Cabrillo College
Syllabus: CIS 172 – Section 82741 – Spring 2014
Gerlinde Brady Phone: 831-477-5672
Office Hours: see Website
Class Meetings: Online T and TH 2:30 pm – 4:35 pm
E-mail: gebrady at cabrillo.edu
Class Web site: http://www.cabrillo.edu/~gbrady/cis172.htm

Course Description
CIS 172 surveys computer operating systems such as Microsoft Windows Operating Systems, Unix/Linux, and Windows command line. Topics include operating system theory, system requirements, file system management, network system integration, security, regular maintenance procedures, and an introduction to emergent technologies, their language and features. It is not possible to cover everything there is to know about operating systems in one course. This course will provide you with the tools to increase your ability to research more topics and increase your knowledge and skills.

Course Format
Class sessions will include instructor-led presentations and discussions, collaborative exercises, interactive group work, reading assignments, research, online lecture, and hands-on lab exercises.

Course Books

Requirements/Prerequisites
CS1, CS1L or equivalent are prerequisites for CIS 172. Students will need the knowledge and skills from CS 1 to be successful in the class. Please contact the instructor for more information. Some skills and knowledge that will be helpful for success in CIS 172 are:

- Use of an Internet browser to do research on the Internet
- Professional use of E-mail
- Ability to meet deadlines
- Basic written and oral communication skills
- Ability to work in teams
- Basic navigation of the Windows Operating Systems
- File management
- Self management (time management)
- Good MS Office skills (Word, PowerPoint)
To be successful in the class, you need to be prepared. Complete each week’s work and reading assignments ahead of time. You are expected to attend all class sessions and participate actively in collaborative tasks. Work your way through the book chapters. If you feel overwhelmed or fall behind in the class, get help immediately. Help each other. Please talk to me if you need help. If you have to miss class due to illness or other responsibilities, please contact me to make arrangements prior to your absence.

The amount of time you need to spend outside of class to be successful depends on your previous experience, your work habits, and your learning style. Completing the reading assignments and quizzes before class is extremely important!

Grading Policy

By default, students will receive a letter grade (A – F) in this class. The class may be taken on a Pass/No Pass basis. The equivalent to the letter grades A, B or C will result in a Pass, the equivalent to a D or F will result in a No Pass, so students will need to turn in assignments and take exams. The Pass/No Pass option will not affect the grade point average. Please check with your financial aid advisor on how your financial aid status might be impacted. It will NOT be possible to change from a letter grade to a Pass/No Pass after the deadline. Please refer to the Cabrillo schedule of classes for the deadline date. Final course grades will be calculated according to the following weighting system:

<table>
<thead>
<tr>
<th>Assignment</th>
<th>Points</th>
<th>Weightage</th>
</tr>
</thead>
<tbody>
<tr>
<td>Reading Quizzes</td>
<td>100</td>
<td>25%</td>
</tr>
<tr>
<td>Hands-on Exercises</td>
<td>100</td>
<td>25%</td>
</tr>
<tr>
<td>Midterms (multiple choice and hands on)</td>
<td>100</td>
<td>25%</td>
</tr>
<tr>
<td>Final Project/Student Presentation</td>
<td>100</td>
<td>25%</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Final Grade</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>100% – 90%</td>
<td>A</td>
</tr>
<tr>
<td>89% – 80%</td>
<td>B</td>
</tr>
<tr>
<td>79% – 70%</td>
<td>C</td>
</tr>
<tr>
<td>69% - 60%</td>
<td>D</td>
</tr>
<tr>
<td>59% and less</td>
<td>F</td>
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</tbody>
</table>

“Incomplete” Grade Policy

A grade of “I” can only be assigned if serious extenuating circumstances prevent you from completing the coursework by the deadlines. To request an “I”, you must have completed 75% of the required course work and you must make this request well in advance of the final day of classes. A grade of “I” is not automatic; it must be arranged.
by mutual agreement. In general, it should be removed before the start of the following semester. I very strongly discourage students from requesting an “Incomplete” grade.

Student Learning Outcomes

1. Compare and contrast the design of current operating systems with respect to their user interfaces, hardware interfaces and system requirements.

2. Compare and contrast the multitasking, multi-user, and multiprocessing capabilities of each of the major operating systems.

3. Configure an operating system for network connectivity, including DNS, Gateway, IP address configuration.

Hours by Arrangements

The Cabrillo schedule of classes lists online lab times for you to complete your assignments and practice new skills of "+2 hr 5 min per week". You will spend this time using the online class resources (Blackboard, Opus, Forum, online Virtual machines) or the resources in the CIS Lab (room 830). It is the student’s responsibility to make use of these available hours every week, and to record attendance by signing in each time they attend the lab. The instructor will collect these hours periodically. Time spent on Blackboard, Opus, Forum, and the online Virtual machines will be logged automatically. During these hours, you will be working mainly on the hands-on assignments for the class, which make up 25% of your grade. Arranged hours are class time and all students are expected to meet this number of hours per week to fulfill the requirements of this course. All TBA assignments will be listed in Blackboard. Students are required to attend and document TBA hours before census. Students not attending TBA hours and turning in the related assignments will be dropped from the course. If you need help with any of these assignments, you can contact me any time.

Attendance

Students are expected to attend all classes. This is an online course and students can listen to the recording. There will be a sign in process for the online lectures. Students who are absent because of illness should personally contact their instructors. Illness-related absences do not relieve students from the responsibility of making up any work missed. It is the responsibility of the student to obtain information concerning missed work and to see that it is completed and turned in.

Excessive Absence

Class hours of absence are considered excessive when they total more than the number of hours a full-term class meets during each week of a 16-week semester. This applies proportionately to short-term day, evening, summer, winter session, and weekend classes. For example, if a student is absent for more than three hours in a summer class that, when scheduled as a full-term class during a fall or spring semester meets for three hours per week, the student's absence can be considered excessive, irrespective of the number of class meetings missed.
Excessive absence from class as defined in the above paragraph will constitute reason for an instructor to drop a student from that class. However, it is the student's responsibility to officially withdraw from classes by published deadlines to avoid failing grades.

(From: Cabrillo College Catalog)

If you need to be absent from class please notify me prior to your absence. **If you miss more than two classes, I might drop you from the course.**

**Late Assignments**

There will be a number of hands-on lab exercises to help you practice new skills and deepen your understanding of the material. You are responsible for getting all assignments from Blackboard. Paper copies will not be handed out.

Late assignments can only be accepted due to illness, family emergency, or other legitimate reasons beyond your control. Assignments that are turned in late will receive a 10% point deduction for each day the assignment is overdue, unless you negotiated an extension **in advance**. Assignments submitted more than 7 days late **cannot** be accepted and receive a score of zero points. There will be some extra credit assignments.

**Behavior Expectations**

All students are expected to:

1. Treat other students, the instructor, and guests with courtesy and respect -- no sarcasm, no put-downs, no disruptions by speaking out of turn, calling out, leaving the classroom in the middle of lectures or exercises, etc.
2. Raise your hand (online) and wait to be recognized to speak at discussion times
3. Work collaboratively with peers as appropriate
4. The chat window is for questions only

**Consequences for Disruptive Behavior**

**First incident** (when not severe): discussion and verbal warning.

**Second incident:**

- Dismissal from the online class and possibly the next class period
- Filing of a Disruptive Behavior Report with the Dean of Student Services
- Reporting of the incident to the Division Dean
- Meeting with the instructor during office hours to write an agreement on future behavior in the class

**Third incident:**

Dropped from the class or given a failing grade after the last drop time has passed.

- Filing of a Disruptive Behavior Report with the Dean of Student Services.
- Reporting of the incident to the Division Dean
**Severe incidences:** Severe acts of disruption, lack of respect (such as the use of a racial slur), sexual harassment or physical violence will be cause for an immediate drop from the class and a Disruptive Behavior Report filed with the Dean of Student Services for further disciplinary action.

**Passwords**

You will have to keep track of a number of passwords. Please record them in the table below, so that you will be able to refer to your records when you need to use your password and cannot remember it. **NOTE:** In the "real world" you would not write down your password, because that would be a security violation.

<table>
<thead>
<tr>
<th>Site</th>
<th>Username</th>
<th>Password or Hint</th>
</tr>
</thead>
<tbody>
<tr>
<td>Blackboard</td>
<td></td>
<td></td>
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<tr>
<td>Linux Account (opus.cis.cabrillo.edu)</td>
<td></td>
<td></td>
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<tr>
<td>Forum</td>
<td></td>
<td></td>
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<tr>
<td>Other</td>
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</tbody>
</table>

The Blackboard account is needed for online quizzes, the midterm, and homework assignments as well.

**Drop**

If you need to drop the class, it is your responsibility to take the required steps. Please do not assume that I will automatically drop you, if you stop coming to class. If a class is not dropped properly, you might receive an "F" on your transcript.

**Special Needs**

I encourage students with disabilities, including "invisible" disabilities such as chronic diseases, learning, and psychological disabilities, to explain their needs and appropriate accommodations to me during my office hour. Please bring a verification of your disability from the Learning Skills or DSP&S offices and a counselor or specialist's recommendations for accommodating your needs.

Students needing *accommodations* should contact the instructor ASAP. As required by the Americans with Disabilities Act (ADA), accommodations are provided to insure equal opportunity for students with verified disabilities. If you need assistance with an accommodation, please contact Disabled Student services, Room 1023, 479-6379 or 479-6370, or Learning Skills Program Room 1073, 479-6220 to make arrangements as soon as possible.
Veterans and active duty military personnel with special circumstances (e.g., upcoming deployments, drill requirements, disabilities, etc.) are welcome and encouraged to communicate these, in advance if possible, to the instructor.