

CIS 102 COMPUTER APPLICATIONS LAB

COURSE SYLLABUS

CRN 20788

Angie Ruiz
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Office: Room 811
Telephone: 760-355-6339

Office Hours	
Tues. & Thurs.	10:00-11:00a.m.
Friday	8:15-10:15a.m.

Course Overview: This class should be taken with another course which requires the use of a computer. Its purpose is to provide computer software (word processors, spreadsheets, data bases, accounting packages, programming interpreters, etc.) for the primary course. There are no formal presentations by an instructor and no textbook is required. **It is not intended to be an independent course and the lab course may be taken up to three times for credit.**

Assistance will be available to help you with your class exercises. Please have your class notes and instructions from your professor. Do not rely on the staff to teach class material.

STUDENT LEARNING OUTCOMES

Upon completion of this course, the student will be able to:
Take responsibility for completing lab hours required.

LAB HOURS:

Room 801 will be available on Fridays from 10:15 a.m.-1:30 p.m.

Note:

Math lab hours and English lab hours cannot be used to meet the 40 clock hours requirement for CIS 102.

GRADING:

You will be assigned a grade of credit (CR) or no-credit (NCR). A CR grade requires a minimum of 45 academic hours, 40 clock hours. Lab time less than 40 clock hours is assigned a NCR grade.

For your information, IVC does not calculate the CR/NCR grades into GPA. The units are used to meet the 60 degree-applicable units for graduation.

If your plans change and you decide not to continue in this class, please obtain and fill out a drop card in the administration office or go to Webstar.

BUSINESS LAB RULES

You may use computers in the lab

- FOR SCHOOL RELATED WORK
- IF YOU ARE A REGISTERED STUDENT
- IF YOU FOLLOW THE RULES AND PROCEDURES BELOW
- No food or drink
- No cell phone conversations
- No Internet chat
- No computer games
- No downloading music
- No headphones
- No offensive/controversial material
- No installation of personal software on lab computers
- No children
- Respect other students in the lab – work quietly
- Follow lab procedures for record keeping
- Use your own USB's to save your work
- Ask for help if problems with computer and/or printers
- Help to recycle paper
- Leave your work area cleaner than you found it
- Do not expect to do personal E-mail if other students are waiting to do assignments.

Need for Assistance

If you have any condition, such as a physical or learning disability, for which you need extra assistance, please inform the Mrs. Ruiz as soon as possible so that appropriate accommodations can be made.

LAB HOURS

(Subject to Change)

Fridays, Room 801 10:15a.m.-1:30pm