

Course Syllabus – Spring 2020 – Dr. Ronald Norman

Office Hours: None but by email/phone appointment for online students when mutually agreed to.

E-mail: use the **CANVAS Inbox email system (preferred and fastest way to communicate with me; I try to respond the same day, even on most week-ends!)**

Office Location: None **Office Phone:** None

My Website: www.grossmont.edu/people/ronald-norman

Course Purpose

To give students the opportunity to learn some of the most important topics about Windows 10, including customizing Windows 10, implementing shortcut strategies, backing up a hard disk, safeguarding your computer, evaluating system performance, installing software, installing and troubleshooting hardware, and exploring the Windows Registry.

Course Student Learning Outcomes (SLO)

At the end of this course, students should be able to:

1. Analyze/Understand the requirements of a given problem
2. Develop an acceptable design solution
3. Implement a solution

Required Course Textbook & Materials

Required Class Textbook is part of Cengage Unlimited which allows students to pay one price (\$119.99) for a semester's access to thousands of their course materials. Some of you may have purchased an entire year's subscription starting in the Spring of 2019 so you simply need to renew for this semester. A helpful Cengage URL Link is:

<https://www.cengage.com/unlimited>

The ISBN number for this subscription is: Cengage Unlimited ISBN-13: 9780357700006

The actual textbook we will use for this course (electronic and optionally a rental hard copy for \$7.99) is: Parsons/Oja/Ruffolo - *New Perspectives Microsoft® Windows® 10: Comprehensive*, + LMS Integrated SAM 365 & 2016 Assessments, Trainings, and Projects with 1 MindTap® Reader

If you have already purchased one (1) subscription for Cengage Unlimited for this semester (or year) for another course, then you simply use the Access Code you received as part of the subscription to gain access to our CSIS-112 Course materials.

If you have NOT already purchased one (1) subscription for Cengage Unlimited for this semester (or year) then you have two (2) options for purchasing the subscription:

- **Directly from with the CSIS-112 CANVAS online course – see the Cengage/SAM Module at the top of the MODULES section within our Canvas course.**
- **From the Grossmont College bookstore and then use the Access Code you receive with the subscription within our CSIS-112 Canvas online course to gain access to this course's textbook and SAM – within our course see the Cengage/SAM Module at the top of the MODULES section.**

Regardless of which option you choose you **MUST REGISTER** using your Cengage Unlimited subscription's Access Code directly through the CSIS 112 CANVAS online Course – see the Cengage/SAM Module at the top of the MODULES section within our Canvas course.

Additional Course Material that you NEED:

Student Data files. These files can be downloaded from one of the following sites:

1. **Easiest Way** - This course's **Canvas** container – there is an item in **Canvas Module Week #1** for doing this
2. **More Difficult** - Directly from the book's website @ <http://www.cengage.com> and search for the book's ISBN #

Note: Using either method above, you will be downloading a compressed folder (.zip) which you then must use Windows 10 to “uncompress” to see the actual folders & files for each of the textbook Modules that require folders & files (not all Modules require folders/files)

Evaluation of Student Performance

Course grades are based on the number of points earned from the following list of assessments:

Type of Assessment	Number of Assessments	Total Points	Percentage of Grade
Module Quiz (each module)	10 @ 30 points/each	300	70%
Final Quiz (cumulative)*	1 @ 30 points	30	7%
Homework (SAM Exams)	4 @ 25 points/each	100	23%
TOTAL POINTS & PERCENT		430	100%

* The Final Quiz is cumulative covering all ten (10) modules & is the same format as Module Quizzes! The course will have 10 Extra Credit Points that you can earn!
NO EXAMS/QUIZZES are “dropped” (lowest score, for example)

Course Grading is on an absolute scale per Grossmont College Policy as follows:

Grade	Percentage	Point Scale
A	90 - 100%	387 or more
B	80 - 89.9%	344 - 386
C	70 - 79.9%	301 – 343
D	60 - 69.9%	258 – 300
F	< 60%	0 – 257

Attendance

You will feel successful in this course as you gain confidence using Windows 10. The best way to gain confidence using any computer program is to spend as much time as possible on the computer with the program, with your colleagues, on blogs, and with your instructor. You will have **more success if you invest time EVERY WEEK** (multiple times each week is best). Each

weekly session builds upon the work produced in the previous week, so regular, weekly time invested on this course and doing each tutorial will help you succeed.

Grossmont College policies regarding attendance are:

1. Attendance at ALL class sessions is required – **not applicable for online students**.
2. When absences exceed the number of hours a class meets in one week, the instructor may consider a drop for excessive absence.

Note: If you decide to drop any class, or if you stop attending, it is **your responsibility** to complete the necessary forms via WebAdvisor or in the Registrar's office to withdraw from the class. Failure to do so will result in you remaining on the class roster and receiving a grade of F.

Quiz (Exam) Make Ups

All Module Quizzes have scheduled dates/times. There are **NO** makeup quizzes! However, with your professor-approved arrangements being made **prior to the scheduled date/time** for the quiz a makeup may be allowed. Simply forgetting to take a quiz is not grounds for a makeup. The Final Quiz (Exam) in this course **may not be made up!** To ask for and make prior arrangements for a makeup quiz, send **Canvas Inbox email** to your professor.

Required Computer Time

This course includes significant "hands-on-computer" time for students to complete the textbook assignments.

If you find the allotted class laboratory time to be insufficient for you to complete your assignments and exams on time, you may need to utilize your own off-campus computer or take advantage of additional computer time that is available on campus:

- A schedule of "open" CSIS laboratory times is posted in the 55-5xx classrooms and on the outside poster boards near the CSIS rooms.
- You may also register for IDS 198, Supervised Tutoring - IDS. This is a No Fee/No Credit course open to all students who wish to use the Technology Resource Center Computers (see next page of syllabus also).

Food, Drinks and Audio/Video Devices

Food, drinks and the use of audio or electronic devices (personal radios, tape or CD players, pagers, mobile phones, MP3 players, iPods, etc.) are not allowed in the classroom or computer labs at any time. If you have special visual or audio requirements, please discuss your needs with your instructor.

Academic Integrity

Cheating and plagiarism (using as one's own ideas writings, materials, or images of someone else without acknowledgement or permission) can result in any one of a variety of sanctions.

Such penalties may range from an adjusted grade on the particular exam, paper, project, or assignment (all of which may lead to a failing grade in the course) to, under certain conditions, suspension or expulsion from a class, program or the college. For further clarification and information on these issues, please consult with your instructor or contact the office of the Associate Dean of Student Affairs.

Accommodations for Students with Disabilities

Students with disabilities who may need accommodations in this class are encouraged to notify the instructor and contact Disabled Student Services & Programs (DSP&S) **early in the semester** so that reasonable accommodations may be implemented as soon as possible. Students may contact DSP&S in person in room 110 or by phone at (619) 644-7112 (7119 is TTY for deaf).

Supervised Tutoring Referral

Students are referred to enroll in the following supervised tutoring courses if the service indicated will assist them in achieving or reinforcing the learning objectives of this course:

- **IDS 198:** Supervised Tutoring to receive tutoring in general computer applications in the Tech Mall
- **English 198W:** Supervised Tutoring for assistance in the English Writing Center (Room 70-119); and/or
- **IDS 198T:** Supervised Tutoring to receive one-on-one tutoring in academic subjects in the Tutoring Center (Room 70-229, 644-7387).

To add any of these courses, students may obtain Add Codes at the Information/Registration Desk in the Tech Mall. All Supervised Tutoring courses are non-credit/non-fee. However, when a student registers for a supervised tutoring course, and has no other classes, the student will be charged the usual health fee.

NOTE: This syllabus may be changed as necessary during the semester.