

Instructor: Shirin Herrington

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Required Textbooks:

Discovering Computers 2008 (Brief),
By Shelly, Cashman, Vermaat Brief Ed., Thomson Pub., ISBN 13-978-1-4239-1203-3

Microsoft Office 2003
By, Shelly, Cashman, Vermaat, Thomson Publishing, ISBN 1-4188-5948-6

Other Required Materials: One USB storage device (64 MB or bigger)

Course Description

This course is an overview of computers and information processing. Students will survey word processing, spreadsheets, communications and database applications, as well as hardware components, files, programming languages and operating systems. Microsoft Office 2003 and Windows XP will be used.

Power Point Presentation of each chapter is presented under Modules. By Clicking on the link, you will be able to view and read the main points and objectives within each section.

Course Requirements

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Tests:

- There will be 3 tests, each worth 20% of the grade.
- The tests will be given on the dates specified on Course Outline or the Schedule tab of Etudes.

There will be no make-up tests for any reason(s).

- Test 1 will cover chapters 1, 2, and 4 of Discovering Computers 2008.
- Test 2 will cover chapters 3 and 8 of Discovering Computers 2008.
- Test 3 will cover chapters 5, 6 & 7 of Discovering Computers 2008.

Projects:

An attempt will be made to cover as many as these projects.

- There will be 5 projects — each worth 7% of the final grade.
- There will be an assigned due date for each project.
- All lab assignments will be turned in as a completed computer file.
- Project 1 and 2 will cover lab work from the Word section of your Microsoft Office 2003 book.
- Project 3 and 4 will cover lab work from the Excel section of your Microsoft Office 2003 book
- Project 5 will cover lab work from the PowerPoint section of your Microsoft Office 2003 book

Course Evaluation

Your final grade will be based on performance on Exams, Projects, and extra credit.

Course work is weighted as follows:

Exams are worth 55% (total); projects will each be 7% (each), and study guide 10% (all) of your final grade

Extra credit will be offered throughout the semester.

Exams

Exam(s) will be multiple choice, fill in the blank, and True and False, and will cover material from assignments and the textbook. You are responsible for the information in the textbook. There will be no make-up test. Emergency situations will be handled on an individual basis.

Extra Credit

Extra Credit work is available and could bolster your grade by as much as an additional 15 points. Extra credit work will be announced throughout the semester.

Grading Policy

Course grades will be assigned as objectively as possible, according to the following scale:

- 90 - 100% = A
- 80 - 89% = B
- 70 - 79% = C
- 60 - 69% = D
- 0 - 59% = F

Attendance Policy

You need to be here every class session, you need to be here on time and be ready to stay till the end of the class. Because we only meet five times, each day you are not in class, you miss assignments which make up a significant portion of your grade. So, each time you miss class, even if you have a great excuse, your grade will drop by close to one full grade. I will not be excluding students. If you cease coming, make sure you drop the course because if you are on my roster by the end of the class, I will have to give you a final grade.

Student Responsibility

The responsibility for obtaining and completing all missed work rests solely upon the student.

Ethics / Academic Honor Code

By accepting admission to Los Angeles Valley College, you made a commitment to understand, support, and abide by the Honor Code and the Student Computing Policy without compromise or

exception.

Violations of this code will be reported to the Office of Student Services. Cheating will not be tolerated and could lead to suspension.

Lab Work and Assignments

If identical assignments are turned in, all participants will receive a zero (0) for that assignment and a Notice of Charges will be filed with Student Services.

Handicapped or Disabled Students

Make an appointment with the instructor if you need an accommodation. You will need to make an appointment with the Disabled Student Services to get the necessary paperwork for accommodations. If you have a sight or hearing impairment problem, desks designated for disabled students are available.

FAQs

How do I set up my computer prior to the start of class? Go the LAVC Virtual Valley website at <http://www.lavc.edu/virtualvalley/index.htm> 1) click on the "technical information" link on the left to configure your browser and add the plug-ins according to the instructions. This is especially important if you are using a Mac. 2) click on the link to take the "online learning success tutorial", 3) click on the link and read the FAQ's, 4) click on the "student resources" link, and then click on the "are you ready for online learning" link to take the student skills quiz.

What about my email address? Be sure that you have your most up-to-date email account listed with our LAVC Admissions and Records office so that you will receive important class announcements and information.

What if I cannot login or I have technical issues? Visit the Virtual Valley "Student Resources" "Help Desk" page where you can call, email, use the student users group, or walk in to get help. Technical problems will not be an excuse for missed deadlines or any other issues. Not having access to the Internet is the online equivalent of "the dog ate my homework."