Course Syllabus
Division: Computer Science
Course name: Computer Science 901 - Introduction to Computers and Their Use
Section: 0699 – 3 units **/ Semester** Fall 2015

Instructor Name: Francisco Monzon   **School Website:** www.wlac.edu
Class Hours: Mon & Wed   **Address:** 9000 Overland Ave., Culver City, CA 90230
11:10 a.m. – 12:35 p.m.   **Location:** CE-225

Office Hours & Location: Mon & Wed   **Instructor's E-mail:** Monzonf@wlac.edu
12:30 p.m. – 1:30 p.m. in HLRC 2nd floor (Library)
 Sam.Cengage.com IKEY: T2083444; **Final Exam Date:** Monday December 14th 11:30am –1:30pm

Welcome

We will be studying computer concepts and the following applications: Word 2013, Excel 2013, Access 2013 and PowerPoint 2013. The exercises will be accessed through Sam.cengage.com. However, you will have links in sam.cengage.com to download assignments that will require you to create a document using the Office 2013 software. You have access to this software through the campus computer labs or you can download Office 2013 Professional for free from Microsoft. (The instructions and link will be posted in Etudes).

The skills you learn here will help you succeed both in and out of class. However, your education is ultimately YOUR responsibility. YOU determine your level of success. Successful college students are self-motivated. Successful college students understand the importance of studying the material, coming to class prepared and practicing the skills learned. YOU CAN DO IT and I'm here to help.

Course Description:

The course introduces you to fundamental 'Computer Literacy' concepts. You will learn to use Windows 7 on the PC-compatible computers as well as MS Office 2013 which has the following applications: word processing program (MS Word), a spreadsheet program (MS Excel), a presentation program (MS PowerPoint) and Database (MS Access). Windows 7 will be used to illustrate operating system concepts and disk organization. This class is intended for students requiring 'hands-on' knowledge of computer applications. This class will be accepted as a prerequisite for all advanced applications classes listed under CSIT and CAOT.

Required Texts:

TEXTBOOK BUNDLE
You can purchase the bundle from the **West LA College Bookstore**

 ISBN: *9781337065832*

Enhanced Office 2013 and New Perspectives on Computers Concepts 2014 (W/SAM). New Perspectives on Computers Concepts 2014 + Microsoft® Office 2013: Enhanced + SAM 2013 Assessment, Training and Projects with MindTap Reader

This includes the following components:

Vermaat Enhanced Microsoft® Office 2013 : Introductory, 1st edition © 2016 **9781305408982**

Parsons/Oja New Perspectives on Computer Concepts 2014 : Comprehensive, 16th edition © 2014 **9781285096926**

Vermaat SAM 2013 Assessment, Training and Projects with MindTap Reader Printed Access Card for Vermaat's Enh, 1st edition © 2016 **9781305580589**

Parsons/Oja SAM 2013 Assessments, Training, and Projects with MindTap Reader Only Add-On Printed Access Card for New Perspectives on Computer Concepts 2014 : Comprehensive, 16th edition © 2014 **9781305498266**

Hardware and Software: PCs with Windows 7 (Windows 8 Okay) and Microsoft Office 2013. A web email address and an internet connection. If you do not have a computer with the required software and connection, you may use the WLAC Library 2nd floor or the WLAC Computer Lab in CE-101.

Required Materials:
- 2GB or higher capacity flash drive
- Headphones/earphones

Suggested Prerequisites:

Although, there are no formal prerequisites for this course, general use of Windows and use of the Internet is necessary to use Sam.Cengage.com and Etudes. Completion of CS 901 will fulfill a pre-requisite to enroll in other computer science courses leading to certificates that qualify for high-demand employment, associate degrees and transfer to a four year university. For more information go to:
http://www.wlac.edu/computer-science

Course Objectives:

1. Describe the usage of computers and why computers are essential components in business and society.
2. Utilize the Internet Web resources and evaluate on-line e-business system.
3. Solve common business problems using appropriate Information Technology applications and systems.
4. Identify categories of programs, system software and applications. Organize and work with files and folders.
5. Describe various types of networks network standards and communication software.
6. Describe digital security risks, privacy, cybercrime and ethics. Discuss big data and application of data analytics.
7. Define and differentiate between the different types of business information systems.
8. Describe steps and usage of the systems development life cycle.
9. Construct formulas for mathematical operations and simple economic analysis, summary statistics. What-if analysis, create various graphs.
10. Identify the elements of a database. Create a database structure. Organize database objects.

Institutional Learning Outcomes (ILOs) & SLOs

This course will also facilitate the following Institutional Learning Outcomes:

A. Critical Thinking: Analyze problems by differentiating fact from opinions, using evidence, and using sound reasoning to specify multiple solutions and their consequences.

B. Communication: Effectively communicate thought in a clear, well-organized manner to persuade, inform, and convey ideas in academic, work, family and community settings.

C. Quantitative Reasoning: Identify, analyze, and solve problems that are quantitative in nature.

D. Self-awareness/Interpersonal Skills: Apply self-assessment and reflection strategies to interpersonal, work, community, career, and educational pathways.

E. Civic Responsibility: Apply the principles of civility to situations in the contexts of work, family, community and the global world.

F. Technical Competence: Utilize the appropriate technology effectively for informational, academic, personal, and professional needs. Use competent technique in a musical performance.

G. Cultural Diversity: Respectfully engage with other cultures in an effort to understand them.

H. Ethics: Practice and demonstrate standards of personal and professional integrity, honesty and fairness; apply ethical principles in submission of all college work.

I. Aesthetics: Use multiple modes of inquiry and approaches to experience and to engage with the arts and nature; develop and express personal creative visions throughout all aspects of one's life.

Course Student Learning Outcomes - SLOs

At the end of the course, the successful student will be able to:

1. Describe the usage of computers and why computers are essential components in business and society.
2. Utilize the Internet Web resources and evaluate on-line e-business system.
3. Solve common business problems using appropriate Information Technology applications and systems.
4. Identify categories of programs, system software and applications. Organize and work with files and folders.
5. Describe various types of networks network standards and communication software.

Course Add/Drop Dates and Course Incompletes:

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 REGISTER link).

Last Day to:

Add/Audit traditional classes: online- Sun, August 30 and in-person Fri, Sept 11
Drop classes with a refund/no fee owed - Friday, Sept 11
Drop classes without a "W" - Friday, Sept 11
Dropping with a "W" - Friday, Nov 20
After Thursday July 16th, students still enrolled will appear on the final grade roster.

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, Sept 7
Veterans Day …………………………….Wednesday, Nov 11
Thanksgiving Holiday …………….Thursday, Nov 26-29

Labs available on campus: Internet access and Microsoft Office 2013

Internet access is necessary to access the CS901 course. Internet access is available on campus in (2) locations: LIRL located on the 2nd floor of the HLRC (Heldman Learning Resource Center - Library) building. The library also has copies of the course textbooks at the circulation desk for use in the library only.
Note: Each student will need a sam.cengage.com student access code as it keeps track of the work submitted.
Help is available for CS901 students in the LIRL. Be sure to ask the scheduled lab assistant if you would like help with sam.cengage.com.
The Computer Science Department Lab is located in CE-101. Internet Access and Office 2013 software is also available. WiFi or wireless access is available in most areas on campus.

Fall 2015 Library and Lab hours are:

Monday - Thursday 7:30 a.m. - 8:00 p.m.
Fridays – 9:00am – 1:00pm
Saturdays – 11:00am – 3:00pm
Sundays - Closed
Login with your college id# and press "Enter" on the keyboard. On some computers, you'll need to enter a password which is mo/day of your birthday.

Computer Science Lab (CE 101) Hours for the Fall Semester
From 08/31 to 12/20

Monday-Thursday 2:15pm – 9:45pm

Saturday 8:45am – 1:00pm

Friday & Sunday closed

This schedule is also posted on
http://www.wlac.edu/Computer-Science/Facilities-Labs.aspx

You may also check the Division site for Lab Hours and other useful information:
www.wlac.edu/computer-science

By visiting the division web site above, you will find useful information such as paid internships and Job placement assistance for students in the advanced classes such as CISCO Network, Security, Web & mobile development, and Database. For more information, contact H1B coordinator: VegaWM@wlac.edu

If your major is in Computer Science Information Technology, you may also check the division site for degree and certificate requirements.

To login to the workstations, use the login name, *student*. There is no password and if necessary select Windows 7 as the preferred Operating System.

Assignments and Grading Scheme

There will be 5 exams worth 25 points each, Sam.Cengage.com assignments and Etudes exams and a final.

Exam 1 will cover chapters 1, 2 and 3

Exam 2 will cover chapter 4 and 5

Exam 3 will cover chapters 6 and 7

Exam 4 will cover chapters 8 and 9

Exam 5 will cover chapters 10 and 11

Exam on Chapter 12 (Extra Credit)

There are *No make-up exams*.

Assignments, Exams and Projects	Points
New Perspectives Computer Concepts Exam 1: Ch. 1, 2 and 3	25
New Perspectives Computer Concepts Exam 2: Ch. 4 and 5	25
New Perspectives Computer Concepts Exam 3: Ch. 6 and 7	25
New Perspectives Computer Concepts Exam 4: Ch. 8 and 9	25
New Perspectives Computer Concepts Exam 5: Ch. 10 and 11	25
New Perspectives Computer Concepts Exam on Chapter 12 (Extra Credit)	
New Perspectives Computer Concepts Lab Exams Ch. 1-10 at 5 points each	50
New Perspectives Computer Concepts Final Exam (Dec 14, 2015)	50
Office 2013 Trainings, Exams and Projects	
Word Ch. 1 Training, Exam and Project	25
Word Ch. 2 Training, Exam and Project	25
Word Ch. 3 Training, Exam and Project	25
Excel Ch. 1 Training, Exam and Project	25
Excel Ch. 2 Training, Exam and Project	25
Excel Ch. 3 Training, Exam and Project	25
Access Ch. 1 Training, Exam	15
PowerPoint Ch. 1 Training, Exam and Project	25
PowerPoint Ch. 2 Training, Exam and Project	25
PowerPoint Ch. 3 Training, Exam and Project	25
Application Grader Projects (Capstones)	
Word	20
Excel	20
PowerPoint	20

The final grade is based on Exams taken in Etudes and all the assignments submitted in Sam.cengage.com including the application grader projects, and the final exam.

Grading Scheme: The total possible points is 525. Final Exam: 50 points

$$472 - 525 = A\ 90 - 100\%$$
$$418 - 471 = B\ 80 - \ \ 89\%$$
$$365 - 417 = C\ 70 - \ \ 79\%$$
$$313 - 364 = D\ 60 - \ \ 69\%$$
$$\text{Below } 312 = F\ \ \ 0 - \ \ 59\%$$

Instructor's Incomplete Policy

I have a formal and consistent policy to determine whether an incomplete makes academic sense and is possible.

1) My position is that a student who has successfully completed more than 75% of the course work and has a justifiable explanation should be considered for an Incomplete.
2) A student who has not successfully completed 75% or more and does not have justifiable circumstances would either be failed or given a grade based on the course work submitted to date.

Computer Science 901 Honors

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, Helen Young, at transferhornors@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 101, you may qualify as an Honors student. Obtain an application at the Honors office in the Student Services Building (SSB) or for more information and download an application visit the Transfer Honors Web Page 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.

Be sure to act quickly. The contract must be signed by the 6th week of the semester. If you have any questions, email or contact the Honors Office at (310) 287-4289.

Revised 6/13/13

Class and College Policies, Accommodations and Other Student Services

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 Etudes private message option or e-mail.

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.

College Policies and Standards - from Student Services document
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.
Note: These are the standards provided 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: Attendance is mandatory. Up to 3 absences are allowed. After that, you could be dropped. Students are expected to attend every class meeting, to arrive on time and stay throughout the class period. Students are expected to attend all classes they are registered for. Students are responsible for withdrawing from the class if unable to participate in the class.

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 Sam.Cengage.com, 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" or "0" 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 web-based software 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 this syllabus and in accordance with the LACCD Standard of 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.
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 classrooms.

Electronic Mail: Electronic mail is the official method of communication for delivery of college information. To access your account, visit www.wlac.edu, click on the "For Students" link and click on the Student Email button or type the URL on the address bar: https://student.laccd.edu/sso

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 in SSB-320.
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 some 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

Walking In and Out of Class
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 an emergency, you need to notify me in advance. **Any student who makes a habit of walking in and out of class may be asked to leave.**

Food or Drinks are NOT permitted in the classroom/computer lab.

Cell Phones, iPods, 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 distract you, but they are a distraction for me and your peers. Distractions interrupt/disrupt the class, and I will not tolerate interruptions. **You will be asked to leave if this occurs.**

 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 (WLAC College Catalog).

Contacting Me
If you have a problem, do not hesitate to contact me immediately. I'm in the Library 2nd Floor of the HLRC building Mon-Thu from 9:30am – 6:00pm. I consider this is the best and quickest way to contact me or E-mail. Students are expected to ask questions and obtain help from instructors via e-mail and/or during office hours.

For more information refer to the attached link:
http://www.wlac.edu/academics/pdf/WLAC_Catalog_Policies.pdf

Campus Resources:

See example below:
Check out some of the campus resources available to you.

Office of Disabled Student Programs and Services (DSP&S)

Location: Student Services Building (SSB 320); Telephone (310) 287-4450

Department Email
dsps@wlac.edu

Hours
Monday-Thursday: 8:30 a.m. 4:30p.m.
Friday: 9 a.m.-1 p.m.
Saturday: CLOSED
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 (WLAC College Catalog).

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 (WLAC College Catalog).

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 study rooms. The upper floors provide a beautiful view ideal for study (WLAC College Catalog).

For more information refer to the link below:
http://www.wlac.edu/Library/index.aspx

Student Acknowledgment

(Please return this sheet to the instructor)

"I _____, have completely read this syllabus and understand and agree to the course requirements."

Please indicate below, any special needs or circumstances that may have some impact on your work in this class, and for which you may require special accommodations, including but not limited to physical or mental disabilities, inability to arrive to class on time or need to leave class early, observance of religious holidays, etc.

Special needs or circumstances:

_____

_____

_____

_____

_____

_____