

**You will need daily access to a computer to do most of this course work. We will use Blackboard. Check the web site daily for announcements, assignments and updates. Assignments will be due daily. Tests will be available online, with due dates as listed on the web site.**

**Course Description:** This computer fluency course includes topics such as computer hardware technology, software, information processing cycle, data communication, networks, the Internet, programming, careers, ethics, and security. (CIS 106 is designed to be equivalent to the University of Washington CSE/INFO 100: Computer Fluency course.)

**Required Text:** *Fluency with Information Technology: skills, concepts, & capabilities - 4th ed.* Lawrence Snyder, 2011, Addison-Wesley. Online & in the SCC Bookstore. ISBN: 978-0-13-609182-0.

**Required supplies:** (1) USB drive (2) a 2nd USB drive for backups (3) #2Pencil.

**Prerequisites:** CIS 105 or instructor's permission.

**Professor:** Robert Shields; **Email:** rshields at shoreline dot edu; **Tel:** (206) 546-4773  
**Office** 1420 - **Hours:** see my web site (<http://shoreline.edu/rshields> ) or by appointment

**Start here:** Check the [web site](#) daily for revisions to the [Schedule](#) of assignments and due dates.

**Read** about important matters such as grades and participation in the [additional syllabus details](#); they are included by this reference. Start reading the assigned material early (perhaps today).

**Work is due on the first day of class and most other days.** See the web site for more detail and deadlines required to earn full scores.

Activity	Description	Points	Wt
4+ Tests/Projects	Timed, One-trial, Multiple choice, T/F and/or short answer	400	50 %
16 Fluency Labs with quizzes	Deliver results for each Lab and its quiz	256	32 %
10+ Chapter quizzes	Timed, One-trial, Multiple choice, T/F and/or short answer	80	10 %
10 Web research Posts	Weekly posting & response to other posts	50	6 %

Check the current version online of the Syllabus schedule for due dates and details. A tentative schedule is provided below for planning purposes until the current version is posted on the web site.

**Be sure to put the course number (106) in the Subject line** of any email message so it does not get lost. Use your **Shoreline college email account** for this class and for other communications with me. These accounts are free to you (sign up at <http://www.shoreline.edu/StudentAccounts.aspx>). Use clear business-style English (not text-messaging). Avoid graphics unless requested.

**All reading and work is due on the day listed below by the time class starts (or time specified).**

**Late assignments receive discounted or no credit; so, start early to complete them on time.**

**FIT** = Fluency with Information Technology - 4th ed. **Apx.** = Appendix.

**Ch. 3 or 3.1**= Read the chapter (or section) before class on the day listed in the current schedule.

**RQ+TI** = Do **odd**-numbered Multiple Choice and Short Answer **Review Questions** and **all Try It** exercises for assigned chapter by 9PM on the day listed below. (Good practice for quizzes and tests.)

**TE** = deliver **Team Exercises** – these must include all member’s full names, date and exercise id. Submit all assigned **TE** work for the week together by noon Fri. of the week it is assigned.

**LAB** = deliver **Solo Lab Project** (each file name must include your full name and complete the lab quiz by 9PM on the day listed below.)

**web** = topics you must research on the internet **by** the day below. For each topic, **Post** a 1-sentence summary and 2 non-Wikipedia URL references. Consult Wikipedia; but, submit 2 other references.

**This is a Tentative Schedule – check the web site (the URL is listed above) for the latest version.**

week	Mon.	Tue	Wed	Thu	Fri
1 9/20	Get the text book	<b>Quizzes and assigned work due dates are as listed in the latest schedule.</b>	Introductions: me, you, course. <b>QUIZ:</b> covers the Syllabus	<b>Ch. 1 Terms, RQ+TI</b>	<b>Ch. 2 HCI, RQ+TI, QUIZ</b>
2 9/27	Lab1.1 SW+Data <b>Ch.2 HCI, RQ+TI</b>	<b>Ch. 3 network basics, RQ+TI</b>	Lab 1.2 Internet	<b>Ch.4 HTML, RQ+TI</b>	Lab 1.3 html <b>QUIZ</b>
3 10/4	<b>Ch. 5 Searching, RQ+TI</b>	Lab 1.4 Search <b>QUIZ</b>	<b>Test 1 Ch. 1-5 available</b>		<b>Test 1 Ch. 1-5 done by noon</b>
4 10/11	<b>Ch. 7 Debugging, RQ+TI</b>	Lab 2.1 Tracking down bugs	<b>Ch. 8 bits, bytes, RQ+TI</b>	<b>QUIZ</b>	
5 10/18	<b>Ch. 10 Algorithmic thinking, RQ+TI</b>	Lab 2.2 Algorithms	<b>Ch. 11 -media, RQ+TI, QUIZ</b>	<b>Test 2 Ch. 7-11 available</b>	<b>Test 2 Ch. 7-11 done by noon</b>
6 10/25	<b>Ch. 14 Spreadsheets RQ+TI</b>	Lab 3.1 Spreadsheet Basics	Excel Lab 1 percent Sales	<b>Ch. 15 advanced sheets, RQ+TI QUIZ</b>	Excel Lab 2 Forecasting
7 11/1	Excel Lab 3 Budgeting	<b>Ch. 16 Database, RQ+TI</b>	Lab 3.2 Tables & Queries	<b>Ch. 12 Social implications, RQ+TI</b>	Lab 3.3 Modify a database
8 11/8	<b>Ch.13 Privacy &amp; security RQ+TI, QUIZ</b>		<b>Test 3 Ch. 12-16 available</b>	<b>Veterans Day Holiday</b>	<b>Test 3 Ch. 12-16 done by noon</b>
9 11/15	<b>Ch.18 JavaScript fundamentals, RQ+TI</b>	Lab 4.1 Start JavaScript	<b>Ch. 19 JavaScript program, RQ+TI</b>	Lab 4.2 Time Shift Conditionals	<b>Ch. 20 functions, RQ+TI</b>
10 11/22	Lab 4.3 Functions strings	<b>Ch. 21 iteration, RQ+TI QUIZ</b>	Start Lab 4.4 index array loops	<b>Thanksgiving Holiday</b>	<b>Thanksgiving Holiday</b>
11 11/29	Lab 4.4 is due	<b>Ch. 23 limits to computation, RQ+TI</b>	<b>Test 4:Ch. 18-23 available</b>		<b>Test 4:Ch. 18-23 done by noon</b>
12 12/16	<b>preparation day</b>				

