

Computer Science 901

Fall 2013

Ticket #8408

Instructor: Steve Gonsoski
Class Hours: Saturdays, 9:00am – 1:05pm
Office Hour: Saturday, 1:05 pm - 1:35pm

Day Telephone: (213) 891-2454
Room: CE-225
E-Mail: gonsossj@lacc.edu

Required Textbooks

Textbooks: Go!: Office 2010/Tech In Action W/My It Lab, Gaskin, Package **ISBN-10: 1269431331** or **ISBN-13: 9781269431330** contains the following:

- Technology in Action, Introductory, 10th edition, Alan Evans, Kendall Martin, Mary Anne Poatsy. Pearson/Prentice Hall, **ISBN-13: 978-0-13-314102-3**
- GO! With Microsoft Office 2010, Volume 1, 2nd Edition, Shelley Gaskin, Robert L. Ferrett, Alicia Vargas, Carolyn McLennan. Prentice Hall, **ISBN: 0-13-284016-2, ISBN-13: 978-0-13-284016-3.**
- MYITLAB access code
 - ✓ Course Id for class is: **CRSKLH9-6007569**

Materials:

USB flash drive (any capacity) Put an address label or some sort of identification on your flash drive so you might have a chance of getting it back if you forget it in the computer. Giga.ware flash drives have a large hole so you can put it on your key chain so it won't get lost.

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.

Classroom Rules

1. No food or drinks in the classroom. You must keep your area clean.
2. The use of cell phone inside the classroom is prohibited.
3. Cheating, plagiarism, Xeroxed homework, or on assignments/labs/exams will result in "failure".

Student E-Mail

To access LACCD email, Enter the following URL in your browser, www.wlac.edu →for students → in the middle of page → instructions and video for student e-mail system, or enter the following URL
<https://student.laccd.edu/sso/>

Comments:

- Attendance is vital to your success. **It is the student's responsibility to drop this class if he/she chooses; else a grade may be given.** Students might also be dropped for excessive absences.
- Computer assignments take time. Allow yourself at least 2 hours per week for lab work.
- No Xeroxed or suspected plagiarized homework will be accepted.
- Students need to have access to a computer with MS Office 2010 software for completion of laboratory assignments.
- The library has extra sets of the text books, and the computer lab, CE-101, has a copy of the Office 2010 book.

WLAC Computer Science Division Web Site

Please visit the WLAC Computer Science Division web site, www.wlac.edu/cist/, which provides much useful information:

- Division Announcement (in the middle of division home page)
- CS instructors and lab info
- Scholarship & internship opportunities-also under division announcement
- Requirement for degree and certificate
- Discount voucher for CompTIA A+Network+Security+Linux+
- Free software download (Windows 7, Server 2008, VMWare, MS ACCESS)

Dropping the Course:

It is the students responsibility to drop the class. Failure to drop the class in a timely manner will result in a "W" or "F" on your transcript. To drop a course, a student can go to the Admissions Office or login to the Student Information System (<http://www.wlac.edu> - click on Students).

Exclusion Policy

Two or more missing class meetings/labs/assignments/exams before October 4th will result in **exclusion** unless you are permitted by the instructor.

Incomplete Policy

A Student who has successfully completed more than 75% of the course work and has communicated with the instructor with a justifiable explanation may be considered for an incomplete grade.

Software Requirement:

- We will be working with Microsoft Office 2010. The skill based portion of the lab assignments can be accomplished without the purchase of Microsoft Office 2010 by use of the Skill Based Training option of MYITLAB and the use of CE-225, CE-101, and library computers for the lab assignments that require the use of Microsoft Office 2010.
- Use the computer labs in CE-225, CE-101, Library. See lab hours below.

Computer Labs: (Times subject to change)

1. CE-225 Saturday class room hours 7:45am – 3:45pm
2. CE-101 Computer Lab hours: (check: www.wlac.edu/csit for any computer lab hours updates

Sunday	Closed
Monday & Thursday	2:00pm – 9:45pm
Tuesday & Wednesday	2:30pm – 9:45pm
Friday	Closed
Saturday	8:30am – 1:00pm

3. CE-101 (CSIT 901 Tutoring by Kevin)

Monday, Thursday	2:00pm – 5:30pm
Tuesday, Wednesday	2:00pm – 7:00pm
Saturday	10:00am – 1:00pm

Homework:

- In the Technology in Action book, complete the Word Bank, Multiple Choice, and True-False. Submit the answers to the questions using MYITLAB.
- In the GO! Office 2010 book, answer the Matching, and Multiple Choice questions of the Chapter Projects that are in the back of each Chapter.
- Complete the Office 2010 Projects that will be assigned in class. These projects will be turned in either through MYITLAB or by printing the assignment and turning in to the instructor.

Exams:

- Test 1, 2, 3 and 4 questions will consist of:
 - a. True/False and Multiple Choice questions are worth 2 points each. Matching/Screen Identification questions are worth 1 point each.
 - b. Each test is worth 60 points.
 - c. Some questions on the tests will come from the Multiple Choice, and True/False questions from the homework questions in back of each chapter of the Technology in Action book and Matching, Multiple Choice and Fill in the Blank questions from the GO! Office 2010 book.
- Final Exam questions will consist of:
 - a. True/False and Multiple Choice questions are worth 2 points each. Matching/Screen Identification questions are worth 1 point each.
 - b. True/False and Multiple Choice questions from Tests 1, 2, 3, 4
 - c. Questions from Technology in Action, Chapters 8 and 9, and Office 2010, Access Ch 2, Project 2A, PowerPoint 2010, Chapter 1, Projects 1A & 1B, Chapter 2, Project 2A & 2B. Final will including PowerPoint 2010 screen-id questions.
 - d. Final exam is worth 120 points.

Grading:

Grading: Total quiz/test points: 30% Final Exam: 20% Homework : 50%

Grading Scale: 90% - 100% = A 79% - 70% = C 0% - 55% = F
89% - 80% = B 69% - 60% = D

Honor Credit Info

<http://www.wlac.edu/transfer/index.html#honors>

Student Learning Outcomes (SLO's):

Upon completion of this course, the student will be able apply technical knowledge and perform specific technical skills, including:

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.

Successful students will demonstrate Word skills to create and edit documents: format paragraphs, organize text, insert graphics and use spell and grammar checker.

Successful students will demonstrate Excel skills to create and format a worksheet: use and creation of formulas, financial formatting, worksheet design and charting.

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.

Successful students will demonstrate Access skills to identify and create basic elements of a database.

MYITLAB

Myitlab Technical Support: 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.

Note: Your Myitlab access code is good for 1 year from the date of purchase. **Used books do not include the access code to myitlab.com.**

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.

Windows 8 users will need to set the Internet Explorer 10 browser to compatibility mode. See instructions http://247pearsoned.custhelp.com/app/answers/detail/a_id/10981/kw/windows%208%20and%20myitlab

Mac users must use a Myitlab installation for Mac users only. The Safari browser may be used to run Myitlab.

The Internet browser (Internet Explorer or Safari) requires certain settings in order for the Myitlab lessons to run properly. The following is a link with information on settings for each.

http://247pearsoned.custhelp.com/app/answers/detail/a_id/241/kw/safari%20and%20myitlab

WLAC Honors Course

WLAC Honors students may take CS901 as an Honors course. Just maintain an A or B grade throughout the semester and satisfactorily complete additional Honors course assignments. Contact Honors Director, Eloise Crippens, at crippee@wlac.edu to request an Honors contract for this course. WLAC Honors students must take 18 units of Honors courses to receive priority admissions at several colleges and universities.

If you have a GPA of 3.0 or better AND are qualified to enroll in English 901, you may qualify as an Honors student. Obtain an application at the Honors office in the Heldman Learning Resource Center/Library 1st floor or download an application at <http://www.wlac.edu/transfer/index.html#honors> and click on the Program Application link.

Be sure to include your essay and transcripts. Once you have been approved, request an Honors contract for CS901.

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Student Learning Outcomes (SLO's)

1. Understand why computers are essential components in business and society.
2. Understand basic components and their function of the computer including input and output devices, and the system unit.
3. Demonstrate proficiency in use of the creation and manipulation of documents containing text and graphics using word processing software.
 - a. Show usage of changing shape and size of characters.
 - b. Inserting clip art, photos and other images into documents.
 - c. Demonstrate use of spell check, ability to create/change headers and footers
 - d. Format, modify, and print documents.
4. Demonstrate proficiency in use of spreadsheet software.
 - a. Be able to organize data in rows and columns and performing calculations on the data.
 - b. Show usage of formulas and functions to perform common calculations.
 - c. Show visual representations of data through charts to see relationships among numbers.
5. Demonstrate the creation and management of a computerized database management software program.
 - a. Be able to add, change, and delete data.
 - b. Create forms, reports, and queries using the data in the database.
6. Demonstrate the usage of presentation graphics software.
 - a. Use predefined presentation formats and layouts to create slides.
 - b. Enhance text, charts, and graphical images with special effects.

TENATIVE CLASS SCHEDULE

Week	Date	Subject	Homework		
			TIA Checkpoint Chapters	Office 2010	
				Content-Based Assignments Chapters	Skill-Based Assignments
1	8/31	Introduction to Windows 7, MYITLAB TIA Chapter 1, Using Technology to Save the World Word 2010, Chapter 1, Project 1A, Flyer Word 2010, Chapter 1, Project 1B, Information Handout	1	Word Ch 1	1, 2, 3
2	9/7	TIA Chapter 2, Looking at Computers: Understanding the Parts Word 2010, Chapter 2, Project 2A, Resume Word 2010, Chapter 2, Project 2B, Cover Letter and Resume Test 1 (TIA Ch 1, Word Ch 1, Project 1A, 1B, Windows 7)	2	Word Ch 2	4, 5
3	9/14	TIA Chapter 3, Using the Internet: Making the Most of the Web's Resources Word 2010, Chapter 3, Project 3A, Research Paper Word 2010, Chapter 3, Project 3B, Objective 6, Create Mailing Labels Using Mail Merge	3	Word Ch 3	6, 7
4	9/21	TIA Chapter 4, Application Software: Programs That Let You Work and Play Excel 2010, Chapter 1, Project 1A, Create, Save, and Navigate an Excel Workbook Excel 2010, Chapter 1, Project 1B, Inventory Validation Test 2 (TIA Ch 2,3, Word Ch 2, Projects 2A, 2B, Word Ch 3, Projects 3A, 3B Objective 6)	4	Excel Ch 1	8, 9
5	9/28	TIA Chapter 5, System Software: The Operating System, Utility Programs, and File Management TIA Chapter 5, Technology In Focus: Information Technology Ethics Excel 2010, Chapter 2, Project 2A, Inventory Status Report Excel 2010, Chapter 2, Project 2B, Weekly Sales Summary <i>Last Day to drop class without a "W" 10/4</i>	5	Excel Ch 2	10 - 12
6	10/5	TIA Chapter 6, Understanding and Assessing Hardware: Evaluating Your System TIA Chapter 7, Networking: Connecting Computing Devices Access 2010, Chapter 1, Project 1A, Contact Information Database with Two Tables Access 2010, Chapter 1, Project 1B, Student Workshops Database Test 3 (TIA Ch 4, 5), Excel Chapter 1, Project 1A, 1B, Excel Ch 2, Projects 2A, 2B)	6, 7	Access Ch 1	13 - 15
7	10/12	TIA Chapter 8, Digital Devices and Media: Managing a Digital Lifestyle Access 2010, Chapter 2, Project 2A, Instructors and Courses Database PowerPoint 2010, Chapter 1, Project 1A, Company Overview PowerPoint 2010, Chapter 1, Project 1B, New Product Announcement Test 4 (TIA Ch 6, 7, Access Ch 1, Project 1A, 1B)	8	Access Ch 2 PowerPoint Ch 1	16 - 18
8	10/19	TIA Chapter 9, Securing Your System: Protecting Your Digital Data and Devices PowerPoint 2010, Chapter 2, Project 2A, Employee Training Presentation PowerPoint 2010, Chapter 2, Project 2B, Event Announcement Final Exam (Tests 1, 2, 3, 4, TIA Ch 8, 9, Access Ch 2, Project 2A, PowerPoint Ch 1, Projects 1A, 1B, Ch 2, Projects 2A, 2B)	9	PowerPoint Ch 2	19, 20