

WEST LOS ANGELES COLLEGE
COURSE OVERVIEW (SYLLABUS) FOR
CS901 – Introduction to Computers and Their Use
Section 3694 / Spring Semester 2015

Transferrable/Honors Available : CSU

This syllabus describes the course, course policies and procedures, campus policies and other information. It is subject to change at any time and the most recent version posted on Etudes NG course learning management system will be the one in force. Any assignments or deadlines listed here may be superseded by Announcements posted in Etudes NG by the Instructor.

Instructor: Kenneth Taira

Class Days/Hours: Wed 18:45-22:00

Room: CE-225

Office Hours: Mon 17:45-18:45 in CE-105A; Wed. 17:45-18:45 in CE-225; Sun 9:00-17:00 in CE-105A

CCCConfer Meeting Time: Live Fridays 18:30

Final Examination: Wednesday, June 3, 2015

Contact Information: Tel & SMS: 562-44-TAIRA (562-448-2472) Email: ktaira@gmail.com

CE-101 Lab Hours – (please see <http://www.wlac.edu/Computer-Science/Facilities-Labs.aspx>)

Heldman Learning Center Lab Hours – (please see <http://www.wlac.edu/library/index.html>)

CS901 Tutoring – Allison – Mon. & Wed. 13:00-18:00 in CE-101

Course Description

This course introduces students to fundamental computer “literacy” concepts. Students will learn to use Windows 7, as well as a word processing program (Word), spreadsheet program (Excel) a presentation tool (PowerPoint), and an introduction database management program (Access), and other applications.

Course Objectives

You will learn fundamental computer concepts with an emphasis on practical use of computers in business and personal situations. Although I assume no prior knowledge of or experience with computers, I assume that you are familiar with the basic mechanical tasks of turning a computer on, using a mouse, connecting to the web, etc. This course will introduce you to fundamental Computer Literacy concepts, Microsoft Windows 7 operating system, and Microsoft Office for 2013. Microsoft Office 2013 applications introduced will include a word processing program (MS Word), a spreadsheet program (MS Excel), a presentation program (MS PowerPoint), and other applications.

This class is intended for students requiring hands-on knowledge of computers applications. This class will be accepted as a prerequisite for all advanced applications classes listed under CSIT and CAOT.

Student Learning Outcomes

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.

Expected Workload

CS901 is a hybrid course containing a mandatory 3-hour face-to-face session on Wednesday nights and often, an online session on Friday nights. This course is a 3-unit course so it is not reasonable to expect up to 6 hours per week (2:1) of work outside of the classroom besides the 3-hour in-class and 1-hour online portions.

Wednesday night face-to-face sessions will include a minimum of lecture and mainly be devoted to in-class assignments that should be completed during class time. Time will also be allocated to work on SAM assignments. Two-hour weekly online sessions will be held on Friday nights via <http://www.cccconfer.org>. These sessions are mandatory and attendance will be recorded. For those who cannot attend the live sessions, lecture recordings can be reviewed at their leisure but to receive credit must view the lecture within 7 days of the recording date.

There are two online course management systems used in this course. Etudes (<http://www.myetudes.org>) will be used for course announcements, in-class assignments, and homework assignments not otherwise contained in SAM (<http://sam.cengage.com>). The SAM site will host Microsoft Office assignments and examinations. Online lectures and tutorial assignments from the publisher will also be found there.

Required Textbook and Supplies

Blank Flash Drive (1 GB or larger)

West Los Angeles College
CIS 901 Introduction to Computers and Their Use

Your professor has selected the following materials for your course
 FREE SHIPPING On orders over \$25!



ePack: Discovering Computers 2014 + Microsoft® Office 2013: Introductory + SAM 2013 Assessment, Training and Projects with MindTap Reader

ISBN-10: 1-305-58771-5
ISBN-13: 978-1-305-58771-7

List Price	\$393.95
Buy the Bundle	\$97.00

SAVE \$296.95

Add to Cart

The bundle contains:

Discovering Computers 2014

ISBN 978-1-285-16176-1

Microsoft Office 2013 Introductory

ISBN 978-1-285-16602-5

The bundle includes both physical and electronic versions of the text (in SAM). SAM can be accessed without access code until 9/28/14.

For those of you who are **waiting for your financial aid book vouchers to arrive** before buying your texts, my advice is to be proactive.

- If you are waiting for a Pell grant, you can get an **emergency book loan** through Financial Aid.
- You can purchase the book bundle, save the receipt, process a return for refund and then repurchase with your book voucher. The student bookstore confirms this.

Obtaining Assistance

Besides contacting me directly by visiting me during office hours or via e-mail, you have two other opportunities to obtain assistance with Microsoft Office and MyITLab.

- Assistant in CSIT Lab in CE-101 on Mon. and Wed. 13:00-18:00
- Tutor(s) in the computer lab in HLRC.

CSU Transfer and Honors Credit

For more information, go to: <http://www.wlac.edu/transfer/index.html#honors>

If you intend to attempt this class for honors that will greatly improve your chances of getting into a California State University, please contact the instructor within the first two classes.

CSIT Division Web Site

<http://www.wlac.edu/CSIT>

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 intership

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 hour OR you can make an appointment with the following fulltime faculty advisor:

Ashok Patil	Degree, transfer, and certificate in Computer Science- PatilA@wlac.edu
Anna Chiang	Degree, transfer and certificate in Computer Information Science/Computer Network Security Management- ChiangA@wlac.edu
Marcus Butler	Microsoft, CISCO, VMWare training ButlerM@wlac.edu
Manish Patel	Degree and certificate in Web development and Database Administration- PatelM@wlac.edu

Important dates to remember:

Last day to drop class w/o a "W" is	Friday, February 20
Last day to drop a class with a "W"	Friday, May 8
Presidents Day Weekend	Friday, February 13 – Monday, February 16
Cesar Chavez Day	Tuesday, March 31
Spring Break	Saturday, April 4 – Friday, April 10
Memorial Day	Monday, May 25

Attendance

You are required to attend all class sessions and to stay for extra lab time whenever needed to complete work on time (see schedule below). Missing more than 2 class meetings could cause you to be excluded from the class or seriously jeopardize your grade. This is not to say that you cannot catch up. The bulk of the homework assignments must be completed before the due date, but machine-graded homework such as multiple-choice, true-false and grader projects may be repeated until the end of the semester and highest score recorded.

Make-up Policy

An exam may be made up if there is a valid excuse (serious illness corroborated by a physician). A make-up exam must be scheduled within 12 hours of the actual exam in person, by phone or email.

Examinations and Grading

Your final course grade will consist of a composite of the following:

Homework and In-Class Assignments	45%
Quizzes and Discussion Participation	7%
Midterm	15%
Final Exam/Project	30%
Blog	3%

Homework will be submitted and graded via the online via Etudes NG and SAM. True/false, multiple choice and fill-in-the-blank questions that are auto-scored by the website maybe submitted and resubmitted until the last day of classes without penalty.

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. With "incomplete" grade, the student must complete all missing assignments/exams/projects and notify the instructors to change grade within one year grace period.

First Day Drop Policy

This instructor reserves the right to drop no-shows after the first hour of the first class meeting if no prior arrangements were made for the absence.

Academic Honesty Policy

This instructor follows the West Los Angeles College policy on cheating and plagiarism. Cheating and plagiarism are violations of college policy and these policies are found in the Schedule of Classes." Any student unclear on the meaning of academic dishonesty and plagiarism should meet the instructor during office hours for clarification."

Activities that are considered to be CHEATING include, but are not limited to, the following: communication with another person during an exam, accessing materials electronic or otherwise without the instructors express permission. Violation of any of these rules (i.e. cheating) could result in a lowering of the exam grade or the course grade (e.g. a "Fail"), and the violator's name and student I.D. number will be sent, with a description of the violation, to the Division Chair and to the Dean of Instruction to be kept on record for future reference. The Dean of Student Activities may also be contacted for disciplinary action, if necessary.

Academic Integrity

The work you do and submit is expected to be the result of your effort ONLY. You are encouraged to discuss the high level (general) solution of an assignment. However, cooperation should not result in one or more students having possession of any part of an assignment written by another student. Incidents of academic dishonesty or lack of integrity will be referred to the Dean of Instruction's office.

Class Rules

Failure to follow any of the below class rules will result in loss of attendance credit for that day. No further warning will be issued.

- Be on time
- Electronic Device Policy: Turn cell phones OFF *BEFORE* entering the classroom—no making/taking calls, no texting, no checking messages at anytime during the class session. Do not leave class to make or take a call—use your phone during the break, only or during class-time independent work sessions.
- Use of recorders (audio and/or video) is allowed with instructor permission, only.
- No eating or drinking in class; however resealable water bottles are allowed
- Please return chairs, throw away your trash, etc.)
- Attendance will be taken at the beginning and end of the class

Issues or Complaints:

Please address any issues you may have that are relative to this course with your instructor, either in person, by phone or e-mail at the contacts listed above. If you and the instructor cannot resolve the issue, you will be referred to the division chair, Anna Chiang, chianga@wlac.edu, 310-287.4200 x4253

Schedule of Classwork, Homework, Exams, and Other Activities

Week	Date	Lecture	In-Class Work	Homework
1	3-Sep		IC01.1 - Saving a Web Graphic, Web Page IC01.2 - Using Windows Snipping Tool	HW01.1 - Read Syllabus and Get 4 GB Flash Drive HW01.2 - Add an Avatar and .SIG to Etudes
		DC01-Digital Literacy	IC01.3 - Keyboarding Test	HW01.3 - Register for SAM
		DC02-The Internet	IC01.4 - Mindomo Mind Maps	HW01.4 - How to Ask Questions the Smart Way HW01.5 - DC01 Training HW01.6 - DC01 Exam HW01.7 - DC02 Training HW01.8 - DC02 Exam
2	10-Sep	Powerpoint Pros & Cons	IC02.1 - Portable Apps	HW02.1 - About Review Websites
		Powerpoint	IC02.2 - Firefox and Add-On's	HW02.2 - DC03 Training
		DC03-Computers & Mobile Devices	IC02.3 - Folders, Files & Compression	HW02.3 - DC03 Exam
		DC04-Programs & Apps		HW02.4 - DC04 Training HW02.5 - DC04 Exam HW02.6 - Powerpoint Ch1 Training
3	17-Sep	Using the Library		HW03.1 - DC05 Training
		DC05-Digital Safety & Security		HW03.2 - DC05 Exam
		DC06-Inside Computers		HW03.3 - DC06 Training HW03.4 - DC06 Exam HW03.5 - Powerpoint Ch1 Exam HW03.6 - Powerpoint Ch2 Training
4	24-Sep	Word	IC04.1 - Block Letter	HW04.1 - DC07 Training
		DC07-Input/Output	IC04.2 - Modified Block Letter	HW04.2 - DC07 Exam
		DC08-Storage	IC04.3 - Template Letter	HW04.3 - DC08 Training HW04.4 - DC08 Exam HW04.5 - Powerpoint Ch2 Exam HW04.6 - Word Ch1 Training
5	1-Oct	Word		Term Paper
		DC09-Operating System	IC05.1 - Formatting Assignment	HW05.1 - DC09 Training
		DC10-Communications & Networks	IC05.2 - Report Formatting	HW05.2 - DC09 Exam HW05.3 - DC10 Training HW05.4 - DC10 Exam HW05.5 - Word Ch1 Exam HW05.6 - Word Ch2 Training
6	8-Oct	Word		HW06.1 - Word Ch2 Exam HW06.2 - Word Ch3 Training HW06.3 - Word Ch3 Exam
7	15-Oct	Excel	IC07.1 - Excel Hardware Store IC07.2 - Excel Checkbook Register	HW07.1 - Word Project 1 HW07.2 - Excel Ch1 Training HW07.3 - Excel Ch1 Exam
8	22-Oct		Midterm	HW08.1 - Excel Ch2 Training HW08.2 - Excel Ch2 Exam HW08.3 - Excel Project 1
9	29-Oct	Excel	IC09.1 - Excel Hybrid Vehicle Analysis	HW09.1 - Excel Ch3 Training HW09.2 - Excel Ch3 Exam HW09.3 - Excel Project 2
10	5-Nov	Excel	IC10.1 - Excel Utility Bill	HW10.1 - Excel Project 3
11	12-Nov	Access		HW11.1 - Access Ch1 Training HW11.2 - Access Ch1 Exam
12	19-Nov	Access		HW12.1 - Access Ch2 Training HW12.2 - Access Ch2 Exam
13	26-Nov	TBA - Audio?		
14	3-Dec	TBA - Video?		
15	10-Dec	TBA		
16	17-Dec		Final Exam	

Etudes- (<http://www.myetudes.com>)

Etudes-NG is an online system that we shall be using for taking examinations and submitting homework.

Login ID Your student ID

Password Password is the 2 digit month and 2 digit day for your birthday (mmdd).

Example: Juan Straub, 88-459-0210, born July 4

User ID 884590210

Password: 0704

Professional Conduct in Our Classroom Community

The West LA College faculty, staff and administrators 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.

Dropping a Class

Student wanting to drop a class should drop online at <http://www.wlac.edu>, click "For Students," then "Student Information System." Students who stop attending a class are responsible for withdrawing from the class to prevent being issued a failing "F" grade in the class.

Special Instructional Accommodation

If there are special accommodations that you require to be successful in this course, please discuss your situation with the professor. To receive accommodations for a special need or disability, students must register with the Office of Disabled Student Program and Services, HLRC Room 119 (310-287-4450).

Academic Integrity

Students are responsible for the honest completion and representation of their work, for the appropriate citation of sources, and for respect of others' academic endeavors. When there is evidence of cheating or plagiarism in classroom work, the instructor may assign a failing grade, "F," or zero points to the examination or assignment in which the alleged cheating or plagiarism occurred. Before a substandard grade is issued the instructor will provide the student with supporting documentation of the plagiarism or cheating charge. Instructors have the authority to use plagiarism detecting instruments such as "Turn It In" to detect academic dishonesty.

Forms of Behavior which Violate Academic Integrity

Cheating. Using any materials or devices or strategies which provide undue advantage on any exam, assignment, activity or other method of assessment for a course. This includes, but is not limited to, looking at another student's exam, using phones or other communication systems to text message during exams, taking pictures or images of exams, talking with others during exams, using Internet to find information, or any other system of inappropriate "help." Exams are to be measures of what YOU, as an individual, have learned.

Collaboration. Working together on projects, papers, exams or other forms of assessment which are to be completed individually.

Plagiarism. Taking anyone else's work as one's own. Presenting another's words, ideas, forms of expression, materials, or labor without proper citation, referencing, and declaration that this material originated outside the student's own work.

For assistance with classroom projects, papers and assignments, please visit the Learning Skills Center, HLRC.

Standard of Student Conduct

Faculty members are charged with responsibility for building and maintaining a classroom atmosphere conducive to learning. Disruptive, disrespectful, or obstructive behavior will be dealt with in terms specific to this syllabus and in accordance with the LACCD Standard of Student Conduct. Select forms of disciplinary action appropriate to the misconduct may be taken by an instructor when there is evidence that the student's behavior interferes with classroom instruction.

he following types of disciplinary action may be taken by an instructor:

Warning - A verbal or written notice, given to the student by an instructor. Continuation or repetition of the specified conduct may be cause for further disciplinary action.

Removal by Instructor - An instructor may remove (suspend) a student from his or her class for the day of the incident and the next class meeting. During this period of removal, the student shall not return to the class from which he or she was removed without the permission of the instructor of the class.

Students may refer to the College Catalog or the online student orientation at <http://www.wlac.edu>; click "Counseling, Assessment and Orientation," then scroll down to "Orientation" for complete details regarding the aforementioned policies.

Cell Phone and Other Communication Devices

If you bring your cell-phone to class, be sure to have it in a mode where it will not ring and disturb others. If you have to answer an emergency phone call, please step out of the classroom. Devices of this type should be placed on vibrate and never visible during class time.

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 constructor. If the instructor agrees to the request, a notice of consent must be forwarded to the Vice President of Academic Affairs for approval (WLAC Catalog) . For information, please refer to http://www.wlac.edu/academics/pdf/WLAC_10-12Catalog_Policies.pdf

Classroom and Campus Cleanliness

Please help us keep the classroom and campus grounds clean. No food or beverages, except for water, is permitted inside instructional classrooms /labs. Please use the receptacles to dispose of trash.

Student Electronic Mail

Electronic mail to a campus e-mail address (studentid@wlab.edu) is the official method of communication for delivery of college information. Each WLAC student is issued an e-mail account based on their student id and is available at <https://student.laccd.edu/sso/> . It is incumbent upon students to check their e-mail on this account (alternatively, forwarding can be set up to forward student e-mail to your private e-mail address). For instructions see <http://www.wlab.edu/services/documents/studentemailinstructions.pdf> or watch the video at <http://www.wlab.edu/online/email.asp> .

Instructional Support and Monitoring

Monitor your academic progress online at <http://www.wlac.edu> click "Counseling, Assessment and Orientation," then on the DegreeWorks icon, or visit the Counseling Office in A13.

For instructional support and assistance with research projects, visit the Learning Skills Center and Library in HLRC.

Job Placement Assistance

Job placement assistance for students in the advanced classes like CISCO Network, Security, Web & mobile development, Database and Computer Science -email H1B coordinator VegaWM@wla.edu

Statement of Accessibility

"The Los Angeles Community College District does not discriminate on the basis of disability in the admissions or access to, or treatment of or employment in, its programs or activities. Requests for alternate formats can be made by contacting the ADA Compliance Administrator, Mardy Kuntzelman, 770 Wilshire Boulevard, Los Angeles, CA 90017, (213) 891-2213 voice, (213)891-2408 TTY, (213) 891-2295 fax, kuntzeme@email.laccd.edu."