CIS 002 Introduction to Computing - SECTION 37373

This syllabus/information document provides important information on a variety of topics. The first section describes the syllabus. This is followed by information on how to enter ANGEL (our online classroom), and information regarding Introduction to Computing CIS 002. Please read all the information carefully and email me via ANGEL if you have any questions.

Our ANGEL classroom Lessons Tab will be open on the first day of class. The communication tab is open now.

If you are enrolled in this class, you must send me an e-mail from within our ANGEL classroom before the second day of class. This e-mail informs me of your intention to stay enrolled in the class and holds your spot. Because there is a long waiting list, those who do not send me an e-mail from ANGEL may be dropped to allow others to enroll.

How this Course is Conducted

This is an interactive lecture course using ANGEL, Google Docs, Google Sheets, Google Slides, and GCFLearnfree.org as part of our classroom.

In this handout is information pertaining to the course (assignments, handouts, tests, discussion boards, and e-mail), as well as instructions on how to log into our ANGEL classroom. This information can also be found on the WVC Home Page (www.westvalley.edu).

Course Description and Objectives

This is an introduction to the fundamental concepts of computer operations, hardware, software, social aspects, and internet applications. The course prepares students to understand how a computer may be used as a problem-solving tool. Actual application software - word processing, spreadsheet, presentation, and Web Apps are used to train students to use the computer as a part of their continuing studies. New technologies will be explored.

Upon completion of this course, the student should be able to:

- Identify and describe the basic components of a computer system
- Evaluate computer applications in business, education and personal use
- Select the proper software for use as a problem-solving tool
- Determine the impact of computing upon the workplace using Google Apps
- Use computer application, desktop and mobile software in support of their courses and work environment
NOTE:

Many colleges and universities, including West Valley College, adopted an "Information Competency" curriculum requirement for all college students in order to support your ability to research, obtain, and use information from a variety of sources, both traditional and electronic. This is being implemented in a variety of ways across the curriculum. In this course, you will explore how to define a problem, learn how to search for factual information, and to incorporate this information in your work.

NOTE:

This course will REQUIRE you to have a Gmail account and this will allow you access to the Google apps we will be using. You will also need access to a MAC or Windows based computing system and the Chrome browser.

This is a first course in computing, introducing students to the concepts and uses of computing applications in business and society. May be taken for a Grade or for Credit / No Credit Option. Please note, however, that you must inform your instructor within two weeks, as noted below, if you want to receive a CR/NC grade rather than a letter grade. See additional information below.

GRADING, EVALUATION PROCEDURES

Your course grade is based upon a cumulative total of points earned. Each of the application program assignments is valued 10-15 points. Two required written reports are assigned, valued 50 and 100 points. Points are deducted for late submission of work and for work not completed per instructions given to students. For homework assignments, loss of points for late submissions and there is a deadline of one week after the due date and no points will be offered. The quizzes are from 10-20 points and the Final examination is 100 points. Discussion forums are worth 16 points each.

Required assignments to pass this class (subject to change):

- Participation in the discussion groups
- Completing assignments in GCF Learn simulators
- Participation in online activities – Web Apps as assigned
- Hands-On exercises assigned weekly
- Two MLA research/opinion papers – NOTE: you will fail this class if these are not completed
- Quizzes and exams
**Grading Standards**

The grading scale for this class is: A= 90%, B=80%, C=70%, D=60%, F < 60%.

- Faculty no longer have the burden of recording which student(s) elected a grade or P/NP option.
- Faculty are now required to submit a letter grade for each student.

**Prerequisites**

Advisory: Math 106 or 106R.

**Course Materials – There are no Textbooks for this course**

This course uses materials obtained from the internet, completing the GCF Learning online learning courses, and using Google Apps for MLA papers and assignments.

**DESP – Getting Help for Students with Disabilities**

"West Valley College makes reasonable accommodations for persons with documented disabilities. The Disability and Educational Support Program (DESP) coordinates accommodations and services for all students who are eligible. If you have a disability for which you wish to request accommodations and have not already done so, please contact DESP as soon as possible. The DESP office is located in the LS building; their phone number is (408) 741-2010 (voice) or (408) 741-2658 (TTY).

Information about their services can be found at www.westvalley.edu/desp/. You may also contact me privately in regard to your needs in this course."

**Angel (A New Global Environment for Learning)**

**How to Log into Our Angel Classroom**

Think of Angel as our classroom. Here is where you will receive announcements, get your assignments, e-mail, grades, handouts, and chat with other students. Our classroom will be open by the first day of class.

This is our Angel Classroom’s URL: [http://wvmccd.angellearning.com](http://wvmccd.angellearning.com)

Please read "How to Log into Angel" [http://www.westvalley.edu/dl/angel_login.html](http://www.westvalley.edu/dl/angel_login.html) (from the West Valley College eLearning web site).

You can also access the Angel login page from WV’s home page at [www.westvalley.edu](http://www.westvalley.edu)
The below is information taken directly from our Distance Learning web site:

If you are taking an online course that utilizes the Angel Learning course management system, you usually will not have access to the server until just before the semester begins. After the semester begins, you will be able to login in to Angel by using your username and password.

- Your login username is all seven digits of your student ID number

**Angel User ID**

Your student ID number is generated by the computer at the college after you apply for admission for the first time and is included with all of the paperwork you may have received from the college and on the back of your student ID card. You should also be able to get your college student ID number through MyWebServices from the college home page. You must apply for admissions before the college will issue a student ID number.

If your college ID number is 1234567, your login name would be 1234567

**Angel Password**

Your password is your six digit birth date.

- So if you were born on December 14, 1990, your password would be 121490
- Single digits must have a 0 in front of them
- So if you were born on May 9, 1989, your password would be 050989
- Now that you have determined your log in name and password, Angel may be accessed through the following login page: http://wvmccd.angellearning.com

**STILL HAVING PROBLEMS LOGGING ON TO ANGEL?**

If you are still having problems logging on to Angel for a West Valley College online course, please be aware that it is probably a problem with the seven digit number you are using as part of your username. Your student ID number is generated by the computer at the college and is included with all of the paperwork you may have received from the college.

If you absolutely can't find any paperwork with this number on it or you never received any paperwork in the first place, please contact the college Admissions and Records office (408-741-2001). Each instructor has access to the student ID numbers for the individual students in their course.

**OTHER INFORMATION**

**STUDENT RESPONSIBILITIES AND COURSE REQUIREMENTS**

**Plan your time carefully.** In order to successfully complete this course, you should plan your schedule very carefully and try to stick to it. Look carefully at your work schedule, school schedule, and family obligations and allow plenty of time for each.

**E-mail.** Once class begins, please e-mail me ONLY through our Angel classroom.
I require that you check your ANGEL mail at least once a week. In ANGEL, I have the ability to send messages to both your home and ANGEL e-mails. It will look as though I am sending you the e-mail from my WVC account. Please be sure that your personal e-mail address is correct (go to WVCPortal from the college home page to check).

**I do not accept computer "excuses."** You are taking a computer class; it is your responsibility to have access to a computer and backup your files. What does this mean? Computer crashes, lost disk information, Internet access becomes unavailable, hardware/software difficulties, or your dog ate your computer do not constitute reasons for late work. Since I don't accept computer excuses, make sure you have back-up computer sources (library, Tech center, friend).

**Dropping.** After the first week, if you need to drop the course, it is your responsibility to do so. I will not drop you and you will receive an N/C ("F") in class.

**Policy on Academic Dishonesty**

*The College's policy on academic dishonesty covers in-class cheating, out-of-class cheating, plagiarism, and furnishing false information.* For additional information, please see the West Valley College Catalog, p. 181

**All students are expected to know the rules regarding plagiarism.**

The Oxford Dictionary describes plagiarism as ‘... to take and use as one's own the thoughts, writings, or inventions of another.' (OED 1987).

Wikipedia, the free encyclopedia ([http://en.wikipedia.org/wiki/Plagiarism](http://en.wikipedia.org/wiki/Plagiarism)) describes plagiarism as:

‘... the use of another person’s work (this could be their words, products or ideas) for personal advantage without proper acknowledgement of the original work with the intention of passing it off as your own. Plagiarism may occur deliberately (with the intention to deceive) or accidentally (due to poor referencing). It includes copying material from a book, copying-and-pasting information from the World Wide Web, getting family or friends to help with coursework – even copying answers from a fellow student during an examination is a form of plagiarism ...”

Other sites to visit on this subject:

[http://www.indiana.edu/~wts/pamphlets/plagiarism.shtml](http://www.indiana.edu/~wts/pamphlets/plagiarism.shtml)

[http://owl.english.purdue.edu/handouts/research/r_plagiar.html](http://owl.english.purdue.edu/handouts/research/r_plagiar.html)

**CONTACT INFORMATION**

E-Mail: Please e-mail me through our ANGEL classroom. Using my school email may cause your email or questions to be lost in the many emails from West Valley.
**IMPORTANT DATES**

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Web reg is available beginning on your priority date until the day before class starts.</td>
<td>Friday Aug. 6</td>
</tr>
<tr>
<td>Convocation (All new students welcome)</td>
<td>Friday Aug. 22</td>
</tr>
<tr>
<td>All College Day (All Offices Closed)</td>
<td>Monday Aug. 25</td>
</tr>
<tr>
<td>First day of classes</td>
<td>Monday Sept. 1</td>
</tr>
<tr>
<td>Labor Day Holiday (All Offices Closed)</td>
<td>Sunday Sept. 7</td>
</tr>
<tr>
<td>Last day to ADD a semester length class is</td>
<td>Sept. 7</td>
</tr>
<tr>
<td>Last day to ADD short term classes</td>
<td>10% of total days</td>
</tr>
<tr>
<td>Last day to DROP a semester length class without a “W” and with a refund is</td>
<td>Sept. 7</td>
</tr>
<tr>
<td>Last day to DROP short term classes</td>
<td>10% of total days</td>
</tr>
<tr>
<td>Deadline to Petition for AA-TAS-T Degrees for Spring 2014 Transfer</td>
<td>September 30</td>
</tr>
<tr>
<td>Deadline to petition for fall graduation</td>
<td>Oct. 7</td>
</tr>
<tr>
<td>Veterans Holiday (All Offices Closed)</td>
<td>Nov. 11</td>
</tr>
<tr>
<td>Last day to DROP a semester length class with a “W” is</td>
<td>Nov. 14</td>
</tr>
<tr>
<td>Last day to DROP a short term class with a “W” is</td>
<td>75% of total days</td>
</tr>
<tr>
<td>Thanksgiving Holiday (All Offices Closed)</td>
<td>Nov. 27-29</td>
</tr>
<tr>
<td>Final exams - Finals Schedule</td>
<td>Dec. 8-13</td>
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**SYLLABUS DISCLAIMER STATEMENT**

I may make changes to the syllabus during the semester. It is your responsibility to stay informed of these changes. If you have questions about this, you may contact me via e-mail. You may also wish to have a study partner whom you can contact if you have questions.

**UNLAWFUL DISCRIMINATION/Sexual Harassment**

If you have a complaint or someone has shared information with you as a student or employee that is unlawful discrimination or sexual harassment, contact the Associate Vice Chancellor of Human Resources at West Valley-Mission Community College District, Human Resources Department at 408-741-2060. If the Associate Vice Chancellor of Human Resources is not available, contact the President of the college in which you attend or are employed. For West Valley College, contact the President’s Office at 408-741-2097.

**HEALTH SERVICES @ 741-2027 ** [WWW.WESTVALLEY.EDU/SERVICES/HEALTH]

**Stress Management**

Last Spring 36% of West Valley College students reported that STRESS impacted their academic performance. Get a jump on Stress Management by seeking tips on:

- Getting Good Sleep; Ideas for “Brain” Food and Eating Well; Time Management, Concentration and Test-Taking Strategies; Realistic Relaxation Breaks
- Consider Personal Counseling to talk it out.
Find these at WVC Student Health and other Support Resources!

[http://westvalley.edu/services/health/counseling.html](http://westvalley.edu/services/health/counseling.html)

**Smoking Policy**

- West Valley College is a Smoke Free Campus and we thank you for honoring the College and District Policy to this effect.

- For interested students, FREE and Confidential Smoking Cessation Support, including Nicotine replacement products, is available in Student Health Services, *No Butts About It!*

  [http://westvalley.edu/services/health/smoking.html](http://westvalley.edu/services/health/smoking.html)

**Accidents on Campus**

If you experience an accident while on campus, the College/District requires the following:

- Claimant’s own insurance plan is considered Primary; District Plan is *only used after the primary plan* Claim must be filed within 90 days of the incident

- Claimants are expected to pay a $50 deductible (Athletes may pay a higher deductible)

- Maximum benefit is $50,000 per injury (Athletes may receive higher maximum benefit)

- Maximum time allowance for submitting claims is one year from date of incident

**WVM Alert**

- We have a mass notification system which informs all users of emergencies via the mode you select (e.g., text, cell phone, email, work phone, home phone). *Please sign up at:*

  [www.wvm.edu/wvm-alert/](http://www.wvm.edu/wvm-alert/)

**OTHER HELPFUL RESOURCES**

- West Valley College eLearning Site  [http://westvalley.edu/elearning/index.html](http://westvalley.edu/elearning/index.html)

- West Valley College Bookstore  [http://westvalley.bkstore.com](http://westvalley.bkstore.com)

- West Valley College Web Site  [www.westvalley.edu](http://www.westvalley.edu)