumes no prior computer experience. It is based on the Windows 7 operating system running on a PC type computer. It includes significant information about the hardware and software used by computers, and the use of a personal computer and Microsoft Office 2010 to successfully prepare various business related documents. As you will soon discover, this is a completely new and refreshing way to learn the Office applications. It's almost entirely online and using the computers in the classroom.

This is the 16-week version of the CSIT class, and as such, demands as much time and effort as any other class. You are required to complete a certain amount of class work, and homework, as well as pass the tests and quizzes that will be given during the semester.

Text/Materials:

Text: Go! Office 2010 Volume 1 and Technology in Action (10th Edition) with the 10 digit ISBN: 1269431331 attached to the package. This includes the MyITLab access information.

Software: any PC OS, including Windows XP, Windows VISTA and Windows 7 with Microsoft Office 2010. An internet email address and an internet connection. If you do not have one, you may use the WLAC Library and the WLAC Computer Lab, in CE-101.

Handouts: Additional handouts may be required. Instructor will provide information on obtaining this material, as needed.

Data Storage: 256MB (or larger) Flashdrive

Teaching Methods:

1. Classroom Lectures: Important material from the text and outside sources will be covered in class. Students should plan to take careful notes as not all material can be found in the texts or readings. Discussion is encouraged as is student-procured outside material relevant to topics being covered.
2. Assignments: End of chapter activities and online activities will be assigned weekly to reinforce material in the text. These assignments may require the application of various software packages.
3. Quizzes: Occasional scheduled quizzes will be given from the "Technology in Action" chapters to help ensure students stay up with assigned material. For these "official" quizzes I will give you a printout of the questions in advance and allow you to research the answers. Questions from that handout will be on the exams.

4. Midterms: Several midterms will be given. The exams will be performance based and will test assignments, and readings. They will cover what you've been studying in class during the assignments. The midterm and final exams will represent some of what we've covered during that part of the semester.
5. Additionally, you will have performance tests, online, as part of MyITLab assignments. These will cover the same techniques as the assignments.
6. Participation: I expect student participation.
7. Attendance: I expect your attendance. This is college, not high school.

Schedule:

Week	Subject	Chapters	Assignments	Subject	Chapter Tests
Week 1	Syllabus – Installation of MyITLab – Email Setup				
Week 2	Windows 7	Chapter 1	2		
Week 3	Word 2010	Chapter 1, 2 and 3	15		
Week 4	Word 2010			Technology in Action	Chapter 1, 2
Week 5	Word 2010				
Week 6	Word 2010				
Week 7				Technology in Action	Chapter 3, 4
Week 8	Excel 2010	Chapter 1, 2 and 3	13		
Week 9	Excel 2010				
Week 10	Excel 2010			Technology in Action	Chapter 5, 7
Week 11	Excel 2010				
Week 12					
Week 13	Access 2010	Chapter 1	2	Technology in Action	Chapter 8, 9
Week 14	PowerPoint 2010	Chapter 1	3		
Week 15					
Week 16	Finals				

Grading:

Total points will be computed as follows. The total points for quizzes, cases, and assignments may vary. Grading will be based on the following percentages:

A	90.0%
B	80.0%
C	70.0%
D	60.0%
F	less than 60.0%

Course Policies:

Exclusion Policy: Missing the first week will result in exclusion

Missed Classes: Be here. If it's an absolute emergency, call or email me ahead of time.

Assignments: All assignments are due at the beginning of class on the date due. Late assignments may result in "points off."

Academic Dishonesty: Do your own work. If you don't, by turning in work you didn't do, you may fail the course, not just the assignment.

Need for Assistance: If you have any condition, such as a physical or learning disability, which will make it difficult for you to carry out the work as I have outlined it, or which will require academic accommodations, please notify me as soon as possible.

Internet Support: Feel free to send me an email with a question about anything in this course. My email address is at the top of this syllabus.

Posting of Grades: I regularly post your grades, with the running totals and the associated grades. The last 4 digits of your ID are used to identify you. If, for any reason, you don't want your grades posted, please tell me and I'll remove your listings.

Incomplete Policy: Students will not be given an incomplete grade in the course without sound reasons and documented evidence as described in the Student Handbook. In any case, for a student to receive an incomplete, he or she must have completed 75% of the course and communicated with the instructor before the end of semester in order to request an Incomplete grade

Windows 8 users will need to set the Internet Explorer browser to compatibility mode. See instructions at:

http://247pearsoned.custhelp.com/app/answers/detail/a_id/10981/kw/windows%20%20and%20myitlab

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

FWIW:

Finally, after teaching various computer courses numerous times, let me mention several things.

1. Plan to spend a minimum of 2 to 3 hours reading the required texts, and doing class assignments, for every hour spent in class. This includes regular computer lab activities using the application programs.
2. We're here to learn and have fun, but we can also learn something that we can use in the business world. Being good at Office 2010 puts you ahead of the curve. *Way ahead!* And you can take that to the bank.
3. Get the phone numbers of fellow classmates to create a network of "study buddies." Just like your contemporaries in the business world, you must count on them to help you when you miss something or fail to complete the assignments. Their notes may save your grade.
4. I do not carry copies of homework assignments or tests after they are given in class. You are responsible for the homework whether or not you're in class. If you miss a class, I hope you've made arrangements with your study buddy to pick up a copy for you.
5. All assignments are worth various "points" towards your grade. Everything counts, including any quizzes, homework and tests, with the point value declared at the time the assignment is given. No "drop the lowest grade" considerations are given.
6. This is college, not high school. You wanted to be here, and your involvement and participation are reflected in your grade. Suit up and show up and you shouldn't have any problems. Get behind, and you'll be in a world of problems.
7. Children are not permitted in class.
8. Food and drinks are not allowed in the classrooms or computer labs.
9. Beepers and cell phones must be turned off in class and the lab. If you must talk on the phone, please do it outside the class or lab.
10. In my class, I invite questions on anything to do with computers or the use of computers in the business world. If I fail to explain anything properly, and there's something you don't understand, ASK QUESTIONS... Don't be shy.
11. I am not perfect. I make mistakes. You are here to learn about computers, and I will do anything I can to accomplish that. Sometimes, I might record your grades incorrectly. For that reason, it is in your interest to keep track of your grades and absences. In the case of a grading error, you must have your original assignment or test to have the grade changed.

Course Student Learning Outcomes - SLO's

Course Name and Number: CSIT 901, 0700

Course Title: Introduction to Computers and Their Use

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

- ✚ 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, security and Internet resources.
- ✚ Successful students will demonstrate Word skills to create and edit documents: format paragraphs, organize text, insert graphics and use spell and grammar checkers.
- ✚ Successful students will demonstrate Excel skills to create and format a worksheet: use and create formulas and functions, financial formatting, worksheet design and charting.
- ✚ 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.
- ✚ Successful students will demonstrate Access database skills to organize and manage data.

Important Semester Dates:

Session Period: February 10 – June 9

LAST DAY TO: Add/Audit Traditional Classes: Online: February 9

In-person: February 21

Drop a Class with a refund/no fee owed: February 21

Drop a Class w/o a "W": February 21

Drop w/ a "W": May 9

File Pass / No Pass: February 21

Graduation Petitions Accepted: November 18 – April 25

CAMPUS CLOSED	Presidents' Day: Feb 14-17 Cesar Chavez Day: Mar 31 Spring Break: Apr 7 - April 13 Memorial Day: May 26 Non-Instruction Day: May 27
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Get Started

With Pearson's **MyITLab for Office 2010**

Get Access

Bookstore

An **Access Code** is included in a package available for purchase at the bookstore. You will redeem the code during the registration process.

OR

Online Purchase

Use a Credit Card or PayPal account to purchase instant access online during the registration process.

What You Need:

- 1 Valid Email Address: One you access regularly
- 2 Course ID: _____



Get Registered

- 1 Go to www.myitlab.com, under the large **Register** section on the right side of the page, and click the **Student** link.
- 2 Next, enter the **Course ID** for your course (listed above).
- 3 After this, select whether or not your **Physical Access Code** came with an eText—OR, if you did not purchase a **Physical Access Code**, choose whether or not you'd *like* to purchase an eText. Next, indicate whether or not you have a **Physical Access Code**. If you do not have one, you'll be instructed to purchase **Access**. To do this, select your course textbook from the following menu.
- 4 After this, either **Create** a new Pearson username/password, or, if you've already registered for another Pearson product (i.e. MyMathLab), enter that username/password. If you have an **Access Code**, enter it on the bottom of the page.
- 5 On the next page, fill out the appropriate information fields then click **Next**. If you entered an **Access Code**, you will be brought to a page from which you can access your product. If not, enter your payment information so that you can **Purchase Access**, after which you'll be granted access.
- 6 You have now registered! To sign in from now on, go to www.myitlab.com and click **Sign In**.



Get Your Computer Ready

View the Home Computer Set-Up page:
<http://bit.ly/17Aqads>

Get Help

Contact Pearson 24/7 Support: <http://247pearsoned.custhelp.com/>
Tips for a Great Learning Experience

- 1 Watch this Video for help getting started with MyITLab for Office 2010: <http://bit.ly/15Sk8Js>
- 2 Review this guide for more help registering for MyITLab for Office 2010: <http://bit.ly/19Qsx1Q>
- 3 Stay in touch with us! Bookmark the Pearson Students Website: <http://pearsonstudents.com/>