CIS 101  INTRODUCTION TO CIS SPRING 2016, 9/2 Mar 25 - May 20, 2015 - ONLINE

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TICKET #: 21858, ONLINE, Lab: ONLINE
COURSE ID: whitney71564
SOFTWARE: Microsoft Office 2013 and Windows 8, CollegBuys.org

TEXTS:

<table>
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<tr>
<th>Wk</th>
<th>Date</th>
<th>Topic</th>
<th>Ch</th>
<th>Quiz/Lab/Test</th>
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<tr>
<td>1</td>
<td>25-Mar</td>
<td>INTRODUCTION, ROOM MP102, INTRO TO TECH</td>
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<tr>
<td>2</td>
<td>1-Apr</td>
<td>LOOKING AT COMPUTERS: UNDERSTANDING THE PARTS USING THE INTERNET: MAKING THE MOST OF THE WEB’S RESOURCES</td>
<td>2,3</td>
<td>Q1,Q2,L1 Q3,L2</td>
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<td>3</td>
<td>8-Apr</td>
<td>Exam 1 (1-3) APPLICATION SOFTWARE: PROGRAMS THAT LET YOU WORK AND PLAY</td>
<td>4</td>
<td>Q4,L3</td>
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<td>4</td>
<td>15-Apr</td>
<td>SYSTEM SOFTWARE: THE OPERATING SYSTEM, UTILITY PROGRAMS</td>
<td>5</td>
<td>Q5,L4</td>
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<td>5</td>
<td>22-Apr</td>
<td>UNDERSTANDING AND ASSESSING HARDWARE: EVALUATING YOUR SYSTEM</td>
<td>6</td>
<td>Q6,L5</td>
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<td>6</td>
<td>29-Apr</td>
<td>Exam 2 (4-6) NETWORKING: CONNECTING COMPUTER DEVICES</td>
<td>7</td>
<td>Q7,L6</td>
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<td>7</td>
<td>6-May</td>
<td>DIGITAL DEVICES AND MEDIA: MANAGING A DIGITAL LIFESTYLE</td>
<td>8</td>
<td>Q8,L7</td>
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<td>8</td>
<td>13-May</td>
<td>SECURING YOUR SYSTEM: PROTECTING YOUR DIGITAL DATA AND DEVICES</td>
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<td>Q9,L8</td>
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<td>9</td>
<td>20-May</td>
<td>Final Exam (1-9)</td>
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<td>L9</td>
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CHAPTER TESTS  2  60  GRADING SCALE
FINAL EXAMINATION  1  100  A = 100-90%

POINTS
CHAPTER QUIZ  9  20  C = 79-65%
LABS/PROJECTS  9  20  F = 49-00%

POINTS
Total Points  580
ATTENDANCE: Students may be dropped for EXCESSIVE ABSENCE. The college defines excessive absences as more than 2 weeks plus 1 hour of the class time. For this course that means five (5) class periods. Attendance for an ONLINE class is defined as emailing the instructor at least once a week and completing the weekly assignments on time.

MyITLab: To complete your lab assignments you must have access to MyITLab and your textbooks. MATERIALS: Flash drive (low capacity)

STUDENT LEARNING OBJECTIVES:
This course provides the student with the essential knowledge required for a well-rounded understanding of the use of the computer as a tool to produce useful information in small and large organizational environments; they will be able to perform the following:

Students will be able to create an organized set of folders, and successfully copy, move, delete, and rename folders and files according to a model assigned by the instructor.

- Define the terms information processing, data, and information.
- Design, enter, and analyze spreadsheet applications.
- Access data and generate reports from a database management system.
- Demonstrate the creation, editing and printing of documents from a word processing program.
- Demonstrate the ability to create, edit, and launch a simple graphics presentation using a presentation management system.

**NOTE: Success = Communication**

ACADEMIC HONESTY:
The work submitted by each student in this class is expected to be their own work, not the work of others. Please review the college’s Academic honesty policy which appears in the schedule of classes. Don't put your credit in this course at risk by violating this policy.

Financial Aid:
Any change in your enrollment may affect your financial aid award and disbursement amounts which could result in an over award, and you may owe a repayment of your financial aid funds. For further information please contact the Financial Aid Office at (562) 860-2451 Ext. 2397 or by e-mail at: finaid-staff-list@cerritos.edu.