

**Division: Computer Science**

**Course name: Computer Science 901: Introduction to Computers and their Uses**

**Section: #8021 Online - Winter 2015 (Starts 1/05/15 – 2/8/15) 5 weeks**

**Instructor Name: Diane P. Matsuno**

**Phone: (310) 287-4404 or 4283**

**[matsund@wlac.edu](mailto:matsund@wlac.edu)**

**Live Office Hours: Thursday 8 - 9:30 pm in Etudes Online Chat**

**Class Hours: Online**

**Cengage Course Site: [sam.cengage.com](http://sam.cengage.com) Cengage Institutional Code: T2083444**

**Section: WLAC COS #8021 DMATS W15**

**Etudes Course site: [www.myetudes.org](http://www.myetudes.org)**

**Etudes Course Tab: WLAC COS 901 8021 DMAT W15**

## Welcome

Thanks for joining me this semester. I am eager to guide you in learning a lot about using computers and Microsoft Office 2013. The computer world is always changing with new computing devices and computer programs. We will learn about current uses of computers – hardware, software, file management, the Internet, networking and mobile computing. We'll introduce you to Microsoft Office 2013 and you'll create documents using Microsoft Word 2013, Excel 2013 and Powerpoint 2013. We will use two (2) course websites ([www.myetudes.org](http://www.myetudes.org)) and ([sam.cengage.com](http://sam.cengage.com)) in this exclusively online course. However, this is an instructor-guided course and I'll hold live office hours every week and be available through Etudes Private Messaging and Discussion Boards. If you are ever "lost", just send me a message or in the Chat or Discussion Board message for help. Tech Support is also available for both course websites:

**Cengage** - <http://support.cengage.com/magellan/ClassLandingPage.aspx?optyl=1-1PB60DI>.

Click on this link to obtain a tech support ticket and case #. Just login using your Cengage Account user and password. Then, call phone Tech Support at 1 800-990-8211 and provide your case #. Emails from tech support will be sent from [crms@cengage.com](mailto:crms@cengage.com).

**Etudes** - <http://etudes.org/help/students/> or our West Etudes tech support at <http://www.wlac.edu/online/helpdesk.asp> - 310-287-4350. They are fantastic! So you should be well-supported. Let's have a great semester! 😊

## Course Description:

### **COMPUTER SCIENCE - INFORMATION TECHNOLOGY 901 3.00 Units INTRODUCTION TO COMPUTERS AND THEIR USE (UC:CSU) (RPT 3)**

The course introduces students to fundamental 'Computer Literacy' concepts. Students will learn to use Windows 7 on the PC-compatible computers as well as Microsoft Office 2013, a word processing program (WORD 2013), a spreadsheet program (EXCEL 2013), a presentation program (POWERPOINT 2013) and A database program (ACCESS 2013).

Students will acquire 'hands-on' knowledge of computer applications and have a workable knowledge of computer concepts. The skills are applicable to employment in all fields. There are no pre-requisites but students taking this online course will require knowledge of use of the Internet. This class will be accepted as a prerequisite for all advanced applications classes listed under CSIT and CAOT. The course also counts as transferable units to UC and CSU as an elective. See Computer Science Department website: [www.wlac.edu/csit](http://www.wlac.edu/csit)

## Required Texts

*Office 2013 and Discovering Computers (W/SAM Access Code)*

Vermaat , ISBN 9781133542841

Includes (2) textbooks, *Discovering Computers* and *Microsoft Office 2013 Introductory*, SAM Access Code required to login to SAM Assignments at [sam.cengage.com](http://sam.cengage.com)

Available at campus bookstore – [www.wlac.edu/bookstore](http://www.wlac.edu/bookstore) for \$50. Includes discounted Rental of both textbooks and SAM Access code. The textbooks are available for purchase and includes SAM Access code for West LA College discounted price of \$92 through Cengage publisher website at:

<http://www.cengagebrain.com/course/site.html?id=1-1PB60DI> Click on Buy Here link - right side of screen. Cengage shipping is free.

## Required Materials – Microsoft Office 2013

You will need access to the Microsoft Office 2013 software to complete many assignments for the course. If you do not have Microsoft Office 2013 software, the assignment can be completed in the Computers Labs on campus (HLRC 2<sup>nd</sup> floor and CE 101 Computer Science Lab) or possibly at your local public library. See Campus Resources in this Syllabus to view campus Lab Hours.

You may also purchase Microsoft Office 2013 at student discounted price of \$39.99 through the Community College Foundation. Here is the link:

<http://www.foundationccc.org/CollegeBuys/ForStudents/tabid/468/Default.asp>

You will need access to a Windows computer. (Windows is preferred) and Internet Access. Let me know if you are using a Macintosh system only.

Computer System Requirements:

- Processor: Intel Pentium 4 or higher processor required; Intel Centrino or an equivalent multi-core processor recommended
- Memory: 512 MB RAM required; 1 GB RAM recommended

•Operating System: Windows XP SP3 (32 & 64 bit); Windows Vista SP1 (32 & 64 bit); Windows 7 (32 & 64 bit); Windows 8 (32 & 64 bit). Flash software plug-in is required and must be installed (free download).

Speaker or headphones to listen to instructional material (Powerpoint, SAM trainings).

## Required Materials - Cengage SAM Website and Etudes course Website

You will use the **Cengage** course website to complete many course assignments.

- Create a Cengage Login Account – go to [sam.cengage.com](http://sam.cengage.com) course website
- Use SAM access code supplied in your required textbook bundle (when prompted for it – not required until 9/29/14)
- Type our Cengage Institutional Code: T2083444 –
- Join a Course Section: WLAC COS #8021 DMATS W15
- Click on SAM Assignments to view course assignments
- Click on link to view a video tutorial on how to Create Your Account and Join a Course Section, <http://www.cengagebrain.com/course/site.html?id=1-1PB60DI> See Need Help - Getting Started - click on Arrow.
- You will use the **Etudes** course website at [www.myetudes.org](http://www.myetudes.org) to complete course assignments and communicate with the instructor and classmates.
- **You should login to Etudes on the 1<sup>st</sup> day of class to remain enrolled in the course. Access is free with enrollment in CS 901.**
- Login with your college #ID starting with 88- . Your password is 4 digits, the month and day of your birthday.
- Click on WLAC COS 901 8021 DMAT W15 tab to view course.
- See the menu of tabs to the left of the screen, Syllabus, Announcements, Discussion Boards and Private Messaging, Assignments, Tests and Surveys, Chat and Gradebook.

## Course Objectives:

- 1) Give students an in-depth understanding of why computers are essential components in business, education and society.
- 2) Introduce the fundamentals of computing devices and reinforce computer vocabulary, particularly with respect to personal use of computer hardware and software, the Internet, networking and mobile computing.
- 3) 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.
- 4) Provide foundational or “computer literacy” curriculum that prepares students for life-long learning of computer concepts and skills. Completion of course fulfills pre-requisite

to enroll in other computer science courses required for a certificate, A.A. degree, transfer to the university or to qualify for high-demand employment.

5) Provide instructor-guided course instruction in an online format through use of textbook-based course website tools and instructor created materials: audio-video demonstrations, Powerpoint tutorials, interactive, skill-based trainings and assessments, Live Chat, Discussion and Private Messages, and instructor-recorded demonstrations and videos.

## Course Student Learning Outcomes (SLO)

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.

## Course Assignments and Instructional Delivery

### Course Assignments

The course assignments and instructional material are provided in the (2) course websites: Etudes ([www.myetudes.org](http://www.myetudes.org)) and Cengage ([sam.cengage.com](http://sam.cengage.com)). You will need to login to them to complete and submit the required course assignments. Most assignments in Etudes and Cengage are automatically graded and results may be viewed in the Gradebook. There are no formal prerequisites for this course. Although, general use of a computer and use of the Internet is required to complete this exclusively online course.

### Discovering Computers – Powerpoint and Chapter Exams

Login to **Etudes** to access the Powerpoint lectures for Chapters 1 – 10. Click on the Modules section. View the Powerpoints before taking the Chapter Exams. You may use it as a guide when reading the textbook. Click on Assignments, Tests and Surveys to

take the chapter Exams. A Review of the chapters will take place during Live Chat Office Hours and in the Discussion Board – Chapter Reviews.

### **Discovering Computers – Chapter Lab Trainings and Exams**

Login to **Cengage** to access the interactive chapter **LabTrainings** and the corresponding exam. The interactive **Lab Trainings** introduce you to current topics from the chapter. The Trainings are not graded, but include questions from the **Lab Exams**. You may practice as often as you like. Be sure to click on the **Discovering Computers Chapter Lab Exam** once you have completed the Lab Training. **The Lab Exams are graded.**

### **Microsoft Office 2013 Applications – Word, Powerpoint, Excel and Access – Chapter Trainings and Exams**

Login to Cengage. Each chapter in Word 2013, and the other applications, present skills to create a finished document, a flyer for example. The Chapter non-graded trainings use a simulation of the actual Microsoft Office software to show you how to perform these skills and lets you practice the skill. The graded Chapter Exam tests your knowledge of the skill. These skills will be needed to complete Office 2013 Projects.

### **Microsoft Office 2013 – Word, Powerpoint, Excel – Projects (no Access Project)**

Login to **Cengage**. The Microsoft Office 2013 Project assignments require you to complete them using the **Microsoft Office 2013 software installed on your computer**. Each project provides files (like pictures or text) that you insert to complete the assignments. You will need to download these files, the Project Instructions, and the unique file provided just for you. Using only this unique file, you will complete the assignment and then submit it (attach and upload) for automated grading. We'll go over in detail how to complete these Projects. [You will have a nice ePortfolio of documents demonstrating your Office 2013 skills.](#)

### **Final Exam – Discovering Computers and Word 2013, Excel 2013, and Powerpoint 2013**

Login to **Etudes** for the Discovering Computers Final Exam – Chapters 1 – 10. Login to **Cengage** for individual Final Exams for Word 2013, Excel 2013 and Powerpoint 2013. The Final is student friendly and reinforces your “computer literacy” skills as you complete the course.

### **Etudes – Extra Credit Discussion Board**

Login to **Etudes**. Click on the Discussion Board and Private Messaging button to the left of the screen. Click on the Extra Credit link. Topics are related to the current course assignments. Post a Reply to the Extra Credit Topic. I will grade the reply. Topics will range from 5 – 10 points and are added to your final grade at the end of the course.

## Schedule of Assignments

A list of scheduled assignments is provided. Assignments will be due on Sunday at 11:59 p.m.. are usually due on a Monday unless it is a college holiday. This is a 5 week course so time is limited. Please observe the assigned due dates. Assignments and dates are subject to change. Changes or substitutions will be announced in advance and will not create undue hardship on students.

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 the first exam, automatic exclusion is also a possibility.

## Gradebook

Both websites, Cengage and Etudes, have a Gradebook of student scores. I will provided an updated, combined spreadsheet of student scores/points every 2-3 weeks. Be sure to check the Gradebooks to verify that your assignment was successfully submitted.

## Grading

See attached file: [Winter 2015 CS 901 Schedule of Assignments and Due Dates.pdf](#)

Assignment Category	# of Assign.	Points Per Assignment	Total Points	% of Total Grade
Discovering Computers Etudes Exams + Syllabus Quiz	5 + 1	10 or 40	150	25%
Discovering Computers Cengage Lab Exams + Win 8	11	varies 10, 5, or 15	70	10%
Word 2013 Exams	3	15	45	7.5%
Powerpoint 2013 Exams	3	15	45	7.5%
Excel 2013 Exams	3	15	45	7.5%
Access 2013 Exam	1	15	15	2.5%
Office 2013 Projects + Class Presentation online	5 + 1	20 + 30	130	22%
Final (Discovering Computers, Word, Powerpoint, Excel)	1	100	100	17%
<b>Grand Total</b>	<b>29</b>	<b>-</b>	<b>1000</b>	<b>100%</b>
540 - 600 = A	480 - 539 = B	420 - 479 = C	360 - 419 = D	359 and below = F

## Important Dates

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). Login, then click on Registration link.

**Wednesday, January 7th**

**Note: Students in this exclusively online course must login to the course website at [www.myetudes.org](http://www.myetudes.org) by Wednesday, January 7th, or the student will be considered non-attending and will be dropped from the course by the instructor. Students show evidence of online class attendance by logging in to [www.myetudes.org](http://www.myetudes.org) or [sam.cengage.com](http://sam.cengage.com) to be considered active and currently enrolled in the class.**

Dropping **without** a "W" - Wednesday, January 7th

Dropping a course with a refund/no fee owed – Wednesday, January 7th

Dropping **with** a "W" – Friday, January 30th

**After Friday, January 30th 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.

Final Exam – will be available online from Monday (Feb 2nd) – Sunday (Feb 8th)

**Other Important Dates: College is Closed**

Martin Luther King Day, Monday – January 19th

## **Course Policies, College Policies, Accommodations and Other Student Services**

### **Course Policies**

#### **Course Technology – Course Assignments**

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. You are expected to complete and submit your own work. This course is designed to detect and discourage submission of work other than the enrolled student. In accordance with code 9803.28, academic dishonesty is prohibited and will not be tolerated in this class. See also College Policies – Academic Integrity.

Technical glitches do occur. In some instances, an assignment may be re-submitted. Please post these requests in the Etudes Private Messages area, as it is the most expedient way to contact me. A Private Message also sends an email to me. Note that personal computer problems or discontinuation of Internet access will not be sufficient reason to not complete course assignments or the course.

**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.**

### **Communication with Instructor**

It is the student's responsibility to maintain communication with the instructor. The instructor may be reached by phone (310) 287-4404 or 4283, email ([matsund@wlaac.edu](mailto:matsund@wlaac.edu)), or by Etudes Private Message. High-Priority Class Announcements are delivered through Etudes. These announcements are also sent to the email provided in your Etudes account. Be sure to check several times a week to make sure you can receive and send messages to me.

### **Professional Conduct in Our Online 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. Posting of replies in Etudes Chat, Discussion Board and Private Messaging require you to observe "netiquette" and "civilogue". This means that use of inappropriate terms, symbol, images, or personal attacks, profanity or vulgarity in online conversation will not be tolerated and may result in exclusion from the course.

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.

### **Attendance - Online**

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](http://www.myetudes.org) and [sam.cengage.com](http://sam.cengage.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 12 hr/week, short-term course.

### **Course Accommodations**

Students who have registered with Disabled Students Programs and Services (DSPS), may have DSPS request accommodations for the course. See Campus Resources section.

**College Policies – support Course Policies**



## College Policies

**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.

**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 this 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.

**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.

Campus Policies link: [http://www.wlac.edu/academics/pdf/WLAC\\_12-14Catalog\\_Policies.pdf](http://www.wlac.edu/academics/pdf/WLAC_12-14Catalog_Policies.pdf)

## Campus Resources

**Computer Labs available on campus:** Microsoft Office 2013 and Internet Access for Cengage and Etudes course websites.

Internet access and Microsoft Office 2013 software are 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.

**The Computer Science Department Lab** is located in CE-101. WiFi or wireless access is available in most areas on campus if you prefer to use your laptop while on campus.

**The Winter campus lab hours are: 9:00 a.m. - 4:00 p.m., CLOSED Friday thru Sunday.** Login to student computers with college id# - password is mo/day of birthday.

### **Computer Science Lab (CE 101):**

Monday - Thursday 11:00 a.m. - 6 p.m.  
CLOSED Saturday thru Sunday.

To login to the CE 101 workstations, use the login name - student. There is no password. Select Windows 7 as the preferred Operating System to get to the computer desktop.

### **Campus Student Services**

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 a few helpful links: Disabled Students Programs and Services (DSPS), Financial Aid, Academic Counseling, Health Services, Library and Learning Resources.

Course Accommodations - Disabled Students Programs and Services (DSPS) - <http://www.wlac.edu/dsps/>

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.

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>

Library and Learning Center - <http://www.wlac.edu/library/index.html>

### **Student Acknowledgment - Required**

(Please scroll down to the bottom of the Syllabus, Click on the Acknowledgement button.  
Etudes will record your Acknowledgement of the Syllabus.)

End of Syllabus