

SYLLABUS – Winter 2014 (Jan 6-Feb 6)

Course: CSIT 901 Section #0687
INTRODUCTION TO COMPUTERS & THEIR USES
Instructor: Anna Chiang, MS in Computer Science
Microsoft Certified System Engineer
CompTIA Security+ certified
Email: ChiangA@wlac.edu



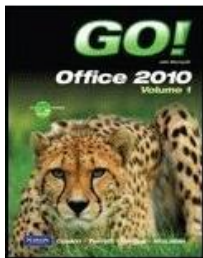
0687

Office & Phone: CE229 (310) 287-4253
Class Hours: M T W TH 10:45 am-1:20 pm Room CE225
Office Hours: M T W TH – 2:00-4:30 am Room CE229

No food or drinks or cell phone

SCHOOL WEBSITE WWW.WLAC.EDU
CS DIVISION WEBSITE WWW.WLAC.EDU/CSIT

TEXTBOOK/ COURSE MATERIALS



Textbooks bundle: ISBN: 978-1269-431-330 WLAC Package
Go! Office 2010 Volume 1 and *Technology in Action (10th Edition, please note that the software access code will not be used in this class, all the resources are posted on ETUDES course shell under section "Modules"*

This book bundle can be bought from the college bookstore or WLAC online bookstore for \$124.70 plus tax and shipping (if you have it shipped).

You can buy it online from <http://onlinestore.wlac.edu/>

INDIVIDUAL TEXTBOOKS

Go! with Microsoft Office 2010 - Volume 1

Gaskin - Ferrett- Vargas-McLellan

ISBN-13: 978-0-13-245446-9

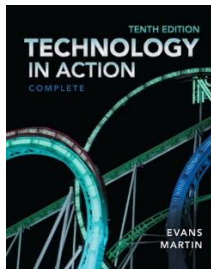
ISBN-10: 0-13-245446-7

Technology in Action 10th Edition Introductory

Evans-Martin-Poatsy

ISBN-10: 0-13-314102-0

ISBN-13: 978-0-13-314102-3



Software: PCs (with Windows 7 or Window XP) and Microsoft Office 2010. A web email address and an internet connection. If you do not have a home computer, you should use the WLAC Library 2nd floor or the CS Computer Lab, CE-101.

You can purchase Office 2010 Professional Plus for \$39.95 at:
<http://foundationccc.org/CollegeBuys/ForStudents/tabid/468/Default.aspx>

Required Data Storage: 2G (or larger) USB flash drive.

COURSE DESCRIPTION: UC:CSU (3 units)

This course introduces students to fundamental computer concepts with an emphasis on practical uses of computers in business and personal situations. Students will learn basic features of Windows 7 on a PC-compatible computer as well as MS Office 2010 which includes Microsoft Word, Excel, Access and PowerPoint. The class is intended for students requiring hands-on knowledge of computer applications. The class will be

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accepted as a prerequisite for all advanced applications classes listed under CSIT and CAOT.

STUDENT LEARNING OUTCOMES (SLOs):

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

1. Successful students will be 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 create of formulas and functions, 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.

TECHNICAL REQUIREMENTS
ETUDES ON-LINE COURSE SHELL
STUDENTS ARE REQUIRED TO LOGIN TO ETUDES REGULARLY

We will be using ETUDES as our course shell for taking examinations and submitting homework. I will also post course syllabus ,announcements, resources and assignments. You can use the Private Message in Etudes to email the instructor if you need to communicate with her outside of class or use the college e-mail ChiangA@wlac.edu

ETUDES course shell <https://myetudes.org/>

Login ID: Login ID is your student ID or first 2 letters of first name + first 2 letters of last name + last 5 digit of the student ID.
Password Password is the 2 digit month and 2 digit day for your birthday (mmd)
Example: Juan Straub, 88-459-0210, born July 4
User ID: 884590210 (or just90210)
Password: 0704

COMPUTER LAB HOURS AND TUTORING SERVICE

CE-101 Monday through Thursday: 11:00 am-5 pm
Friday, Saturday & Sunday are closed

Phone: 310-287-4268 (Laurent Phung)

Computers in the WLAC library (2nd Floor):

Monday through Thursday: 9 am-2 pm and 5-8 pm
Friday, Saturday & Sunday are closed

Tutoring service in CE101, the schedule will be announced via ETUDES

IMPORTANT DATES:

Final Exam – Feb 5 and 6

- Last day to drop without a W.....Wed, Jan 8
- Last day to drop with a W.....Friday, Jan 31

CAMPUS CLOSED

- Martin Luther King Jr. Day.....Monday, Jan 20
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INSTRUCTIONAL METHODS

This course is taught using a variety of instructional methods including lecture, video lecture, lab demonstration and media presentations.

ATTENDANCE AND CLASS RULES

Attendance is mandatory (10% toward the final grade). Students are expected to attend every class meeting, to arrive on time and to stay throughout the class period and participate in the day's lesson. **Excessive absence can seriously jeopardize your grade.**

Absences on the first and the second class meetings will result in exclusion, More than 3 absences could cause you to be dropped from the class unless it's approved by the instructor.

It is your responsibility to drop the class if you are unable to attend class regularly, regardless of the reason or circumstance. Withdrawal from class may affect eligibility for federal financial aid.

When you arrive to class, make sure you have used the restroom, had a chance to eat, check your messages, etc. Walking in and out is rude and disruptive. If you need to leave early, or have some other problem, you need to notify the instructor in advance. **Any student who makes a habit of walking in and out of class will be asked to leave.**

Tardy and Leaving Early: Students are responsible for material covered during any missed lectures. This includes terms, concepts and skills covered in class, changes in class schedule, assignments, etc. Even if you miss a class, you are expected to submit the assignment on time.

Students may also be dropped if missing 3+ assignments or/and quizzes. **It is the student's responsibility to drop the class, failure to drop the class in a timely manner will result in "F" on the transcript.** Students should communicate with the instructor if there are any problems with completing assignments or completing the course. Do not wait until the last minute. Jan 31 is the last day to drop the class with "W".

This is a 5-week-fast-track class so students should expect to spend at least 2 hours per day to read chapters and work on lab assignments.

MISSED EXAMS/MAKE-UP EXAMS:

There are no make-up quizzes/exams. The lowest score in your quizzes will be dropped. An exam may be made up if there is a valid excuse (serious illness corroborated by a physician) and must be scheduled within 12 hours with your instructor.

MISSED ASSIGNMENTS/MAKE-UP ASSIGNMENTS:

Assignments should be submitted on or before due date (posted on ETUDES). Late assignments will have points deducted. One day late will receive 10% points off, two days late 20% points off..etc. Late assignment will not be accepted after one week.

GRADING:

The following grading scale will be applied:
90-100 %= A
80-89 %= B
70-79 %= C
60-69 %= D
BELOW 59 %= F

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There will be quizzes, exams, assignments and in_class_assignments to be submitted (posted on ETUDES), an integrated application project, and a final exam

Quizzes	25%
Attendance	10%
Assignments	35%
Mid-term and final exam	20%
Final Project	10%

INCOMPLETE GRADE POLICY

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

CELL PHONES, IPODS, LAP TOPS, ETC.

Turn them off and put them away when class begins! Although it may not seem possible, you can survive without talking and texting on your cell phone, or listening to your iPod, for a little over an hour. Talking and texting on cell phones not only distracts you, but they are a distraction for others. Distractions interrupt/disrupt the class and will not be tolerated. You will be asked to leave the class.

STANDARDS OF STUDENT CONDUCT

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.

Disruptive, disrespectful, or obstructive behavior will be dealt with in accordance with the LACCD Standard of Student conduct. Disciplinary action can be taken if student behavior interferes with instruction.

- Warning—A verbal or written notice, given to the student by the instructor.
 - Removal by the Instructor—An instructor may remove a student from class for the day of the incident and the next class meeting. During the period of removal, the student shall not return to the class from which he or she was removed without the permission of the Vice President of Student Services.
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ACADEMIC DISHONESTY AND INTEGRITY

Students are expected to work on assignments, labs, and exams individually and independently. Students may consult with each other on the assignments and labs, but each student is expected to turn in his/her own assignments and labs. Plagiarism and cheating on assignments, labs, and exams will not be tolerated.

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 TurnItIn to detect academic dishonesty.

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

STUDENTS WITH DISABILITIES

Students with disabilities who believe they may need accommodations in this class are encouraged to contact Disabled Students Programs and Services located in HRLC 121, phone number 310-287-4450 as soon as possible to better ensure such accommodations are implemented in a timely fashion.

The DSPS will then contact your instructors to notify them of needed accommodations, such as additional testing time, or a note taker. If you require an accommodation for

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this class, please speak with me. Tape recording of lectures and discussions will not be permitted without my consent.

CLASSROOM AND CAMPUS CLEANLINESS Please help us keep the classroom and campus grounds clean. **No food or drinks** in the classroom/computer lab. Please use the outside receptacles to dispose of trash.

No FOOD OR DRINKS

GENERAL COLLEGE/DEPARTMENT RESOURCES

WWW.WLAC.EDU College website. Financial aid, student services, class schedules info and access to Etudes website for online courses, etc. Campus parking and building map is included.

CSIT DIVISION WEBSITE <http://wlac.edu/csit>
The CSIT Division offers numerous degrees and certificate options. View degree and certificate requirements and how to obtain discount vouchers for industry certification exams-under the section of frequently asked questions. Division announcements and scholarship information may be found here.

Special H1B program offering job placement assistance to students of advanced classes like CISCO Network, Security, Web & Mobile development, database. Email H1B coordinator vegaWM@wlac.edu. See division announcement www.wlac.edu/csit

STUDENT SERVICES <http://www.wlac.edu/services/index.html>

FINANCIAL AID [http://www.wlac.edu/financial aid/index.html](http://www.wlac.edu/financial%20aid/index.html)

ACADEMIC COUNSELING <http://wlace.edu/counseling/counselor.html>

STUDENT HEALTH CENTER [http://wlac.edu/services/brochures/health center.pdf](http://wlac.edu/services/brochures/health%20center.pdf)

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

CSUDH PATHWAYS ACADEMY A transfer academy to increase and smooth students' transition from WLAC to CalState Dominguez Hills. Students who qualify to be in the program and who successfully complete all program and transfer requirements will have guaranteed admission to CSUDH. See division announcement www.wlac.edu/csit

See next page for Class Schedule.

Class Schedule

(Scheduled topics may change based on the class progress)
 (The deadline of assignments and quizzes/exams will be posted in ETUDES)

Week	Date	Course Topics
1	Jan 6-7	Course Introduction and Procedural Information –Course Syllabus
	Jan 6-7	Getting started with MyEtudes/Windows 7-Login to myetudes.org and lab computers
1	Jan 6-7	Go! Common Features of Office 2010/Windows 7/File Management
	Jan 6-7	Go! Common Features of Office 2010/Windows 7/File Management
1	Jan 8-9	Tech in Action Chapter 1 – Using Technology to Change the World
	Jan 8-9	Go! PowerPoint Chapter 1
2	Jan 13-14	Tech in Action Chapter 2 - Looking at Computers: Understanding the Parts
	Jan 13-14	Go! PowerPoint Chapter 2 Selected Topics
2	Jan 15-16	Tech in Action Chapter 6 - Understanding and Assessing Hardware: Evaluating Your System
	Jan 15-16	Go! Word Chapter 1
2	Jan 15-16	Tech in Action Chapter 3 - Using the Internet: Making the Most of the Web's Resources
	Jan 15-16	Go! Word Chapter 1
3	Jan 21-22	Tech in Action Chapter 4 - Application Software: Programs That Let You Work and Play
	Jan 21-22	Go! Word Chapter 2
3	Jan 22-23	Tech in Action M I D T E R M - Chapters 1, 2, 6, 3
	Jan 22-23	Go! Word Chapter 2
3	Jan 22-23	Tech in Action Chapter 5 - Using System Software: The Operating System, Utility Programs, and File Management
	Jan 22-23	Go! Word Chapter 3
4	Jan 27-28	Tech in Action Chapter 7 - Networking: Connecting Computing Devices
	Jan 27-28	Go! Excel Chapter 1
4	Jan 27-28	Tech in Action Chapter 8 – Digital Devices and Media: Managing a Digital Lifestyle
	Jan 27-28	Go! Excel Chapter 1
4	Jan 29-30	Go! Excel Chapter 1
	Jan 29-30	Go! Excel Chapter 2
5	Feb 3-4	Tech in Action Chapter 9 - Securing Your System: Protecting Your Digital Data and Devices
	Feb 3-4	Go! Excel Chapter 2
5	Feb 3-4	Go! Excel Chapter 3
	Feb 3-4	Go! Access Chapter 1
5	Feb 5-6	Tech in Action F I N A L S - Chapters 4,5,7,8,9 / Project Completion
	Feb 5-6	Project Completion
5	Feb 5-6	Final Project Submission and Presentation – Group 1
	Feb 5-6	Final Project Submission and Presentation – Group 2