

# CIS 101 - Mac OS - Syllabus

Fall 2010

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## Syllabus

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## Contact Information

Instructor: Mario C. Tejada Jr.

Emails:  
Class Email: [mariodvc@gmail.com](mailto:mariodvc@gmail.com)  
Submit Homework Here  
  
Instructor's Office Email: [mtejada@dvc.edu](mailto:mtejada@dvc.edu)

Phones:  
Class Phone: (925) 289-9114  
Instructor's Office (925) 866-1822 x5125

Office Location: San Ramon Campus - Office room 121  
(can make arrangements for Pleasant Hill campus)

Office Hours: Mon & Wed 11am - 12 noon @ SRC  
Tues & Thurs 8:30am - 10am @ PHC  
Select Wed nights 6-8pm @ SRC  
or By Arrangement at either campus

I am willing to meet you in person, talk on the phone, IM, email or use an Online shared office (CCC Confer)

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## Class Dates & Meeting Time

Class Date: 8/23 - 12/19

Class Time: 24 Hours a Day  
- NO In person meetings are required.

Important Enrollment Dates:

- **Sept 2nd** - Last Day to Withdraw and Get a Refund
- **Sept 3rd** - Last Day to Add a Class
- **Sept 15th** - Census Day - Must have submitted 2 assignments or be dropped from class
- **Sept 26th** - Last Day to take the CR/NC option or to Drop without a "W"
- **Nov 19th** - Last Day to Drop with a "W"

Recommended: Mac Computer Experience & Internet Experience

Units: 2 Unit Course

This class is for the following Degrees & Certificates:

CIS AS Degree  
CIS Certificate of Achievement  
CIS Certificates of Accomplishment

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## Required Text & Materials

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Textbook:

**Mac OS X - Snow Leopard Edition  
The Missing Manual**

**David Pogue**  
**ISBN: 978-0-596-15328-1 © 2009**

To Order an **E-Book Option or a Regular Paperback** -  
Directly from the Publisher's website,

[Click on this Link to Order from Publisher](#)

Or for just a Regular Paperback from DVC

[Click on this Link to the DVC Bookstore website.](#)

or VISIT the Bookstore at the San Ramon Valley Campus

Or other online textbook sites

Software:

**Apple Mac OS X - Snow Leopard (10.6)**  
**or**  
**Apple Mac OS X - Leopard (10.5)**  
**can be used but will have some missing features)**

Additional Software:  
You might have these  
already installed on  
your computer.

Adobe Flash Player (Free)  
<http://get.adobe.com/flashplayer/?promoid=BUIGP>

Adobe Acrobat Reader (Free)  
<http://get.adobe.com/reader/?promoid=BUIGO>

Computer System:

Internet Capable Apple Computer

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## Course Objectives and Student Learning Outcomes

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This course will allow you to gain proficiency in using the MAC OS X, one of the hottest and most reliable operating system in the world. The course will utilize Flash videos to deliver lecture material.

Upon completion of the course students will be able to:

1. Describe the current Mac operating system (OS) installation process
2. Operate the Mac OS

3. Perform basic maintenance and troubleshooting
4. Manage applications and storage devices
5. Navigate the graphical user interface
6. Establish a connection to the Internet
7. Perform basic operations with the iLife applications
8. Customize the Mac OS

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## Course Content

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- Intro to the Mac OS X
- Folders and Windows
- Organizing files and folders
- System Preferences
- Using the Spotlight Dock, Desktop and Toolbars
- Programs in Mac OS X
- CDs, DVDs & iTunes
- Accounts, Parental Controls and Security
- Networking
- Printing
- Sound, Movies and Speech
- Internet Setup and Mobile Me
- Mail and Address Book
- Safari

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## Class Policies

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### Withdrawal from Class Policy

If for any reason you need to stop attending class it is **your responsibility** to contact the admissions office and withdraw from the class. If you haven't dropped and your name shows up on the **FINAL Class Roster** I have to put an "F" – Sorry but it's a School Policy.

### Cheating & Plagiarism Policy

Don't do it...Consider this...

Do you really want to have faked your way through the class?

The [DVC Academic Dishonesty Policy](#) is located at:

<http://www.dvc.edu/org/info/policies/academic-dishonesty.htm>

### Student Code of Conduct Policy

The [DVC Student Code of Conduct](#)

(<http://www.dvc.edu/org/info/policies/code-of-conduct.htm>)

is posted on the DVC Website and pertains to both face to face and online courses.

Please read and contact me if you have questions.

### Student Privacy Rights Policy

The Family Educational Rights and Privacy Act (FERPA) is a law that protects

students from having their education records shared with people without the student giving their advance approval in writing. (Education records include such things as grades, information from counseling appointments, academic standing, disciplinary records, to name a few.) FERPA also gives students the right to see their education records. If there is inaccurate or misleading information in their records, students can challenge it and try to get it changed. Under FERPA, colleges must have students' written permission to let parents, guardians, spouses, or others see or discuss their educational records, even if the student is present.

[DVC Students Privacy Policy is located at:  
http://www.dvc.edu/org/info/policies/privacy.htm](http://www.dvc.edu/org/info/policies/privacy.htm)

### **Accommodations for Students with Disabilities**

If you have a documented disability and wish to discuss academic accommodations, or if you would need assistance in the event of an emergency, please contact me as soon as possible.

Students who require alternative formats for course materials or adaptive equipment because of a specific disability can request them through the Disability Support Services office. The High Tech Center on the Pleasant Hill Campus (in LC-107) is an adaptive technology computer lab available for students with disabilities and is open Monday-Thursday from 9am-5pm, and Fridays from 9am-1pm. Please contact Carrie Million in LC-112 or at 925-685-1230 ext. 2553 for more information.

For information related to DVC Disabled Student Services go to:  
<http://www.dvc.edu/org/departments/dss/dss-student-handbook/program-services/index.htm>

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## **Class Homework**

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**Tech Assignments** - These are the first assignments to be completed by you. During these assignments you will complete some tasks (i.e. buy textbook, install student files, etc) that will allow you to complete the course.

**Reading Assignments** - taken from the textbook chapters.

**Online Videos** - You will watch Online Videos that help explain the Objectives of Each Textbook Chapter (Not Graded but HIGHLY recommended!)

**Chapter Quizzes** - There will be a quiz after each reading assignment. Each quiz is worth 25 points.

**Midterm & Final Exams** - Based on the chapter quizzes.  
Midterm Exam is worth 50 points.  
Final Exam is worth 100 points.

**Homework Study Time** - Allow 2 to 4 hours per week to complete all of the required weekly assignments. This varies per student due to each student's experience level.

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## **Submitting Homework**

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**Tech Assignments** - Not Graded but are required to prepare your computer system for use in this class.

**Chapter Online Video Assignments** - I strongly recommend that each student view and review each video to improve their understanding of the chapter tutorial. (Not Graded)

**Chapter Quizzes** - Are taken when you have completed the reading the chapter(s) in the textbook. The chapter quiz is taken online via the class' WebCT web site. (Graded)

All homework assignment submissions will be done via the Email. You will send me the requested homework assignments to the email address below.

Send your homework assignments to [mariodvc@gmail.com](mailto:mariodvc@gmail.com).

In the email, specify the assignment that your are submitting using the Subject Line listed on the Homework Calendar - I use Email rules to filter your assignments into the appropriate folders so Please use the Subject Lines

**FOR EXAMPLE- Email Subject Line should Read:  
Mac - Lesson 1 - Completed - Mario Tejada**

Thank You it will make it easier for me to track who has submitted what if you comply with these requests.

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## Grading Work

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The Homework Assignments and Videos are **TOOLS to help YOU** understand how to use Mac OS X. The grading is based on **COMPLETION!!** I would love it if you did all the hands on labs, simulations, chapter review tests, etc because **REPETITION** is what is going to allow you to remember the different functions of Dreamweaver.

**I review your homework submissions ONLY on Tuesdays & Thursdays!**

So if you submit an assignment on Friday - I won't review it until Tuesday. After teaching online for 10 years I have figured out a system that allows me to give you feedback on your assignments. My system also keeps me from having to stay up until 2am grading homework!

**If your homework is Incorrect** - I WILL EMAIL YOU DIRECTLY - ASAP and tell you what needs to be fixed for you to receive full credit for the assignment. You can then make the corrections to your homework and resubmit the corrected assignment for full credit.

When I am done grading the entire class' homework submissions - I send out an Email Blast to the entire class letting you know that your grades have been posted to your WebCT Gradebook and to check what I have Graded vs. what you have submitted.

You can view the points for each of your submitted Homework Assignments at our class' WebCT site: <http://webct.dvc.edu>

Remember if I find errors in your assignment then I will email you directly and tell you what needs to be fixed so that you'll receive credit for that homework assignment. So, if you don't hear from me - That is a Good Thing!! :)

Grading Breakout for Class Graded Assignments:

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| Qty | Pts Each | Points | % of Grade |
|-----|----------|--------|------------|
|-----|----------|--------|------------|

|                 |    |    |     |     |
|-----------------|----|----|-----|-----|
| Chapter Quizzes | 16 | 25 | 400 | 80% |
| Midterm Exam    | 1  | 50 | 50  | 10% |
| Final Exam      | 1  | 50 | 50  | 10% |
| Total Pts       |    |    | 500 |     |

I will then assign FINAL Class grades using the following formula:

|   |  |
|---|--|
| 90-100% of Total Number of Points = <b>A</b><br><b>approx = 450 pts</b>                           | 70-79% of Total Number of Points = <b>C</b><br><b>approx = 350 pts</b> |
| 80-89% of Total Number of Points = <b>B</b><br><b>approx = 400 pts</b>                            | 60-69% of Total Number of Points = <b>D</b><br><b>approx = 300 pts</b> |
| Credit ( <b>CR</b> ) is equal to a C or better<br>No Credit ( <b>NC</b> ) is equal to a D or less | Less than 60% = <b>F</b><br><b>Less than = 300 pts</b>                 |

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## Communication

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### ***Student-to-Teacher Communication***

**Students are welcome to email me at anytime - [mariodvc@gmail.com](mailto:mariodvc@gmail.com)**

I respond to emails on Mondays, Wednesdays & Fridays - that is if I am Not Teaching a Class or on another Academic Assignment. If I am busy on a reply day I will respond at the first opportunity.

**Students are welcome to meet with me in person**

If you would like to meet in person - please contact me and we can make arrangements to meet at the:

- San Ramon Campus on Mon or Wed
- Pleasant Hill Campus on Tues or Thurs

I am BIG on maintaining an OPEN 2-way line of communication with each of you Sooooo....**PLEASE KEEP ME IN THE LOOP!**

- Contact me if you have ANY questions.
- Problems with textbook assignments - contact me
- Problems with assignments - contact me
- Problems with technology - contact me
- Problems with time management - contact me
- Problems with work - contact me (unless it involves a pay raise or personalities)
- Problems with significant others - contact a counselor :)
- Problems with children - send them to a boot camp :)
- Basically keep me in the Loop! I will go out of my way to help you achieve your goal!

I have also created a threaded discussion area in WebCT for each assignment where I encourage you to post your questions concerning assignments. But Do not wait for me to answer it!! If you know the answer to a classmate's question please feel free to answer. In the real world this is like walking over to the cubicle next to you and asking your office mate if they know how to...(a question concerning the course!)

### **Online Classes Discussion Threads**

Are located with in the WebCT class website

Email me if grading becomes an issue.

Finally - call me if needed but be forewarned  
- I am **AWFUL** about returning phone calls (925) 289-9114

### ***Student-to-Student Communication***

#### **Is student-to-student communication allowed?**

YES! I have created a threaded discussion area in WebCT for each chapter where I encourage you to post your questions. But Do not wait for me to answer it!! If you know the answer to a classmate's question please feel free to answer. In the real world this is like walking over to the cubicle next to you and asking your office mate if they know how to...(a question concerning the course!)

#### **Online Classes Discussion Threads**

Are located with in the WebCT class website

There are **NO** bad/silly/stupid/dumb etc, questions...if you do not know - you do not know...period.

The **WORST** question is the question **NOT ASKED!**

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