

**Computer Science 901
Winter 2016
Ticket #8021**

Instructor: Steve Gonsoski
Class Hours: On-line
Office Hours:

Day Telephone: (213) 891-2454
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Room: CE-225, Saturdays, January 9, 23, February 6, 10:00am – 12:00pm.
Mondays, January 11 and January 25, 5:00pm – 7:00pm.

Please email me anytime for any questions. Additional help can be arranged in advance.

Required Textbooks

The Microsoft Office 2013 And New Perspectives on Computer concepts 2014 (W/Sam)

West Los Angeles Bookstore Information

**Enhanced Microsoft Office 2013 And New Perspectives on Computer concepts 2014 (W/Sam),
Author: Vermaat**

Package ISBN-13: **978-1-337-06583-2** contains the following:

- Vermaat Enhanced Microsoft® Office 2013 : Introductory, 1st edition, **20169781305408982**
- Parsons/Oja New Perspectives on Computer Concepts 2014 : Comprehensive, 16th edition, **20149781285096926**
- Vermaat SAM 2013 Assessment, Training and Projects with MindTap Reader Printed Access Card for Vermaat's Enh, 1st edition **20169781305580589**
- Parsons/Oja SAM 2013 Assessments, Training, and Projects with MindTap Reader Only Add-On Printed Access Card for New Perspectives on Computer Concepts 2014 : Comprehensive, 16th edition **20149781305498266**

The three ways of getting the books:

WLAC bookstore

- a) You may rent the books, as well as, access to SAM from the WLAC bookstore for **\$67.00**. (Price subject to change)
- b) You may purchase the books as well as, access to SAM from the WLAC bookstore for **\$134.70**. (Price subject to change)

The screenshot shows a web interface for selecting a course and viewing textbook options. At the top, the term is set to 'WEST - WINTER 2016 WLAC'. Under 'Select a Course', the department is 'CO-SCI-COMPUTER SCIENCE INFORMATI' and the course is '901'. The section is 'ALL SECTIO-INSTRUCTORS'. Below this, it says 'Displaying Textbooks for CO SCI - 901, section ALL SECTIO (INSTRUCTORS, ALL)'. A table shows the textbook 'Microsoft Office 2013 Enhanced W/ Sam 2013 Ebook Vermaat' with a quantity of 1. The list price is \$434.70. There are three options: 'New' for \$134.70, 'New Rental' for \$67.00 (which is selected), and 'Used' for N/A. A note indicates 'Usually ships in 2-3 days' and 'Must be returned by 2/5/2016'. The 'You Save' amount is \$67.70.

Cengage On-line book Information

c) You may purchase the books, as well as, access to SAM from Cengage for **\$102.93** with free shipping. (Price subject to change). Cengage link, www.cengagebrain.com/course/1-21RLHXP

ISBN-10: 1-337-06582-X, **ISBN-13:** 978-1-337-06582-5



The screenshot shows a product listing for an ePack bundle. On the left is a blue square icon. The main text describes the bundle: "ePack: Enhanced Microsoft® Office 2013: Introductory + NP on Computer Concepts 2014: Compr, 16th + MindTap® Reader for SAM 2013 Assessment, Training, & Projects for NP on Computer Concepts 2014, 1 term Instant Access + SAM 2013 Assessment, Training & Projects with MindTap® Reader, Multi-Term Instant Access for Vermaat's Enhanced Microsoft® Office 2013: Intro". Below this, it lists the author as "Vermaat, Misty E." and the ISBNs: "ISBN-10: 1-337-06582-X" and "ISBN-13: 978-1-337-06582-5". A link "View Product Information" is at the bottom left. On the right, there is a "Buy Bundle" button for "\$102.03", a "FREE SHIPPING on orders over \$25!" banner, a "FREE eBook for 14 days!" banner, and a green "+ ADD TO CART" button.

Additional 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 Description:

The course introduces students to fundamental 'Computer Literacy' concepts. Students will learn to use Windows 7 on the PC-compatible computers as well as MS Office 2013, a word processing program (MS WORD), a spreadsheet program (MS EXCEL), MS PowerPoint and Database (MS Access). This class is intended for students requiring 'hands-on' knowledge of computer applications. This class will be accepted as a prerequisite for all advanced applications classes listed under CSIT and CAOT.

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 SAM, 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

- 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. Give your self plenty of time to complete assignments.
- No 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, <http://www.wlac.edu/computer-science/index.aspx>, 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

Dropping the Course:

It is the student’s 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).

Class Policy

Attendance

Students need to keep active with ETUDES and SAM. If there is no activity on these web sites it might be assumed that you are no longer active in the class.

Contacting Me

E-mail is the best and quickest way to contact me. Students are expected to ask questions and obtain help from instructor via email and/or during office hours.

Academic Integrity (Plagiarism)

In accordance with code 9803.28, **academic dishonesty is prohibited and will not be tolerated in this class.** Violations of academic integrity include, but are not limited to, the following actions: cheating on an exam, plagiarism, working together on an assignment, paper or project when the instructor has specifically stated students should not do so, submitting the same term paper to more than one instructor, or allowing another individual to assume one's identity for the purpose of enhancing one's grade. Academic dishonesty of any type, such as cheating or knowingly furnishing false information, by a student provides grounds for disciplinary action by the instructor or college. In written work, no material may be copied from another without proper quotation marks, footnotes, or appropriate documentation.

- **Plagiarism will result in a zero for the assignment, possible dismissal from the class and disciplinary action from the college. You will not receive credit for any essay missing previous drafts, citations and/or a Works Cited page.**

Student Conduct

According to code 9803.15, disruption of classes or college activities is prohibited and will not be tolerated. Refer to the catalog and the Standards of Student Conduct in the Schedule of Classes for more information.

Recording Devices

State law in California prohibits the use of any electronic listening or recording device in a classroom without prior consent of the instructor and college administration. Any student who needs to use electronic aids must secure the consent of the instructor. If the instructor agrees to the request, a notice of consent must be forwarded to the Vice President of Academic Affairs for approval (WLAC College Catalog).

For more information refer to the attached link:

http://www.wlac.edu/academics/pdf/WLAC_12-14Catalog_Policies.pdf

Campus Resources

If you are having problems, don't let them snowball. Come and talk with me and check out some of the campus resources available to you.

Office of Disabled Student Programs and Services (DSP&S)

Student Services Building (SSB) 320 | (310) 287-4450.

West Los Angeles College recognizes and welcomes its responsibility to provide an equal educational opportunity to all disabled individuals. The Office of Disabled Students Programs and Services (DSP&S) has been established to provide support services for all verified disabled students pursuing a college education. DSP&S students may qualify for: priority registration, registration assistance, special parking permits, sign language interpreters and assistive technology (WLAC College Catalog).

Instructional Support (Tutoring) & Learning Skills Center

Heldman Learning Resources Center (HLRC) | (310) 287-4486

Improve your reading, language, vocabulary, spelling, math fundamentals and chemistry knowledge with convenient, self-paced computer-aided courses in the Learning Skills Center. Increase your knowledge and learning success: sign up for tutoring in various college subjects (WLAC College Catalog).

Library Services

Heldman Learning Resources Center (HLRC) | (310) 287-4269 & (310) 287-4486


The WLAC Library provides instruction on how to use the online catalog, periodical and research databases. In addition to a large collection of books, periodicals and videos the WLAC Library has course textbooks which students may use while in the Library. Web access is available in LIRL as well as meeting rooms. The upper floors provide a beautiful view ideal for study (WLAC College Catalog).

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 using Microsoft Word, Excel, Access, and PowerPoint. You may purchase Office 2013 from www.collegebuys.org for **\$39.99** for download version. Extra **\$10.00** for backup CD which is recommended.
 - Use a computer that has Office 2013 installed on your computer at your house or work.
 - Use the Computer Lab in Library. See lab hours below.
1. In the Computer Concepts, for each chapter, complete either of the following:
 - a) Complete the five QuickCheck questions at the end of the chapter sections (A thru E), and the Interactive Situation Questions at the end of each chapter. Submit the answers to the questions using ETUDES, or,
 - b) Using SAM, complete the New Perspectives on Computer Concepts Training and Exam sections for each Computer Concepts chapter.
 2. Complete the Office 2013 Projects that will be assigned in class. These projects will be turned in either ETUDES or SAM.



[Microsoft Office Professional Plus 2013 for Students \(DOWNLOAD\)](#)
In Stock
Price: ~~\$399.99~~ **\$39.99**
Remaining Allocation: 1

[Select Options](#)

Computer Labs / Tutoring: (Times subject to change)

Library hours: Monday thru Thursdays 8:00am – 3:00pm

Tutoring: (Location HRC 2nd Floor (Allison) Tuesdays/Thursdays 10:00am – 3:00pm

Check <http://www.wlac.edu/Computer-Science/Tutoring.aspx> for any updates to tutors schedule.

Exams:

- Test 1, 2, and 3 questions will consist of:
 - a. True/False and Multiple Choice questions are worth 2 points each. Matching/Screen Identification questions are worth 1 point each.
 - b. Some questions on the tests will come from the Computer Concepts book, some might come from the QuickCheck questions, Interactive Situation Questions, or SAM New Perspectives Training and concepts in the Office 2013 book.
- Final Exam questions will consist of:
 - a. True/False and Multiple Choice questions are worth 2 points each. Matching/Screen Identification questions are worth 1 point each.
 - b. True/False and Multiple Choice questions from Tests 1, 2, 3, as well as, questions from Computer Concepts, Chapters 10 and 12, and Office 2013, Access Chapters 1 and 2. Final will include Access 2013 screen-id questions.
- Take the test anytime during the period of time listed in Class Schedule on last page.

Grading:

Grading:	Total quiz/test points: 30%	Final Exam: 20%	Homework: 50%
Grading Scale:	90% - 100% = A 89% - 80% = B	79% - 70% = C 69% - 60% = D	0% - 55% = F

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.

You can also access the following web site we post information about college degree/certificate and industry in-demand job skill training plus the following students support services: <http://www.wlac.edu/Computer-Science/Useful-Resources.aspx>

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.

TENTATIVE CLASS SCHEDULE (subject to change)

Week	Dates	Subject
1	1/4/16	Computer Concepts, Chapter 1, Computers and Digital Basics <i>1/6 Last day to add classes in person w/ add slip 1/6 Last day to drop w/o 'W' and receive refund</i>
	1/5/16	Computer Concepts, Chapter 2, Computer Hardware
	1/6/16	Word 2013, Chapter 1, Creating, Formatting, and Editing a Word Document with a Picture, Project: Flyer with a Picture
	1/7/16	Computer Concepts, Chapter 3, Software
2	1/11/16	Word 2013, Chapter 2, Creating a Research Paper with References and Sources, Project: Research Paper
	1/12/16	Computer Concepts, Chapter 4, Operating Systems and File Management
	1/13/16	Computer Concepts, Chapter 5, Local Area Networks
	1/14/16	PowerPoint 2013, Chapter 1, Creating and Editing a Presentation with Pictures, Project: Presentation with a Bulleted List, Photos, and an Illustration
	1/15/16 - 1/17/16	Test 1 (CC Chapters 1, 2, 3, 4, Word Chapters 1 and 2) (Take the test anytime during the period of 1/15 thru 1/17)
3	1/18/16	Computer Concepts, Chapter 6, The Internet
	1/19/16	Computer Concepts, Chapter 7, The Web and E-mail
	1/20/16	PowerPoint 2013, Chapter 2, Enhancing a Presentation with Pictures, Shapes, & WordArt
	1/21/16	Computer Concepts, Chapter 8, Digital Media
	1/22/16 - 1/24/16	Test 2 (CC Chapters 5, 6, 7, PowerPoint Chapter 1, 2) (Take the test anytime during the period of 1/22 thru 1/24)
4	1/25/16	Computer Concepts, Chapter 9, The Computer Industry: History, Careers, and Ethics
	1/26/16	Excel 2013, Chapter 1, Creating a Worksheet & a Chart, Project: Worksheet & a Chart
	1/27/16	Computer Concepts, Chapter 11, Databases 1/29, Last day to drop with a 'W'
	1/28/16	Excel 2013, Chapter 2, Formulas, Functions, and Formatting, Project: Worksheet with Formlas and Function
	1/29 thru 1/31	Test 3 (CC Chapters 8, 9, 11, Excel Chapter 1, 2) (Take the test anytime during the period of 1/29 thru 1/31)
5	2/1/16	Access 2013, Chapter 1, Databases and Database Objects: An Introduction
	2/2/16	Computer Concepts, Chapter 10, Information Systems Analysis and Design
	2/3/16	Access 2013, Chapter 2, Querying a Database, Project: Querying a Database
	2/4/16	Computer Concepts, Chapter 12, Computer Programming
	2/5 thru 2/7	Final Exam (Tests 1, 2, 3, CC Chapters 10, 12, Access Chapters 1, 2) (Take the test anytime during the period of 2/5 thru 2/7)