# Computer Science 401 – Introduction to Computers – Spring 2014 Syllabus

| **Class Name:** | **Co Sci 401 - Introduction to Computers** | **Section:** | **0187** |
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| **Instructor:** | **Carlos R. Garcia** | **Email:** | garciacr@lamission.edu |
| **Phone:** | **(818) 364-7600 ext. 4413** | **Office Hours:** | *by appointment* |

## Course Description

This course presents an introduction to computer terminology, concepts, applications, and exposure to programming. Topics include the impact of computers on society, ethical issues, operating systems, the Internet, hardware, and software applications such as word processing, spreadsheets, and presentation software.

## Student Learning Outcomes

Upon successful completion of this course, students will be able to

1. explain the role and function of computers in a professional setting.
2. describe the functions of the major elements of a computer system.
3. discuss the use of application software to solve problems in a professional setting.
4. demonstrate the ability to use the windows operating system and the ability to create, format, and edit documents using Word, Excel and PowerPoint.
5. write program code and/or scripts and trace through their execution.
6. propose the appropriate computer equipment, network, backup technologies, and software for small business needs.

## Textbooks

This course requires **two textbooks**. The primary textbook is used for class discussion and homework assignments. The second textbook (lab textbook) will help you complete the application lab assignments.

### Primary Textbook

The primary textbook below is **required** of all students.

- **Discovering Computers 2012, Complete: Your Interactive Guide to the Digital World, 1st Edition**
  Shelly Cashman Series, ISBN-13: 9781111530327

### Lab Textbook

Select **one** of the books below. *The selected book should match the version of Microsoft Office (Excel, PowerPoint, Word) installed in the computer you will be using. The illustrations in the text book may not match what is displayed in your computer screen if the incorrect version of the book is selected.*

- **Microsoft Office 2007: Essential Concepts and Techniques, 1st Edition**
  Shelly Cashman Series, ISBN-13: 9781418843748 **or**
- **Microsoft Office 2010: Essential, 1st Edition**
  Shelly Cashman Series, ISBN-13: 9780538748704 **or**
- **Microsoft Office 2011 for Mac: Introductory,1st Edition**
  Shelly Cashman Series, ISBN-13: 9781133626398 **or**
- **Microsoft Office 2013 : Essential, 1st Edition**
  Shelly Cashman Series, ISBN-13: 9781285166117

## Reasonable Accommodations

It is the policy of the Los Angeles Community College District (LACCD) and Los Angeles Mission College to accommodate students with disabilities, pursuant to federal law, state law and Los Angeles Mission College's commitment to equal educational access.

The Disabled Students Programs and Services (DSPS) office can assist you with any special accommodations you may require for this course. The DSPS office may be reached by phone (818) 364-7732 or TDD (818) 364-7861, Monday through Friday between the hours of 8:00 am and 5:00 pm, or via their web site at http://www.lamission.edu/dsps. The DSPS office provides special assistance with areas such as registering for courses, specialized tutoring, note-taking, mobility assistance, special instruction, testing assistance, special equipment, and special materials.

## Materials

This course **requires** students to have access to a computer with the **Microsoft Windows** operating system (Windows XP, Windows Vista, Windows 7 or 8), the **Microsoft Office 2007, 2010** or **2013** application suite of programs (Word, Excel, and PowerPoint), high-speed **Internet access**, and an **e-mail account**. Microsoft Office 2008 (and earlier versions) will **not** provide the required functionality to complete some of the lab assignments. You may purchase Office 2013 (or 2011 for Mac) from CollegeBuys.org (http://www.collegebuys.org) for $39.99.

## Mac Users

The course curriculum requires the **Microsoft Windows** operating system and **Microsoft Office** 2007, 2010, or 2013. Students are highly encouraged to use a PC with Windows and Microsoft Office. Mac users with no access to a Windows PC should be able to complete the Windows, Word, Excel and PowerPoint lab assignments using **Microsoft Office 2011 for Mac**. However, Mac users may need to seek online sources or their Office 2011 textbook for help. **Mac users will need access to a Windows PC to complete the Visual Basic lab assignments.** Visual basic does not run directly on the Mac operating system. The campus learning center, library, and computer science lab have available computers with Visual Basic.

## Policies

This is a full on line class. There will be **no on-campus class meetings**. Please plan to login to the Etudes course management system at least **three times** per week and spend approximately **10 hours** per week to successfully complete the course. This is the equivalent of a student attending a 4 hour per week traditional course plus 6 hours of homework and reading assignments.

### Attendance/Exclusion Policy

Students officially enrolled in this course are required to login to the Etudes course management system by Wednesday, February 12, 2014. In addition, students are required to complete and submit all first week assignments by Sunday, February 16, 2014. **Students who do not meet these requirements will be officially excluded from the course so that students on a waiting list may be added.**

Active participation in an online course is equivalent to attendance in a traditional course. Students are expected to login to Etudes at least **three times** per week and complete all assigned work **on time**. Students who do not login to Etudes for more than 7 days will be officially excluded from the course. In addition, students whose grade falls below 60% will be excluded from the course.

### Course Communication Policy

Questions about the course material should be posted in the **Help/Questions** discussion forum so that the entire class can see both the question and response. Students may attempt to answer class related questions posted by other students to the best of their knowledge. I monitor all discussion forums regularly and will make any necessary additions.

Students who need to contact me with personal questions or concerns (such as their grade) may reach me by phone **(818) 364-7600**, extension **4413**, via email, garciacr@lamission.edu or via Etudes private message.
I respond to voicemail and email within **24 hours**, during the hours of **9:00 am** to **7:00 pm**, **Monday** through **Friday**. Please assume I did not received your email/voicemail and attempt to contact me again if you do not hear from me within 24 hours.

### Collaboration Policy

Students are responsible for completing and submitting their own assignments. Students may work together, but each student should complete and submit their own assignments. Students who submit duplicate files (regardless of who completed the work) will receive no credit and will be reported to the campus administration.

### Late Work Policy

Assignments will be made available to students one to two weeks before they are due. Please plan your time accordingly as **late assignments will not be accepted** under any circumstances. Computer problems and/or Internet connectivity issues will not excuse late assignments. Students are encouraged to complete and submit assignments early. Completing assignments early allow students to receive any needed help and will prevent students from not being able to submit assignments due to last minute computer problems. **Please contact me immediately if you are having problems completing your assignments on time or if you will be unable to access the course web site.**

## Participation

Student participation is a critical component for success in this course. Students are expected to login to the Etudes course management system at least 3 times per week and participate actively in all assigned activities. There will be one weekly discussion forum for each chapter in your Discovering Computers textbook and one discussion forum for each assigned application lab (Windows, Word, Excel, PowerPoint, and Visual Basic).

Students are responsible for contributing two posts in a chapter discussion forum by Thursday (11:59 pm) each week. In addition, students are responsible to contribute one post in a lab discussion forum by Sunday (11:59 pm) each week. Each post is worth 5 points if completed before the 11:59 pm deadline. Posts made after the 11:59 pm deadline will earn no points.

**Your posts must add to the discussion.** Posts can answer any of the provided questions or may start a new discussion. Posts that do not contribute to the discussion such as “Thank you,” “This was helpful,” “I will try this,” “This helped me learn” or “I agree!” will not be graded. Posts that duplicate content (*such as repeating the answer posted by another student*) will receive no credit. Posts submitting chapter related questions should also include an answer.

## Grades

The course has a maximum of **1,000** possible points. Grades will be distributed as follows.

**Grade Distribution:**

1. Quizzes: **200 points**
2. Written Assignments: **150 points**
3. Participation **200 points**
   - *Discussion Forums*
4. Term Paper **150 points**
5. Lab Assignments **300 points**
   - *Windows Lab*
   - *Word Labs*
   - *Excel Labs*
   - *PowerPoint Labs*
   - *Visual Basic Labs*

**Grading Scale:**

| | |
|---|---|
| **A** | 900 to 1,000 points |
| **B** | 800 to 899.99 points |
| **C** | 700 to 799.99 points |
| **D** | 600 to 699.99 points |
| **Fail** | Below 600 points |

**Grades will not be adjusted/rounded up. 89.99 points will receive a B. 79.99 points will receive a C.**

## Course Schedule

**Bold** subjects in the subject column below are topics from your **Discovering Computers** textbook.
*Italic* subjects are lab activities from your *Microsoft Office* textbook and *Visual Basic* material.
**Please note: **Chapter13 will be covered in Week 8**. The Visual Basic labs will open immediately after.

| Week | Subject | Reading Material / Assignments |
|---|---|---|
| Week 1<br>02/10 – 02/16 | Getting Started/Exploring Etudes<br>*Introduction to Microsoft Windows and Microsoft Office* | Reading Material:<br>• Course Syllabus<br>• About This Course<br>• Etudes Student Help<br>• *Windows (WIN) section – Microsoft Office*<br>Assignments Due:<br>• Introduction Quiz due 2/16<br>• Update Your Profile due 2/16<br>• Upload a Single File due 02/16 |
| Week 2<br>02/17 – 02/23 | **Introduction to Computers**<br>*Introduction to Microsoft Windows and Microsoft Office* | Reading Material:<br>• Chapter 1 – Discovering Computers<br>• *Windows (WIN) section – Microsoft Office*<br>Assignments Due:<br>• Chapter 1 Quiz due 2/23<br>• Case Study due 2/23<br>• *Windows Lab due 2/23* |
| Week 3<br>02/24 – 03/02 | **The Internet and World Wide Web**<br>*Creating and Editing a Word Document* | Reading Material:<br>• Chapter 2 – Discovering Computers<br>• *Word (WD) section – Microsoft Office*<br>Assignments Due:<br>• Chapter 2 Quiz due 3/02<br>• IP Address due 3/02<br>• *Microsoft Word Lab 1 due 3/02* |

| Week | Subject | Reading Material / Assignments |
|---|---|---|
| Week 4<br>03/03 – 03/09 | **Application Software**<br>*Creating and Editing a Word Document* | Reading Material:<br>• Chapter 3 – Discovering Computers<br>• *Word (WD) section – Microsoft Office*<br>Assignments Due:<br>• Chapter 3 Quiz due 3/09<br>• *Microsoft Word Lab 2 due 3/09* |
| Week 5<br>03/10 – 03/16 | **The Components of the System Unit**<br>*Creating and Editing a Word Document* | Reading Material:<br>• Chapter 4 – Discovering Computers<br>• *Word (WD) section – Microsoft Office*<br>Assignments Due:<br>• Chapter 4 Quiz due 3/16<br>• Application Software due 3/16<br>• *Microsoft Word Lab 3 due 3/16* |
| Week 6<br>03/17 – 03/23 | **Input**<br>*Creating a Worksheet and an Embedded Chart* | Reading Material:<br>• Chapter 5 – Discovering Computers<br>• *Excel (EX) section – Microsoft Office*<br>Assignments Due:<br>• Chapter 5 Quiz due 3/23<br>• *Microsoft Excel Lab 1 due 3/23* |
| Week 7<br>03/24 – 03/30 | **Output**<br>*Creating a Worksheet and an Embedded Chart* | Reading Material:<br>• Chapter 6 – Discovering Computers<br>• *Excel (EX) section – Microsoft Office*<br>Assignments Due:<br>• Chapter 6 Quiz due 3/30<br>• Computer Purchase 3/30<br>• *Microsoft Excel Lab 2 due 3/30* |
| Week 8<br>03/31 – 04/06 | **Programming Languages and Program Development**<br>*Creating a Worksheet and an Embedded Chart* | Reading Material:<br>• Chapter 13 – Discovering Computers<br>• *Excel (EX) section – Microsoft Office*<br>Assignments Due:<br>• Chapter 13 Quiz due 4/06<br>• File Names & File Extensions due 4/06<br>• *Microsoft Excel Lab 3 due 4/06* |
| Week 9<br>04/07 – 04/13 | **Spring Break** | **No coursework** |
| Week 10<br>04/14 – 04/20 | **Storage**<br>*Using a Design Template and Text Slide Layout to Create a Presentation* | Reading Material:<br>• Chapter 7 – Discovering Computers<br>• *PowerPoint (PPT) section – Microsoft Office*<br>Assignments Due:<br>• Chapter 7 Quiz due 4/20<br>• File Names & File Extensions due 4/20<br>• *Microsoft PowerPoint Lab 1 due 4/20* |

| Week | Subject | Reading Material / Assignments |
|---|---|---|
| Week 11<br>04/21 – 04/27 | **Operating Systems and Utility Programs**<br>*Using a Design Template and Text Slide Layout to Create a Presentation* | Reading Material:<br>• Chapter 8 – Discovering Computers<br>• *PowerPoint (PPT) section – Microsoft Office*<br>Assignments Due:<br>• Chapter 8 Quiz due 4/27<br>• Backup Strategies due 4/27<br>• *Microsoft PowerPoint Lab 2 due 4/27* |
| Week 12<br>04/28 – 05/04 | **Communications and Networks**<br>*Using a Design Template and Text Slide Layout to Create a Presentation* | Reading Material:<br>• Chapter 9 – Discovering Computers<br>• *PowerPoint (PPT) section – Microsoft Office*<br>Assignments Due:<br>• Chapter 9 Quiz due 5/04<br>• *Microsoft PowerPoint Lab 3 due 5/04* |
| Week 13<br>05/05 - 05/11 | **Database Management**<br>*Visual Basic* | Reading Material:<br>• Chapter 10 – Discovering Computers<br>• *Visual Basic Resources*<br>Assignments Due:<br>• Chapter 10 Quiz due 5/15<br>• Network Components due 5/11<br>• *Visual Basic Lab 1 due 5/11* |
| Week 14<br>05/12 - 05/18 | **Computer Security, Ethics, and Privacy**<br>*Visual Basic* | Reading Material:<br>• Chapter 11 – Discovering Computers<br>• *Visual Basic Resources*<br>Assignments Due:<br>• Chapter 11 Quiz due 5/18<br>• *Visual Basic Lab 2 due 5/18* |
| Week 15<br>05/19 - 05/25 | **Information System Development**<br>*Visual Basic* | Reading Material:<br>• Chapter 12 – Discovering Computers<br>• *Visual Basic Resources*<br>Assignments Due:<br>• Term Paper due 5/22<br>• Chapter 12 Quiz due 5/25 |
| Week 16<br>05/26 - 06/01 | **Enterprise Computing**<br>*Visual Basic* | Reading Material:<br>• Chapter 14 – Discovering Computers<br>Assignments Due:<br>• Chapter 14 Quiz due 6/01<br>• *Visual Basic Lab 3 due 6/01* |
| Week 17<br>06/02 - 06/08 | **Computer Careers and Certification** | Reading Material:<br>• Chapter 15 – Discovering Computers<br>Assignments Due<br>• Chapter 15 Quiz due 6/08 |