Cosumnes River College
CISC 308
Exploring Computer Environments and the Internet
Fall 2018

Instructor: Buddy Spisak

Office Hours: Wed. 7:00-8:00 p.m. (Sept. 4th to Dec. 19th)
Office Location: BSS-143, Main Campus

Voice Mail: (916) 286-3691 ext. 14162
E-mail: spisakj@crc.losrios.edu The turnaround time for responding to most e-mails is about one to two days. Be sure to include your name and the course number in each e-mail so I can identify who you are and what the e-mail is about.
Course Web page: https://lrccd.instructure.com
Instructor Web page: http://wserver.crc.losrios.edu/~spisakj/

Prerequisites: None
Lecture: Monday and Wednesday, 9:30 to 10:50am
EGA 202, Elk Grove Center
10051 Big Horn Boulevard, Elk Grove, CA 95757
Accepted for Credit: CSU
Class Credits: 1 unit

Required Textbook: *Microsoft Windows 10 Illustrated*
Author: Barbara Clemens
Publishing Info: Cengage Learning, 2016
ISBN: 9781305656666

Supplies: A flash drive to store your work

Course Description:

The course acquaints the student with the fundamentals of microcomputer hardware, software and computer networking, focusing on widely used hardware and operating systems, Intel-based PCs and the Windows operating system. The fundamentals of the Internet and Internet tools are introduced, as well as effective electronic communication.

Student Learning Outcomes and Course Objectives:

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

- SLO #1: DIFFERENTIATE AND APPLY BASIC CONCEPTS OF OPERATING SYSTEMS AND COMPUTER HARDWARE.
  - o Explain how computers work, as well as the functions of basic computer components.
  - o Design a customized computer system utilizing the control panel and other accessories.
  - o Use appropriate commands to capture and print screens.
  - o List and discuss basic operating system and Internet terminology and concepts.
- SLO #2: ORGANIZE COMPUTER FILES AND FOLDERS.
  - o Manage files by utilizing effective procedures for creating, modifying, moving, copying, renaming, and deleting files and folders.
  - o Utilize effective operating system search techniques to locate files, folders and data stored on various drives using various filenames and wildcards.
  - o Utilize all frequently used operating system commands required to store, manage, back-up, access and maintain files stored on either network, hard drives or other external storage devices.
- SLO #3: RESEARCH AND APPLY INTERNET CONCEPTS AND SEARCH TECHNIQUES.
  - o Choose appropriate settings to control the behavior of web browsers.
  - o Demonstrate use of efficient Internet search techniques using search engines and subject directories.
  - o Create and manage Favorites, links, and browser home page settings.
  - o Identify some of the various security threats from Internet access and which operating system tools could be appropriate protection.
  - o Demonstrate effective use of electronic communication techniques.

Methods of Measuring Student Learning Outcomes:
- You will demonstrate knowledge of course concepts through class discussions and achievement on quizzes and a final examination.
- You will demonstrate competence in the coursework by completing assigned work during the semester.
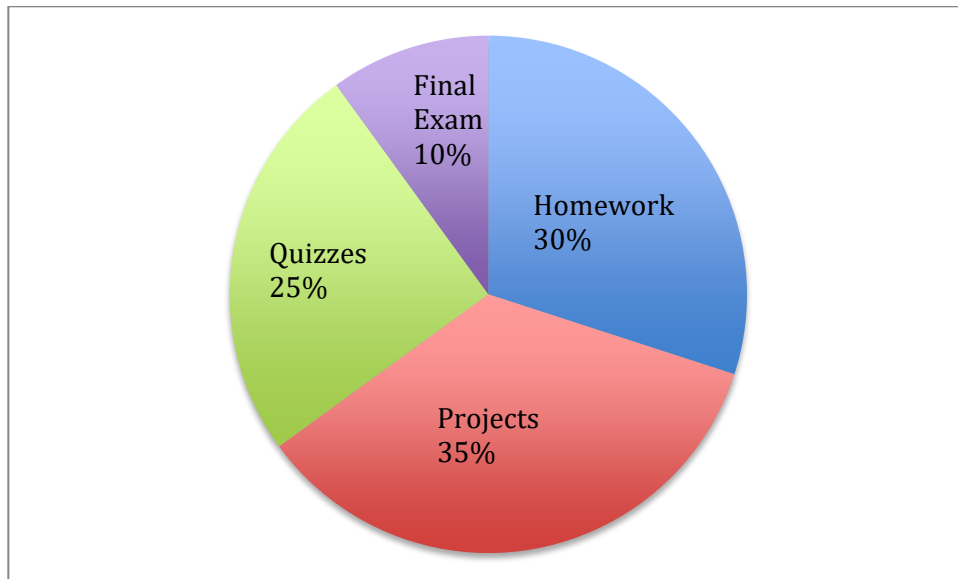
Student Obligations:

- **Attendance**: Since this course is only 5 weeks, it is important to attend every day of class, from the first day of class on Monday, August 27 through the final exam on Wednesday, September 26. It is up to you to complete the assignments at home.
- **Late Work**: Unless noted, all assignments are due on Sunday by midnight each week. Late work will be accepted ONLY if you have contacted me prior to the due date either by e-mail or voice mail. In general, late work is due the next week, and no late assignments may be turned in after one week from the original due date regardless of the reason. For every day an assignment is late, you will lose 10% of its grade.
- **Due Dates**: Unless noted, all assignments will be submitted in Canvas. If, for any reason, you cannot access Canvas or are unable to submit the assignment on time, please e-mail it to me instead so that you are not penalized for being late. Quizzes and the discussion items cannot be taken past their due dates. If you miss a quiz and you want to make up points, you can take advantage of the extra credit assignments posted in Canvas. Everyone is welcome to work on the extra credit assignments. Typically, they are five to ten points each, depending on the difficulty of the assignment.
- **Assignments**: There will be several assignments credited for homework for the class. The due dates are in the **SCHEDULE** portion of this handout.
- **Language Matters:** Part of communicating effectively with one another involves communicating correctly with one another. This is not an English class; however, I will be looking at and

commenting on the basic accuracy of your written English, such as sentence boundaries, spelling, and other basic grammar issues. While you will not fail the class because of your English, you may lose some points for frequent and repeated errors. Keep in mind that your use of English can influence your readers positively—or negatively.

- **Final Exam**: This exam will be administered during the last class session on Wednesday, September 26.
- **Plagiarism Policy**: It is inappropriate, and a violation of academic policy, to copy information from any source (including, but not limited to, textbooks, magazine articles, newspaper articles and internet articles) without giving proper credit to the author by using standard quotation procedures such as in-line quotes, footnotes, endnotes, etc. Quotes may not exceed 25% of the assignment's total length. You will receive no credit (0 points) for any assignment that copies any material from any other source without giving proper credit to the author(s). Repeat offenders of this policy are subject to academic discipline as outlined in the policies published by the college.
- **Cheating**: Students who cheat will receive a failing grade for the course. (See the Student Behavior and Academic Integrity page of the college website (https://www.crc.losrios.edu/catalog/geninfo/integrity.)
- **E-mail**: Every student will be required to have an email account. If you do not have an email account, the college provides free email accounts for all current students. To activate your account, go to https://sso.losrios.edu/idp/profile/SAML2/Redirect/SSO;jsessionid=4AC0A4409BF2135A8A786913D03CAC33?execution=e1s1 and follow the directions provided.
- **E-mail etiquette**: I will not tolerate rude and demeaning comments or e-mails to anyone in this class. Please keep your comments and e-mails topic-related. If I determine that a comment or e-mail to anyone else in the class is rude or demeaning, I will warn you once. If your behavior continues to be unacceptable, I will refer you to the administration of the college for disciplinary action.
- **Personal belongings**: No food or drinks are allowed in the classroom. All cell phones, beepers, pagers, etc. should be turned off or set to vibrate.
- **Disabilities:** If you have a documented disability and wish to discuss academic accommodations, please contact me after class or contact the Office of Disabled Student Programs and Services at 691-7275 as soon as possible.
- **Campus Police:** A campus security patrolman is on campus when classes are in session. You can request an officer to your location immediately if you dial 1-916-558-2221 and press "0".
- **Canvas:** This class utilizes a product called "Canvas." It is highly recommended that you check the website frequently for scheduling updates and homework assignments. Most of the homework assignments and quizzes will be done on Canvas.

Grading:

Course Topic	Approximate % the of Grade
Homework Assignments	30
Projects	35
Quizzes	25
Final Exam	10

Point System:

There are 860 total assigned points.

Grade Ranges:

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

Schedule: It is tentative and can change during the term. All changes will be located under the "Announcements" section in Canvas for the course.

	Day:		Lecture Schedule:	Assignment Due:	Due Date (By Midnight):
Week 1	Mon.	8/27	Orientation and Introductions	View the Online Orientation	Sun., Sept. 2
			Windows 1-11: Getting Started with Windows 10 – Work with a Window	Orientation Disc.	
				Orientation Quiz	
			Lab (Homework) #1		
Week 2	Mon.	9/3	**Labor Day Holiday – no class meeting**		
	Wed.	9/5	Windows 12-24: Manage Multiple Windows – Exit Windows 10		Sun., Sept. 9
				Lab (Hw) Review #1	
			Lab (Homework) #2	Quiz#1 (Mod. 1)	
Week 3	Mon.	9/10	Windows 25-33: Understand files and folders – Change file and folder views		Sun., Sept. 16
				Lab (Hw) Review #2	
			Lab (Homework) #3	Quiz #2	
Week 4	Mon.	9/17	Windows 34-48: Open, Edit, and Save Files – Delete and Restore Files		Sun., Sept. 23
				Lab (Hw) Review #3	
			Lab (Homework) #4	Quiz #3 (Mod. 2)	
Week 5	Mon.	9/24	Final review session		Sun., Sept. 28
	Wed.	9/26	Final exam		All work must be turned in.