

**COMPUTER SCIENCE 901**  
**Computer Science 901: Introduction to Computers and their Uses**  
**COURSE OUTLINE**

<u>Instructor:</u>	M. Patel, BS in Electrical Engineering, Database Administrator
<u>Class Section:</u>	8020
<u>Class Schedule:</u>	Online; Course syllabus can be accessed via ETUDES <a href="http://www.myetudes.org">www.myetudes.org</a> .
<u>Office/Phone:</u>	CE 233, 310-287-7295
<u>E-Mail</u>	<a href="mailto:patelm@wlac.edu">patelm@wlac.edu</a>
<u>Office Hours:</u>	Mon, Wed: 5 – 6 pm and Online chats to be announced.

### **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 MS Office 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.

### **Student learning outcome**

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.

## Prerequisites

None

## Required course material and equipment

### **Required material:**

#### **Textbooks:**

*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 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 2<sup>nd</sup> week)
- Type our Cengage Institutional Code: T2083444 –
- Join a Course Section: WLAC COS 8020 MPATE 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 access course information and communicate with the instructor and classmates.
- **You must login to Etudes on the 1<sup>st</sup> or 2<sup>nd</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. You may be asked to change your password. Write down your password
- Click on WLAC COS 901 8020 MPATE 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 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 – Chapter Lab Trainings and Exams

Login to **Cengage** to access the interactive chapter **Lab Trainings** and the corresponding exam. The interactive **Lab Trainings** introduce you to current topics from the chapter. The Trainings are not graded but are awarded points for completion. These Trainings 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 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.

### **Assignments**

Assignments will be due on Sunday at 11:59 p.m. 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**

Be sure to check the Gradebooks to verify that your assignment was successfully submitted

## **Grading scale**

The final grade is based on all work for Training, Projects and Exams on the sam.cengage.com website.

The coursework is weighted as follows:

Training	= 15%
Projects (Using Access 2010)	= 30%
Exams	= 55%

Percentage of Total points from Cengage Gradebook.

90 – 100 %	A
80 – 89	B
70 – 79	C
60 – 69	D
0 – 59	F

## Online Class Info

**Class Meets:** Exclusively online through college online course website, [www.myetudes.org](http://www.myetudes.org) and textbook lab website, [sam.cengage.com](http://sam.cengage.com). There are no required campus meetings. Contact instructor through Private Message, or entries in Chat for most expedient reply, in the [myetudes.org](http://myetudes.org) course site.

- Tutorials, Assignments, and Exams - submit through [Sam.cengage.com](http://Sam.cengage.com)
- Watch online lectures through **cccconfer.org**, notices of lectures will be announced on E-tudes.
- Online lectures will be recorded for later viewing and review.

**Note: Students in this exclusively online course must login to the course website at [www.myetudes.org](http://www.myetudes.org) by Tuesday Jan 6th, or the student will be considered inactive and dropped from the course by the instructor.**

**After Friday, January 30, 2015, students still enrolled will appear on the final grade roster and receive a letter grade.**

## Schedule

Below is a preliminary schedule.

- Week# 1 --Class Intro, online instructions, Discovering Computers Ch1 & 2 , Windows 8 and Office 2013, Word Ch1
- Week# 2 -- Discovering Computers Ch3 & 4 , Word Ch2 & 3, Excel Ch1 & 2
- Week# 3 -- Discovering Computers Ch5 & 6 , Excel Ch3, PowerPoint Ch1 & 2
- Week# 4 -- Discovering Computers Ch7 & 8 , PowerPoint Ch3
- Week# 5 -- Discovering Computers Ch9 & 10 , Access Ch1

## On-line course shell ETUDES login instruction

### College official on-line course shell ETUDES login instructions:

To log on to Etudes, **go to <http://www.myetudes.org> (or [www.wlac.edu/online](http://www.wlac.edu/online))** where you will find links to on-line tutorial, login instructions and Technical Requirements. Click on course login.

Example: Juan Straub, Student ID is 88-459-0210 and birthday is July 4.

(Login ID: student ID,

password is 2 digit month and 2 digit day from student's birthday)

- User ID: 884590210
- Password: 0704

After logging in, click the course tab you are enrolled.

If you are a first-time on-line student, make sure your Browser settings are as follow:

Tools->Internet Option-general->security setting->add [www.myetudes.org](http://www.myetudes.org) or [www.wlac.edu/online](http://www.wlac.edu/online) as trusted site.

If you do not know your Student Identification Number you can look it up using the Student Information System (SIS) at <http://www.laccd.edu>.

### **Email Communication**

If you have a valid email address in the LACCD system, ETUDES' instructor's announcement will be sent to your personal email. Otherwise, you should check the instructor's announcement every time you log on to course shell. You might want to update your email address under

MyWorkspace-> Account-> Modify if you change e-mail address.

### **Trouble login to ETUDES**

If you have trouble accessing the course on, or after, the start date visit the Online Student Help Desk at <http://www.wlac.edu/online/helpdesk.asp> . Click on Helpdesk Rules where your issue is likely addressed in the Frequently Asked Questions section. If not, post a message explaining the problem or contact the WLAC Distance Learning Program Office at (310)287-4305 or via email: [shemwer@wlab.edu](mailto:shemwer@wlab.edu).

## **Class rules & guidelines for assignments and exams**

### **By taking this class, you agree to follow Class Rules listed below:**

- 1) Students who are inactive in the class may result in exclusion, however it is your responsibility to drop the class; failure to drop the class in a timely manner will result in "F" on your record.
- 2) Cheating (or Plagiarism) on assignment/exam will result in "Failure".
- 3) You have **five days** to purchase the required material after semester starts.
- 4) You will complete all assignments, projects and exams via the [sam.cengage.com](http://sam.cengage.com) site. You must log on to ETUDES on regular basis to check the following:

**ETUDES - Announcement-** Check announcement every time you login, important announcement will be posted.

**ETUDES - Syllabus-**Course syllabus is attached.

**Do not wait until the last minute** to work on assignment. **Assignment submitted after the due day will receive 10%-50% deductions** (one week late 10%, two weeks late 20%..etc.). Assignment will not be accepted over 2 weeks late.

**Discussion and Private Message-** You can send private messages to the instructor via ETUDES. For urgent issues, please send e-mail to [patelm@wlab.edu](mailto:patelm@wlab.edu), the instructor checks this e-mail on regular basis.

No make up exam/test. Once you have viewed or taken the exam, you can't open or retake it. Follow the exams schedule in the Calendar. **Do not wait until the last minute to start the exam. THERE IS NO**

**MAKE-UP or RE-TAKE EXAM.** If there is an emergency, e-mail the instructor to schedule an “on-campus” exam within 7 days after exam expires. Each student has only one opportunity to do so for one exam throughout the entire semester.

CE101 computer lab is open to CS students, please check division website [www.wlac.edu/csit](http://www.wlac.edu/csit) for lab open hour.

Being a member of Microsoft & VMWare Academic Alliance, the enrolled students can download VMWare, Microsoft operating system (Windows 7 & Server 08) and development tool (Microsoft application like ACCESS, Visual Studio) for free. You can visit division website [www.wlac.edu/csit](http://www.wlac.edu/csit) and click on the left menu to make request or contact IA Laurent Phung via [PhungL@wlab.edu](mailto:PhungL@wlab.edu).

CS dept. is member of CompTIA education alliance, students can take A+, Network+, Security+ with discount voucher, please contact Laurent Phung via [PhungL@wlab.edu](mailto:PhungL@wlab.edu) or visit division website [www.wlac.edu/csit](http://www.wlac.edu/csit) under FAQ.

All other school/class rules will be enforced.

## Important and useful information

**UC/CSU Transfer Honor Credit-**<http://www.wlac.edu/transfer/index.html#honors>

Contact the instructor for honor credit project

**LACCD Student’s e-mail system-**<http://www.wlac.edu> -> for student ->e-mail >click on “instruction” and “video”

**Disabled Students Service-**<http://www.wlac.edu/DSPS>

**Job Placement Assistance** contact instructor for eligibility

**Division Web Site** <http://www.wlac.edu/CSIT> : has the following information:

- Division faculty and computer lab open hour
- Requirement for degree and certificate programs
- Job assistance for long-term unemployed, underemployed and veterans
- Discount voucher for CompTIA A+Network+ Security+ Linux+
- Free software download request (Microsoft OS & development tools and VMWare, Microsoft Access)

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

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 Adm. (10 major courses)

Certificate of Achievement in Computer Network Management (6 courses)

Certificate of Achievement in Information System Security (6 courses)

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

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

## College policies

### 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.

**For more information refer to the attached link:**

[http://www.wlac.edu/academics/pdf/WLAC\\_10-12Catalog\\_Policies.pdf](http://www.wlac.edu/academics/pdf/WLAC_10-12Catalog_Policies.pdf)

## Campus resources:

As stated earlier in this syllabus, **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)

Heldman Learning Resources Center (HLRC), Room 119 | (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.

### 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.

### **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.

**for more information refer to attached link:**

[http://www.wlac.edu/academics/pdf/WLAC\\_10-12Catalog\\_Services.pdf](http://www.wlac.edu/academics/pdf/WLAC_10-12Catalog_Services.pdf)