

Fundamentals of Microsoft Windows

CIS-4-75915 (75915)
 Mon/Wed 11:00-12:20am
 Fall 2013

INSTRUCTOR: Steve Siedschlag, Phone (909) 652-6855 - Office BE-125
 Email: steve.siedschlag@chaffey.edu

OFFICE HOURS: ((Room BE-125) Monday 12-1pm, Wednesday 1:30-2:30pm & 6-7PM; (INET-M) Th 10am-12pm. At other times, email will usually get the quickest response

TEXT: MICROSOFT WINDOWS 8: 1ST Edition, Yr: 2013 Wempen, ISBN:9780763847975

Start Date	End Date	Last Date to Add	Drop Grade Required	Drop Deadline
08/14/13	10/07/13	08/20/13	08/28/13	09/23/13

Student Learning Outcome Objectives:

Upon completion of CIS 4, students will be able to:

- Compare, contrast and demonstrate system tools utilities.
- Analyze and demonstrate file management.
- Evaluate and demonstrate Windows networking.

The course will include a combination of lecture, in-class projects (individually and in small groups) and homework

Proposed Schedule
 8/14/13
 Subject to Change

Week	Class	Chapter
14-Aug	W	Introduction to course Chapter 1: Working with the Windows 8 Desktop
19-Aug	M	Chapter 2: Working with Disks and Other Removable Media
	W	Chapter 3: Learning about Files, Folders, and Libraries
26-Aug	M	Chapter 3, continued
	W	Chapter 4: Organizing and Protecting Information
2-Sep	M	Chapter 4, continued
	W	Chapter 5: Using Windows 8 Programs
9-Sep	M	Chapter 6: Customizing the Desktop and Start Screen
	W	Review of Chapters 1-6
16-Sep	M	TEST
	W	Chapter 7: Browsing with Internet Explorer
23-Sep	M	Chapter 7, continued
	W	Chapter 8: Ensuring Your Safety and Privacy on the Internet
30-Sep	M	Chapter 8, continued
	W	Chapter 10: Working with Digital Photographs and Music
7-Oct	M	FINAL

USING CHAFFEY'S COMPUTER LABS

You will be required to have a CURRENT Chaffey Student ID card. This card will be used in a scanner in the computer lab to "check" you into the lab. Without the ID card - you will NOT be allowed access to the Lab. You will NOT be required to register for a special Lab class. More information will be announced about lab use as it becomes available to the professor. Watch the Announcements.

STATEMENT ON PLAGIARISM

Plagiarism, an unlawful act which is defined as the misrepresentation of the published ideas or words of another as one's own, will not be tolerated in Chaffey College English courses. At the discretion of the professor, plagiarism may result in zero points for the assignment and/or failing the course.

STUDENT SUCCESS CENTERS

Chaffey College has created a network of Student Success Centers--which offers free tutorials, workshops, learning groups, directed learning activities, and computer/resources access--to assist students in their academic development and success.

Chino Campus Success Center (Monday-Thursday 8am-8pm, Friday 10-2)

Multidisciplinary Success Center (CHMB-145) 909-652-8150

Fontana Campus Success Center (Monday-Thursday 8am-8pm, Friday 10-2)

Multidisciplinary Success Center (FNFC-122) 909-652-7408

Rancho Campus Success Centers (Monday-Thursday 8am-8pm, Friday 10-2)

Math Success Center (Math-121) 909-652-6452

Multidisciplinary Success Center* (Library) 909-652-6932

Language Success Center (BEB-101) 909-652-6907/652-6820**

A current Chaffey College photo ID card is required for all Success Center services. Walk-ins are welcome, and advanced appointments are available for most services. Call the Centers or consult the college website at www.chaffey.edu/success/ for more information.

DISABILITY PROGRAMS & SERVICES

Chaffey College's Disabled Students Programs and Services, or DPS, serves an estimated 1500 students across all Chaffey campuses. DPS serves students with physical, learning, and psychological/psychiatric disabilities by providing accommodations based on the type of disability and verifying documentation. Services include academic counseling, disability related counseling and referral for community resources, test accommodations, tram services, adapted computer lab, assistive technology training, assessment, and equipment loan. For more information please contact the DPS general phone line at (909) 652-6379.

VETERANS AND ELIGIBLE FAMILY MEMBERS

Chaffey College's Veterans Resource Center (VRC) is dedicated to assisting veterans and eligible family members in achieving their educational goals efficiently and without impediments. If you are a veteran or eligible family member, please contact the Veterans Resource Center at (909) 652-6235 or src.staff@chaffey.edu for information regarding educational benefits and opportunities. The Veterans Resource Center (VRC) is located in building AD-125 on Chaffey College's Rancho Cucamonga campus.

CAREER CENTER

The Career Center helps Chaffey College students find meaningful careers. The program offers career counseling, career assessments, résumé assistance, interviewing skills preparation, job referrals, student employment, and career related workshops. The Career Center is located on the Rancho Cucamonga Campus in MACC 203. Please call (909) 652-6511 for more information.

GRADING

LATE WORK WILL NOT BE ACCEPTED!!

Late assignments will not be accepted under any circumstances. If you cannot attend class, it is your responsibility to ensure that your assignment is turned in. There will be no make up exams and no make up assignments.

ALL ASSIGNMENTS ARE DUE THE DAY POSTED ON THE SCHEDULE

If you cannot attend class on a day that an assignment is due, your options are:

1. Send your assignment to class with another student, friend, or relative
2. Deliver the assignment later or earlier in the day, either to me during my posted office hours or take it to the Business Education building and ask that they put your work in my mailbox
3. Determine an alternate way to submit the assignment (fax or email) but be sure to bring a hard copy to class on the next meeting

Because of this strict policy on late assignments and the understanding that you may have problems during the course of the class, I offer several opportunities for extra credit work both in class and outside of class. I strongly encourage you to take those opportunities in case the need may arise where you are unable to complete an assignment.

Your course grade will be calculated as follows: Review Questions, Quizzes, and In-class projects (labs) will **each** be worth 10 points. The Midterm and the Final will **each** be worth 20 points. The percentage of **earned points** to the **possible points** will determine the letter grade. The percentage is determined by dividing the **earned points** by the **possible points**.