

West Los Angeles College  
Course Syllabus  
CS901 - Introduction to Computers and their Uses  
Section #8208 (online) - 3 units  
Fall 2013

**Myitlab Course Code:** [CRSKL39-6007567](https://www.wlac.edu/online/myitlab/CRSKL39-6007567)

It is required that you check your LACCD Student Email to receive official progress and grade reports and timely Course Announcements. Go to this website <http://www.wlac.edu/online/email.asp> and view the video on where and how to receive and send email, and how to forward the email to a personal email account like @gmail.

Instructor: Diane Matsuno Phone: (310) 287-4283 or 4404  
Email: [matsund@wla.edu](mailto:matsund@wla.edu) Office: HLRC 1st Floor - Learning Center

Office Hours: Thursdays, 8 p.m. - 9:00 p.m.  
(Live Online Chat at [www.myetudes.org](http://www.myetudes.org))

Myitlab Technical Support: [www.myitlab.com](http://www.myitlab.com) and click on Support tab (student)

**Call Product Support**

Toll Free (800) 677-6337

*Phone Support is available:*

Monday through Friday, 8AM to 8PM EST\*

If you are registered and can login to Myitlab, Chat Tech Support available 24/7. Go to above website and click Support (student), then click on Chat tab.

**Course Websites:** This class meets exclusively online through course website, [www.myetudes.org](http://www.myetudes.org) and the textbook website, [www.myitlab.com](http://www.myitlab.com). There are no required campus meetings. Use [www.myetudes.org](http://www.myetudes.org) for all course communications with the instructor and other students through Discussion Board, Private Message, or entries in Chat. Be sure to login to the [www.myetudes.org](http://www.myetudes.org) website during the 1<sup>st</sup> and 2<sup>nd</sup> week of the semester so I know you are taking the course or you will be dropped for non-attendance. Myitlab course assignments will be due starting the 3<sup>rd</sup> week of the semester. Please refer to the Instructional Methods and Assessment section of this syllabus for login information. For more information about West's Computer Science Department, refer to <http://www.wlac.edu/csit/index.html>

**Course Description:** This introductory course will explore fundamental computer concepts with an emphasis on practical use of computers in business and in personal situations. Topics covered in the course include the importance of being computer literate, an examination of basic computer hardware, Internet technology and use, application software, computer networking, and mobile computing. Students acquire hands-on proficiency in the use of Office 2010 application software, Word, Excel, Access

and Powerpoint. Windows will be used to illustrate operating system concepts and disk organization. This will satisfy the pre-requisite for taking other computer science courses.

**Required Materials:**

**Textbooks and Access Code:** The (2) required textbooks and access code to [www.myitlab.com](http://www.myitlab.com) have been packaged into **GO! WITH MS OFFICE 2010 + Myitlab.com access code**

**West's campus and online bookstore offers a discounted price on these materials:**

**GASKIN Go!: Office 2010/Tech In Action 10th Edition W/My It Lab,**

**ISBN-10:1269431331**

**This West LA College package includes the [www.myitlab.com](http://www.myitlab.com) access code and the required textbooks:**

**Title: Technology in Action 10th Edition**

**Title: Go! Office 2010 - Volume I (1<sup>st</sup> or 2<sup>nd</sup> Edition)**

**Authors: Evans, Martin and Poatsy Authors: Gaskin, Ferrett, Vargas, McClellan  
Publisher: Pearson Publisher: Pearson**

**Note: Your Myitlab access code is good for 24 months from the date of purchase. **Used books do not include the access code to myitlab.com.****

**Note: eText versions of both textbooks are available for purchase at [www.myitlab.com](http://www.myitlab.com). However, they are not included in the campus bundle discounted price. The eText only can be viewed on an iPad or Android. The Myitlab course can only be run on a laptop or tower computer.**

**Hardware and Software: This is a Windows based course. You will need to access a PC compatible computer using Windows XP, Vista, or Windows 7 or Windows 8. If using a non-campus computer, complete the Myitlab installation on this computer by going to [www.myitlab.com](http://www.myitlab.com) – see Using Myitlab from Home? – then select PC or Mac instructions.**

**Home Computer Setup – select version Myitlab for Office 2010/2007 (DO NOT SELECT LEGACY).**

**Windows 8 users: You may encounter an error message using the Myitlab Installation Wizard. Please refer to this link to proceed with the installation. [http://247pearsoned.custhelp.com/app/answers/detail/a\\_id/11430/kw/windows%208](http://247pearsoned.custhelp.com/app/answers/detail/a_id/11430/kw/windows%208) Just hold down the Ctrl button then click on the link to go to the website. Or, call for free Myitlab Tech Support. See contact info listed.**

**Labs are available on campus to complete the coursework. If you cannot come to campus or access a computer that allows a user to install computer**

programs, it may not be possible for you to complete the requirements of this online course.

**Office 2010** - We will be studying Word 2010, Excel 2010, Access 2010 and Powerpoint 2010. The exercises will be accessed through Myitlab. However, you will have Drop Box Assignments that will require you to create a document using the Office 2010 software. You can get access to this software through the campus computer labs or from a computer outside of campus like a public library.

Instructional Method and Assessment is as follows:

***Class Format: Students will be able to access all course material and complete all course requirements by logging into (2) student websites:***

***You should login to Etudes NG on the first day of the semester as soon as reading assignments and homework will be assigned the 1st week. Please login to Etudes the first week by Friday, Aug. 30th, and the second week by Friday, September 6<sup>th</sup>, or you will be dropped from the class as a non-attending student. . No purchase of the textbook or myitlab access code is necessary for this website. User name: 1st 2 letters of first name then 1st 2 letters of last name and last 5 digits of college id number. Example: Joe Smith College ID# 123456789 - User Name is josm56789. AND the password is 4 digits, the month and date of your birthday. Example: Jan 10th is 0110***

***Login to [www.myetudes.org](http://www.myetudes.org) for course Modules, Announcements, Discussion Board, Chat, and Syllabus information.***

- Modules provide lecture information on assigned chapters in Technology in Action and Go! Office 2007 Introductory. Listing of chapter assignments, quizzes, and exams.***
- Discussion Board and Chat is used for student questions or comments about coursework as well as instructor replies. These public forums are preferred so all students can view and benefit from the information. Chat is also used for weekly Instructor Office Hours.***
- Private Messages feature is used to communicate privately with the Instructor or other students in the class.***

***Login to Myitlab at [www.myitlab.com](http://www.myitlab.com) to access instructional material, homework, projects and exams for both computer concepts and Office 2010 course material. All student homework and exams will be submitted through myitlab.com. You will need a myitlab access code to setup your login account. You will also need to complete the Myitlab Installation Wizard if completing course work through your home computer.***

***After logging in myitlab.com, students will click on the:***

***Technology in Action icon (folder) to view chapter material: Each chapter will have a Powerpoint with Audio lecture. Exams will be scheduled covering usually (2) chapters . We will cover chapters 1 - 9. See also instructor lecture notes on each chapter - see Modules in Etudes-NG.***

***Also included in each chapter folder will be a multimedia tutorial or website***

*about a topic(s) in that chapter. There will be a Quiz on this content.*

*Word 2010, Excel 2010, Access 2010, and Powerpoint 2010 icon (folders)*

*Example: Click on the Word 2010 icon (folder) program. Each chapter listed includes:*

*Audio/Video Expert Demonstration Document - narrated video of the computer desktop showing how to perform the skills covered in the chapter.*

*Project A Skill-Based Training - how to complete Project A as shown in the textbook*

*Project B Skill-Based Training - how to complete Project B as shown in the textbook*

*Exam-Skill Based (Sc1) - skills based exam covering skill in Project A and B*

*All work is submitted electronically using assessment/graded items in myitlab.com. All student scores will be viewable through the Gradebook. Most items are graded automatically.*

*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.*

#### Course Objectives and SLO's

Suggested Prerequisites:

There are no formal prerequisites for this course. Although, general use of a computer to login to the Internet is required to use Etudes-NG, the online course delivery system. Completion of CS 901 will fulfill a pre-requisite to enroll in other computer science courses leading to certificates to qualify for high-demand employment, associate degrees and transfer to the university. For more information about specific programs and certification requirements, go to: <http://www.wlac.edu/csit/index.html>

#### 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 2010 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 Myitlab, 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.

## Course Student Learning Outcomes - SLO's

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 Drop 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).

**Note:** Students in this exclusively online course must login to the course website at [www.myetudes.org](http://www.myetudes.org) by Friday, August 30th, AND again by Friday, September 6<sup>th</sup> or the student will be considered non-attending and will be dropped from the course by the instructor. Students must show evidence of logging in to [www.myetudes.org](http://www.myetudes.org) or [www.myitlab.com](http://www.myitlab.com) to be considered active and currently enrolled in the class.

Dropping **without** a "W" - **Friday, September 6th**

Dropping a course with a refund/no fee owed - Friday, September 6th

Dropping with a "W" - Friday, November 15th

**After Friday, May 3rd, 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.

**Other Important Dates: College is Closed**

Labor Day - Monday, September 2nd

Veterans Day - Monday, November 11th

Thanksgiving - Thursday - Sunday, Nov. 28th - Dec. 1

Schedule for Lectures/Assignments/Exams/Grading

## **Grading System:**

**The final grade is based on all work for assignments and exams in both the Technology in Action 10<sup>th</sup> Edition and Go! Office 2010 - Introductory (Word, Excel, Access and Powerpoint) material provided for in Myitlab.**

**Each assignment is worth a set of points. The coursework is assigned points as follows:**

### **Technology in Action\***

Chapter Quizzes (5 pts) Chapter Quizzes are based on tutorials from a topic on each chapter. **(sound byte, active helpdesk tutorials)**

Chapter Exams (40pts) Exam covers 2 chapters

\*exception Ch 1 (10 pts) and Ch 8 and 9 Exam included in Final Exam

### **Go! Office 2010 - Introductory - Word, Excel, Access, and Powerpoint**

**Chapter Skill-Based Training (10 pts or 5 pts)**

**Chapter Skill-Based Exams - (10 pts or 5 pts)**

**Drop-Box Assignments - (10 pts)**

**Drop-Box assignments require you to create a new Word, Excel or Powerpoint document using Office 2010 installed on your computer. Completion of all (3) assignments will comprise an ePortfolio of your Office 2010 skills. Office 2010 is available at all campus labs and at most public libraries.**

**Technology in Action Final Exam (40 pts)**

**Go! Office 2010 Final Exam (60 pts) - Word, Excel and Powerpoint (each 20 pts)**

**Total points possible: 500**

**Total points before Final: 400 points**

**The standard grading scale applies:**

**A = 90 - 100% 450 - 500 pts**

**B = 80 - 89% 400 - 449 pts**

**C = 70 - 79% 350 - 399 pts**

**D = 60 - 69% 300 - 349 pts**

**F = below 60% 299 and below**

**Extra Credit Points:** Discussion Board Forums for Extra Credit will be posted in Etudes NG. Participation in each Forum earns (5 pts) as extra credit.

**Honors Credit**

Honors students may take CS901 as an Honors course by completing "additional honors-level assignments". You can find out more about the Honors program at <http://www.wlac.edu/transfer/index.html#honors>.

## **Schedule for Course Lectures in MyEtudes.com, Tutorials, Assignments, and Exams - submit through Myitlab.com**

**The schedule is provided here for your convenience** To view the Schedule of assignments and exams, click on the attached Fall 2013 [Schedule of Assignments.pdf](#) file. See [Attachments Button](#) below. You can print it. I've also included it at the bottom of this section. It is also available when you login to Myitlab.com

**Including the Final Exam, there are (8) due dates. It is important to observe the due dates as Myitlab will not allow work turned in after the due date. Except for exams, all other work may be submitted before the due date. (Course assignments may be Subject to Change during the semester. Any change will be Announced well in advance of its due date.)**

**Due Dates: Most all due dates fall on Monday except for the Final Exam. There are several college holidays that fall on a Monday. Assignments will be due on Tuesday as noted.**

**Unit 1: Windows, Tech in Action Chapter 1, Word 2010 Chapter 1 assignments - [due Monday, 9/16](#)**

**Unit 2: Tech in Action Chapter 2 & 6, Word 2010 Chapter 2 and 3 assignments - [due Monday, 10/7](#)**

**Unit 3: Tech in Action Chapter 3 & 4, Excel 2010 Chapter 1 and Word Drop-Box Assign. [due Monday, 10/28](#)**

**Excel Chapter 2 [due Monday 11/4](#) and Excel Chapter 3 [due Tuesday, 11/12](#)**

**Unit 4: Tech in Action Chapter 5 & 7, Access 2010 & Excel 2010 Drop Box - due Monday 11/25**

**Unit 5 Unit: Tech in Action Chapter 8 & 9, Powerpoint 2010 assignments and Powerpoint Drop Box - (note: there is no Chapter 8 and 9 Exam - will be included in Final Exam) - due Monday, 12/9 (1st day of Finals)**

**Final Exam will be open Monday, December 9 - Sunday, December 15th. The Final will be due 12/15.**

**You can only take the Tech In Action Chapter exam once unless otherwise indicated. If you start an exam, but do not finish, you cannot return to complete an exam.**

WEEK	DATES	Myitlab Assignments - Fall 2013	MYITLAB
	<b>Monday</b>	Technology in Action 10th <sup>th</sup> Edition  Go! Office 2010 Introductory Volume I	Instructions
1 <sup>st</sup>	8/26/2013	(Course assignments may be Subject to Change during the semester. Any change will be Announced well in advance of its due date.) <b>Start of First Unit of Study: Unit 1</b>	<b>Login to myitlab.com</b> <b>Click on Tech in Action: Ch 1 Computer Literacy folder.</b>
	First Day of Semester	Tech in Action: Ch 1 - Computer Literacy, view Powerpoint in Myitlab  Windows Basics and File Management :  Complete Windows 7 Basic - Windows Skills Training	<b>Click on Windows Basics and File Management folder.</b>
2 <sup>nd</sup>	9/2/2013	Complete Windows - File Management Skills Training Tech in Action: Ch 1 - Computer Literacy	<b>Click on Word 2010 folder. View videos and complete Skill-based training and Exams.</b>
	Labor Day  College Holiday	(See lecture - in Modules, Tech in Action, Chapter 1 in Etudes coursesite.)  Go! Office 2010 Introductory Volume I  Word 2010 - Chapter 1 Project 1A (Flyer) and 1B (information Handout)	<b>Login to myetudes.org - Click on CS901 course. Click on Modules to view lecture.</b>
		<b>Complete Skill-based Training (1A and 1B) and Exam.</b> Be sure to view video (with audio) provided on how to use Skills-Based Training assignments.	

**start an exam you are expecte**



3 <sup>rd</sup>	9/9/2013	<p>The following assignments will be due <b>Monday 9/16/13</b>:</p> <p>Windows 7 and File Management Skills Training</p> <p>Tech in Action Chapter 1 Exam - Computer Literacy* See Discussion Topic - Chapter 1 Review in Etudes</p> <p>Word 2010: Chapter 1 assignments (Project 1A and 1B)</p> <p><b>Due Date: Monday 9/16/13</b></p>	<p>All assignments are submitted through Myitlab.com</p> <p><b>Grades (points) may be viewed in Gradebook, Custom View.</b></p>
<p>Due date: Monday - <b>September 16th at 11:45 p.m.</b> Tech in Action: Chapter 1 assignments, Windows 7 and File Management assignments and Word 2010: Chapter 1 (Weeks 1 - 3)</p>			
4 <sup>th</sup>	9/16/2013	<p><b>Start of next Unit of Study: Unit 2</b></p> <p><b>Due Date: Unit 1 Assignments</b> Tech in Action: Ch 2 - Parts of a Computer, view Powerpoint</p> <p>Bits and Bytes Tutorial and Quiz</p> <p>Word 2010 - Chapter 2 Project 2A (Resume) and 2B (Cover Letter and Resume)</p> <p><b>Complete Skill-based Training (2A and 2B) and Exam.</b></p>	<p>Click on Tech in Action Chapter 2 folder</p> <p>Click on Word 2010 Chapter 2</p>
5 <sup>th</sup>	9/23/2013	<p>Tech in Action: Ch 6 - Evaluating Your Hardware Powerpoint</p> <p>Ports Tutorial and Quiz</p> <p>Word 2010 - Chapter 3 Project 3A (Research Paper) and 3B (Newsletter)</p> <p><b>Complete Skill-based Training (3A and 3B) and Exam.</b></p>	<p>Click on Tech in Action Chapter 6</p> <p>Click on Word 2010 Chapter 3</p>
6 <sup>th</sup>	9/30/2013	<p><b>The following assignments will be due Monday 10/7/13:</b></p> <p>Tech in Action Chapter 2: Bits and Bytes Quiz</p> <p>Tech in Action Chapter 6: Ports Quiz</p> <p>Tech in Action Chapters 2 and 6 Exam - Computer Parts and Evaluating Hardware See Chapter 2 and 6 Review in Etudes - Discussion Topic.</p> <p>Word 2010: Chapter 2 and Chapter 3 assignments</p> <p><b>Due Date: Monday 10/7/13</b></p>	<p>(See lecture - in Modules, Tech in Action, Chapter 2 and 6 in Etudes coursesite)</p>
<p>Due date: Monday - <b>October 7th 18th at 11:45 p.m.</b> Tech in Action: Chapter 2 and 6, Word 2010: Chapter 2 and 3 assignments (weeks 4 -6)</p>			

7 <sup>th</sup>	10/7/2013	<p><b>Start of Next Unit of Study: Unit 3</b></p> <p><b>Due Date: Unit 2 Assignments</b> Tech in Action: Ch 3 - Internet Powerpoint Internet Explorer Tutorial and Quiz</p> <p>Excel 2010 - Chapter 1 (<a href="#">Due 10/28/13</a>) Project 1A (Sales Report) and 1B (Inventory Valuation)</p> <p><b>Complete Skill-based Training (1A and 1B) and Exam.</b></p>	<p>Click on Tech in Action Chapter 3</p> <p>Click on Excel 2010 Chapter 1</p>
8 <sup>th</sup>	10/14/2013	<p>Click on Tech in Action: Chapter 4 - Applications Powerpoint Applications tutorial and Quiz</p> <p>Excel 2010 - Chapter 2 ( <a href="#">Due 11/04/13</a>) Project 2A (Inventory Status Report) and 2B (Weekly Sales)</p> <p><b>Complete Skill-based Training (2A and 2B) and Exam.</b></p>	<p>Click on Tech in Action Chapter 4</p> <p>Click on Excel 2010 Chapter 2</p>
9 <sup>th</sup>	10/21/2013	<p>Excel 2010 - Chapter 3</p> <p>Project 3A (Budget Pie Chart) only ( <a href="#">Due Tuesday, 11/12/13</a>)</p> <p><b>Complete Skill-based Training (3A) only</b></p> <p><i>Word 2010 Drop Box Assignment - using Word 2010 installed on your computer, complete and save assignment. Then, submit through Myitlab Drop Box. See Office 2010 Dropbox folder for instructions and Drop Box holder.</i></p> <p><b>The following Assignments are due Monday 10/28/13:</b></p> <p>Tech in Action Chapter 3: Internet Explorer Quiz</p> <p>Tech in Action Chapter 4: Applications Quiz</p> <p>Tech in Action Chapters 3 and 4 Exam - Internet and Computer Applications</p> <p>See Chapter Review in Etudes - Discussion Topic.</p> <p>Excel 2010: Chapter 1 (only) assignments (Project 1A and 1B) Skills Training and Exams</p> <p>Word 2010 Drop Box Assignment</p>	<p><b>Click on Office 2010 Drop Box folder for Word 2010 Drop Box instructions.</b></p> <p><b>Submit (upload the document) through Word 2010 Drop Box holder.</b></p>

**Due Date: Monday 10/28/13**

**Excel Ch 2 is due 11/4 and Ch 3A is due 11/12 (Tuesday)**

Due date: Monday - **October 28th at 11:45 p.m.** Tech in Action: Ch 3 and 4 assignments, Excel 2010 Chapter 1 **only** assignments and Word 2010 Drop Box (weeks 7 - 9)

10<sup>th</sup> 10/28/2013

**Due Date: Unit 3 Assignments**

**Start of Next Unit of Study: Unit 4**

Tech in Action: Ch 5 - Operating Systems Powerpoint

Windows 7 Tutorial and Quiz

Access 2010 - Chapter 1A only  
Project 1A (Contact Information Database with Two Tables)

**Complete Skill-based Training (1A) and Access Quiz (no skill Exam)**

Click on Tech in Action Chapter 5

Click on Access 2010 Chapter 1

Due date: Monday - **November 4th at 11:45 p.m.** Excel Chapter 2

11<sup>th</sup> 11/4/2013

**Due Date: Excel Ch 2 Assignments**

Tech in Action: Ch 7 - Networking Powerpoint

Networks Tutorial and Quiz

*Excel 2010 Drop Box Assignment - using Excel 2010 installed on your computer, complete and save assignment. Then, submit through Myitlab Drop Box. See Office 2010 Dropbox holder for instructions and Drop Box holder.*

**Click on Office 2010 Drop Box folder for Excel 2010 Drop Box instructions.**

**Submit (upload the document) through Excel 2010 Drop Box holder.**

Due date: Monday - **November 12th at 11:45 p.m.** Excel Chapter 3A Only

12<sup>th</sup> 11/12/2013

**Due Date: Excel Ch 3A**

Continue work on:

Tech in Action: Chapter 5 and 7

Access 2010 Project 1A

13<sup>th</sup> 11/18/2013

Excel 2010 Drop Box Assignment

**The following Assignments are due Monday 11/25/13:**

Tech in Action Chapter 5: Windows 7 Quiz

Tech in Action Chapter 7: Networking Quiz

Tech in Action Chapters 3 and 4 Exam - Operating Systems and Networking. See Chapter Review in Etudes - Discussion and Private Messages.

Access 2010: Chapter 1, Project 1A (only)

Access Quiz - there is no Project 1A Skill Exam

Excel 2010 Drop Box Assignment

Check on grades (points) so far. Click on Gradebook, Custom View.

**Due Date: Monday 11/25/13**

Due date: Monday - **November 25th at 11:45 p.m.** Tech in Action: Chapter 5 and 7, Access 2010 Chapter 1A only, Excel 2010 Drop Box Assignment (Weeks 10 - 13)

14<sup>th</sup> 11/25/2013 Start of Next Unit of Study: Unit 5 Click on Powerpoint 2010 folder.

Tech in Action: Ch 8 - Digital Mobile Devices

**Due Date: Unit 4**  
Powerpoint

Smartphone Tutorial and Quiz

**Assignments**

Powerpoint - Chapter 1

Project 1A (Company Overview) and 1B (New Product Announcement)

**Complete Skill-based Training (1A and 1B) and Exam.**

15<sup>th</sup> 12/2/2013 Tech in Action: Ch 9 - Protecting Digital (Computer)

Tech in Action: Ch 9 - Protecting Digital Devices  
Powerpoint

Viruses Tutorial and Quiz

Powerpoint Ch 2 and Ch 3 (selected skills) Training only

*Powerpoint 2010 Drop Box Assignment - using Powerpoint 2010 installed on your computer, complete and save assignment. Then, submit through Myitlab Drop Box. See Office 2010 Dropbox holder for instructions and Drop Box holder.*

**Click on Powerpoint 2010 Drop Box folder. See file for instructions for the Powerpoint 2010 Drop Box assignment.**

**Submit (upload the document) through Powerpoint 2010 Drop Box holder.**

**The following Assignments are due Monday 12/9/13:**

Tech in Action Chapter 8: Digital Device Smartphone Quiz

Tech in Action Chapter 7: Virus Quiz

Tech in Action Chapters 7 and 8: no chapter Exam (included in Tech in Action Final) See Chapter Review in Etudes - Discussion Topic

Powerpoint 2010 Chapter 1, Project 1A and 1B

Powerpoint 2010 Ch 2 and Ch 3 (selected skills) Training

Powerpoint 2010 Drop Box Assignment

**Due Date: Monday, 12/9/13**

Due date: Monday, **December 9th at 11:45 p.m.** Tech in Action: Chapter 8 and 9 quizzes only, Powerpoint 2010 Chapter 1 only, Powerpoint Drop Box assignment (Weeks 14 - 15)

16<sup>th</sup> 12/9/2013 Monday Tech in Action Final: Chapters 1 - **Click on the Final Exam Folder in Myitlab. There are**

Due Date: Unit 5 Assignments	<b>Final Exam Opens</b> 9	Go! Office 2010 Final	<b>(4) Exams - Tech in Action, Word, Excel and Powerpoint</b>
<b>1st Day of FINALS</b>		(Word, Excel and Powerpoint)	
		Access is not included in Final	
		<b>Monday, 12/9 thru Sunday 12/15</b>	
		<b>Due: Sunday, 12/15</b>	
<b>All work is due:</b>	<b>Sunday, Dec. 15th</b>	<b>Fall 2013 Semester Ends</b>	
	<b>at 11:45 p.m.</b>		

Note: The Schedule of Assignments and due dates is also available when you login to Myitlab.

#### Labs Available on Campus

**Labs available on campus:** Internet Access and Microsoft Office 2010

Internet access is necessary to access the CS901 course. Internet access is 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. **Note: Each student will need a myitlab.com student access code as it keeps track of the work submitted.**

Help is available for CS901 students in the LIRL Lab. Be sure to ask the scheduled lab assistant if you would like help with using Myitlab.

The **Computer Science Department Lab** is located in CE-101. Internet Access and Office 2010 software is available. WiFi or wireless access is available in most areas on campus.

#### The Fall 2013 lab hours are:

The **LIRL Lab**, 2nd floor of the HLRC Library: Monday - Thursday 7:30 a.m. - 7:45 p.m., Friday and Saturday from 9 a.m. - 12:45 p.m. Login with college id# - password is mo/day of birthday.

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

Sunday/Friday Closed

Monday - Thursday 2:00 p.m. - 9:45 p.m.  
Saturday 8:45 a.m. - 1:00 p.m.

To login to the workstations, use the login name - student. There is no password. Select

Windows 7 as the preferred Operating System.

#### Course Policies, Accommodations and other Student Services

Course Policies, Accommodations and other Student Services:

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.

There will be no make-up exams, however, assignments may be accepted up to 1 week after the due date, but with a 10% deduction in points.

Technical glitches do occur. In some instances, an assignment may be re-submitted. Please post these requests in the Private Messages area.

**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.**

**College Policies and Standards - from Student Services document**

**Professional Conduct in Our 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.**

**Note: These are the standards provide in the College Policies and Standards document. I will provide an electronic version of the entire text. Here is a paraphrased description of the standards applied to all students:**

**Attendance:** 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 [www.myitlab.com](http://www.myitlab.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 3 hr/week course.**

**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.

**Special Instructional Accommodation:** See policy stated below.

**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 his 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.

**Cell Phone and other Communication Devices and Classroom and Campus Cleanliness:** These standards apply to the on campus classroom.

**Electronic Mail:** Electronic mail is the official method of communication for delivery of college information. To access your account, visit [www.wlac.edu](http://www.wlac.edu) and click on Students link, then click on Student Email.

### Acceptable 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.

### Student Services Available

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 few helpful links: Financial Aid, Academic Counseling and Health Services**

**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>**

