PROFESSOR: Professor J Fightmaster, College of Southern Nevada
OFFICE: North Las Vegas campus, building C, 2nd floor, room 2659-F (by computer lab)
PHONE: (702) 651-4951 (please use email, not voice mail)
E-MAIL: I answer Canvas emails Monday through Friday, 8 am to 4 pm during the semester. During the semester please do not use faculty email. Only use faculty email (Judy . Fightmaster @ csn . edu) between semesters.
OFFICE HOURS: Online, Tues & Wed, 4:00-7:00, actual days might shift occasionally to accommodate student work schedules (watch for announcements in Canvas). Other times and in person by appointment.

CLASS LOCATION/TIME: These sections of IS 101, 1005 (91942), 1012 (91956), 1017 (91963), 1020 (91971) and 1022 (91975) are Distance Education (DE) classes that are offered entirely online. However some tutoring and special help assistance is offered on campus. There are three mandatory exams that must be taken at a proctored location approved by Certiport (the exam administrator). CSN offers at least three proctored locations in Clark County at a variety of dates throughout the fall.

COURSE DESCRIPTION: Concepts and applications of Information Systems. Introduction to hardware, software, data and file concepts. Microcomputer application software including word processing, spreadsheet, database, Internet, and presentation software.

COURSE PRE or CO-REQUISITE: Technically, there are no prerequisites for this course. However, if you are a first-time computer user and have enrolled in this course "just to learn about computers," your interests might be better served by CIT 095 - sites.csn.edu/mrobinson/CIT095.html Personal Computer Basics. It is slower-paced than IS 101, and it is graded Pass/Fail. It is good preparation for the fast-paced IS 101.

LEARNING OUTCOMES: Successful students will earn an internationally accepted digital literacy certification by demonstrating competency in the following areas:
1. Computing Fundamentals
   a. Understand computer hardware, peripherals and basic troubleshooting techniques
   b. Understand computer software
   c. Understand the purpose of and be able to use an Operating System
   d. Understand basic file management techniques
2. Internet
   a. Understand network fundamentals and the benefits and risks of network computing
   b. Understand and be able to perform common electronic communication and collaboration functions
   c. Identify information about the Internet, the World Wide Web and Web sites
   d. Understand and be able to perform common web browser functions
   e. Identify how computers are used in different areas of society
   f. Identify the risks of computer usage
   g. Understand Internet safety, ethics, and legal issues
3. Key Applications
   a. Understand and be able to perform common program functions
   b. Understand and be able to perform common word processing software functions
   c. Understand and be able to perform common spreadsheet software functions
   d. Understand and be able to perform common presentation software functions
SOFT SKILLS: IS 101 course content concentrates on (hard) technical skills and knowledge but it is (soft) personal attributes and interpersonal skills that will put a person into a position where their hard skills can be utilized. Teaching methods used during the semester concentrate on improving student responsibility, time-management, communication, collaboration, critical thinking, problem analysis and ability to find solutions through self-effort.

NOTE: The online format is not recommended to a novice computer user; it is expected that online students already have a fair amount of computer skills to sign up for an online section. This class is conducted entirely in a virtual classroom.

COURSE MATERIALS (Required)
Certiport (3-pack) Test Vouchers (available at the bookstore checkout/cashier counter, and by mail order)
Price: $47.00
The vouchers are used for the three exams that all students must take in order to pass IS 101. (Vouchers purchased for use in the USA cannot be used overseas.) NOTE, students who need to retake an exam can purchase additional single vouchers as needed. It is a convenience to purchase all three vouchers during one trip to the bookstore. SAVE YOUR BOOKSTORE RECEIPTS.

NOTE: it is NOT possible to buy used Exam Vouchers – by their very nature Vouchers can be used only one time. Once the seal on the voucher envelope has been broken you cannot return it to get your money back. Once a Voucher number has been used for one exam, any student trying to use the same voucher will be blocked by the Certiport system. Vouchers are normally good for 1 year. Students who plan to use a voucher that they purchased in a prior semester should be mindful of the possibility that their vouchers may have expired.

COURSE MATERIALS (Recommended)
NOTE: There is no required textbook for these sections of IS 101. The sections of IS 101 noted on page 1 of this syllabus do NOT use the SAM assessment software so do NOT purchase any package that includes SAM.
Certiport Standalone Voucher (1 pack)
Price: $15.75
Students who buy the 3-pack of test vouchers and fail one of the three exams will need to purchase another voucher for each retest attempt. If you pass all three exams on your first attempt you do NOT need to buy any Standalone Vouchers. Students who do not have enough money at the start of the semester to purchase the 3-pack of vouchers can buy them singly as needed. ALWAYS SAVE YOUR BOOKSTORE RECEIPTS. NOTE: vouchers can also be purchased online from Certiport for $35.50 each.

SOFTWARE: This course and the IC3 exams are based on your knowledge about basic concepts and skills using the Microsoft Windows 7 operating system and Office 2013 applications on a PC. If you do not have Office 2013 (OR 2016) on your computer, learn how students can download Office 2013 (PC) or Office 2011 (Mac) for free here: csn.libanswers.com/faq/43495. Students do NOT have to install Windows 7 operating system on their computer. Mac users should be advised that a Mac (even with Office 2011) cannot simulate Office 2013 perfectly. Mac users should look for opportunities to gain at least a little experience in the PC environment. Internet access is needed.

STUDENT EMAIL and CSN COMPUTER LAB LOGIN INFO: CSN email accounts are available for current students and required for free download of Office 2013 (or 2016). You also will need a student login if you wish to use any of the CSN computer labs AND when you take an IC3 exam at CSN. Go to: csnstudent.csn.edu/stuverify to create your student account. Take a second to make sure your account has been validated for the current semester.

CANVAS LMS: The CANVAS Learning Management System is the main point of contact between student and instructor. Students use Canvas to read announcements, FAQs about this course, access course email, attend Office Hours, check their grades and read an overview of the assignments that can be completed in a variety of locations other than Canvas. Students earn grade points by completing the topic quizzes found in Canvas as well as by completing online training and returning completed Study Guides to Canvas drop boxes. Canvas has the essential Roadmap that the student uses each week to complete IS 101 successfully. From the college home page
(csn.edu) select Login, scroll down and select Canvas and follow the logon instructions. Students should review basic Canvas FAQs before the class starts.

Students log into CANVAS on the first day of class to get instructions on how to find and submit assignments and to use the various learning tools provided during the semester. If you have any problems logging in or using CANVAS, setting up your student email account, or downloading Office 2013 for free, call CSN Technical Support, available 24 hours/Day, 7 days/week

| 702-651-HELP | 1-800-630-7563 |

DIGITAL MOBILE DEVICES: This class does NOT support the use of iPhones or Androids. This is a computer class. Your instructor does NOT receive a notice on her smart phone every time you post a text or email. There are known problems trying to use a smart phone with some of the Canvas features. All homework assignments and quizzes must be completed on a computer.

EVALUATION METHODS: Students actively complete assignments (using online materials or a textbook). To actively complete means to

- follow instructional steps found in the reading assignments on their own or on a CSN lab computer
- take good notes using a variety of study guides
- complete computer simulated training and tutorials when available
- complete projects to demonstrate mastery of Office application skills
- score well on quizzes related to each reading assignment

How well a student participates in these activities will determine the number of points earned. Timed quizzes can be repeated a maximum of three times and the average of all attempts per quiz will determine the final points earned for that quiz. Study guides that you create can be submitted and manually scored to earn points. The normal turn-around time for manually scored work is one week. Computer generated feedback for quizzes, tutorials, training and projects is immediate.

IC3 EXAMS are a method to impartially validate that you have met the minimum objectives of IS 101. These exams are controlled by an outside agency called Certiport. There are three exams and each one must be passed to receive credit for IS 101. It is possible to retake a failed exam. Everyone must make their first attempt for each exam on or prior to the date shown on the class schedule below. Although students complete all course assignments and quizzes online during the semester from a computer location of their choice, all IC3 exams must be taken at a proctored testing center. The three exams are offered at a wide variety of times and locations. Students need to use a purchased voucher (ticket) for each exam attempt. The last IC3 exam attempt for the fall semester for students failing a prior attempt will be on Friday, 12/16/16. To take the exam on the CSN campus students reserve a time/location to take each exam approximately 3 weeks before the exam is due by completing a form at csn.edu/programs/cit/. If you reserve an exam and your plans change, you must cancel your registration (at the same web page). Students who live outside the Las Vegas valley should contact the professor for different testing instructions. Each of the three exams only needs to be passed one time. Exams can be taken in any sequence. Contact the professor to have passes from an earlier semester validated. Always use our group number 1487949 when you log on to take the exam.

LATE ASSIGNMENT POLICY: Readings, quizzes, training and projects have suggested due dates that all students are expected to meet unless there is a serious problem. Topics are of various lengths therefore, to spread the workload more evenly over the semester, due dates fall on various days of the week. If you normally prefer to turn in assignments on the weekend be sure to turn in all assignments for the following week at that time. I do not deduct points for late work but the natural consequences of getting behind is not passing this lightning fast course. Computer scored assignments are available until December 9th, 11:59pm.

However there are some rigid deadlines for manually scored assignments: no Study Guides from Mod 1 will be accepted after Oct 1st; no Study Guides from Mod 3 will be accepted after Nov 1st and no Study Guides from Mod 2 accepted after Dec 9th.
<table>
<thead>
<tr>
<th>IC3 OBJECTIVES</th>
<th>DUE DATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>Orientation to IS 101</td>
<td>8/30/16</td>
</tr>
<tr>
<td>M1D1.1 Operating Systems</td>
<td>9/03/16</td>
</tr>
<tr>
<td>M1D1.2 Manage Files and Folders</td>
<td>9/07/16</td>
</tr>
<tr>
<td>M1D1.3 Manage Computer Configuration (Control Panel)</td>
<td>9/11/16</td>
</tr>
<tr>
<td>M1D2 Computer Hardware and Concepts</td>
<td>9/15/16</td>
</tr>
<tr>
<td>M1D3 Computer Software and Concepts</td>
<td>9/19/16</td>
</tr>
<tr>
<td>M1D4 Troubleshooting</td>
<td>9/23/16</td>
</tr>
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<td>M1D4 Troubleshooting</td>
<td>9/23/16</td>
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</tbody>
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**IC3 GS4 MODULE ONE EXAM: COMPUTING FUNDAMENTALS**

- M3D1 WWW, Internet, Browsers                   | 9/29/16    |
- M3D2 Networking Concepts                       | 10/04/16   |
- M3D3 Digital Communication (E-mail) & M3D5 Safe Computing | 10/10/16   |
- M3D4 Digital Citizenship (Communication Standards) | 10/15/16   |
- M3D6 Research Fluency (Search Engines)         | 10/20/16   |

**IC3 GS4 MODULE THREE EXAM: LIVING ONLINE**

- M2D1 Common Features                           | 11/02/16   |
- M2D2 Word Processing Activities                | 11/12/16   |
- M2D3 Spreadsheet Activities                    | 11/22/16   |
- M2D4 Presentation Activities                   | 11/28/16   |
- M2D5 Basic Database Interactions               | 12/04/16   |
- M2D6 Collaboration                              | 12/09/16   |

<table>
<thead>
<tr>
<th>Requirements</th>
<th>Points</th>
<th>Letter Grade</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pass all three IC3 Exams</td>
<td>Required</td>
<td>A</td>
<td>1000 - 1300 points (77%)</td>
</tr>
<tr>
<td>Online training</td>
<td>315</td>
<td>B</td>
<td>800-1099 points (62%)</td>
</tr>
<tr>
<td>Study Guides</td>
<td>210</td>
<td>C</td>
<td>0 – 799 points</td>
</tr>
<tr>
<td>Application Projects</td>
<td>320</td>
<td></td>
<td></td>
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<tr>
<td>Quizzes</td>
<td>455</td>
<td>F</td>
<td>Did not pass all three IC3 Exams</td>
</tr>
<tr>
<td>Total Available Points:</td>
<td>1300</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**BONUS**: Students may earn bonus points for passing an IC3 exam early: 10 points for each day their pass date precedes the suggested due date up to a maximum of 100 points per exam. Bonus points are also available for completing two Success Workshops before September 11th (see instructions), maximum of 25 points each.

If you do not pass all 3 IC3 exams – I am required to post an “F” grade.

If you want to Withdraw YOU must officially drop the course by November 6 in your MyCSN account.

If you want to change from Credit to Audit YOU must officially change by November 4.

Faculty cannot post a “W”. NO EXCEPTIONS!
GRADE DETERMINATION: The chart above shows the requirements of the course, their weight and the minimum accumulated points for letter grades. Grades of D are not available in this class. Points earned in online activities will be manually transferred to the Canvas Gradebook twice a month (on the 15th and 30th).

MAKE-UP POLICY: You must pass all three IC3 exams by 12/16/2016. If you fail an exam you will need to purchase an additional IC3 Exam Voucher in the bookstore. IC3 Exams can be rescheduled using the CSN IC3 Exam Reservation System (see IC3 EXAMS above). With the exception of the rigid deadlines for groups of manually scored assignments, all other assignments are always available and therefore always available to be made up.

WITHDRAWAL POLICY: All withdrawals are STUDENT initiated and the last day to withdraw is Sunday, 11/6/16, midnight. Go to your MyCSN account if you need to withdraw. Any student enrolled after that date who does not pass all three IC3 certification exams will receive a grade of F no matter how many assignments were finished.

INCOMPLETE GRADE POLICY: This applies only if you are unable to pass your 3rd IC3 exam by the end of this class. In this class any student who has passed 2 of the 3 IC3 exams may request an incomplete and will be given until Jan 31, 2017 to pass the last exam. Here are the rules you must follow exactly:

1) You must pass 2 of the 3 IC3 exams by the end of this class.
2) You must send a Canvas e-mail to me and request an incomplete grade no later than 12/8/16.
3) You must tell me which 2 of the IC3 exams you have passed.
4) Then, before February 1, 2017, you must pass the third IC3 exam, using group number 1487949.
5) Finally, you must advise me of your success via Canvas e-mail AND at Judy.Fightmaster@csn.edu as a double check.

Once your pass is verified I will submit a grade change form to update your transcript with a grade based on the number of points you earned. Otherwise your grade of “I” will automatically be changed to an “F” on Feb 1, 2017.

ATTENDANCE POLICY: College assumes maturity, seriousness of purpose, and self-discipline for meeting the responsibilities associated with each course. In this course students are required to log in to the Canvas “classroom” twice a week to check for and read all announcements and assignment updates. Note that online activities track all of your logins and the pages within the course that you visit. Your date of last attendance is reported if you do not earn a passing grade. The date is used to determine eligibility for scholarships and loans.

Your date of last attendance is determined by your participation in this class which means by the number of assignments you submit. So, for example, if you submit 50% of the assignments then your date of last attendance would be the mid-point of the semester. IC3 exam dates are not used to calculate attendance.

FAQs:

- **How much time should I expect to spend per week on IS 101?** Depending on your reading skills and prior knowledge, 3 to 4 hours per week minimum. Most students spend more time than this.

- **If no textbook is required how will I learn enough to pass the IC3 exams?** Lessons are delivered through a variety of links to online resources and tutorials provided by the instructor. If you do not like using links to multiple websites and want to use a single source, select a textbook that covers the IC3 GS4 objectives using the Windows 7 operating system and Office 13 applications. I suggest and support the following with recommended readings for each assignment:
  - *IC3 Certification Guide* published by CCILearning (ISBN 978-1-553320-440-9) or

Both of these books are available used for purchase on Amazon, from prior students or possibly from the RentText bookstore at 6250 W Charleston as well as free at some of the CSN campus libraries’ Reserve shelf.

- **How will I communicate with Professor Fightmaster during the course?** Send and receive Canvas emails, read Canvas Announcements, or attend weekly Virtual Office Hours. Telephone conferences or in-person meetings can usually be arranged with two- or three-days’ notice.
• **How quickly will the instructor return my inquiries?** Professor Fightmaster adheres to a Monday to Friday work schedule and makes every effort to reply within 36 hours (excluding weekends and holidays) after receiving your questions using Canvas email.

• **Can I take IS 101 at my own pace?** As long as you are working ahead of the assignment due dates and working in the same order as the normal assignments you may set your own pace. Students who work faster than the class schedule are usually more successful. Students passing an IC3 exam ahead of schedule earn bonus points. Historically, students who work slower than the class schedule have a higher rate of failure. Students who fall behind still need to complete all assignments in sequence.

• **Do I need to come to campus for anything?** Yes, if you live in Las Vegas you must come to campus to take the three required exams. (If you live outside of Las Vegas you must take the three required exams at an approved Certiport testing center.) You should come to campus for in-person tutoring to complete your assignments if you need help, and to use the software and equipment in a CSN Computer Lab if your own resources malfunction. A broken computer at home is no excuse for falling behind in assignments.

• **Do I need books or special software for this class?** See page 2, 3 and 5 above on the syllabus.

• **How will I turn in assignments?** Assignment instructions are found in Canvas. Online software monitors student progress for some training, tutorials and projects. Twice a month online points will be manually transferred to Canvas by the instructor. Students who are submitting Study Guides will use appropriate Canvas Drop-Boxes. All quizzes are scored in Canvas.

• **How will you know if and when I took an IC3 exam and how I scored?** Certiport will notify me with your results as long as you use our group number 1487949 when you log on to take the exam.

• **Where can I find my grades?** All earned grade points can be found in the Canvas Grade Book. Be sure to uncheck the box that says “Calculate based only on graded assignments.” Always compare the total points you have earned to the points needed for each grade level shown on page 4 above.

• **I passed one of the IC3 exams last semester before I had to drop. Do I have to pass it again?** As long as I can validate prior passes they count. Send me an email in Canvas (subject: Prior IC3 exam pass) and I’ll help you.

• **I already know all this stuff. Can I TEST OUT?** Sure, see sites.csn.edu/mrobinson/IS100.html and consult your advisor/counselor. I advise passing IS 100B before or during the first week of the semester before you drop IS 101.

• **Can I use my smart phone to complete assignments?** No, this is a computer class. Although some features of Canvas work with some mobile device OS versions, coverage is not bug-free.

**DISABILITY RESOURCE CENTERS:** If you have a documented disability that may require assistance, you will need to contact the Disability Resource Center (DRC) for coordination of your academic accommodations. Notify your instructor at least three weeks before an exam if you need special accommodations. The DRC is located in Student Services on each major campus. Find additional information on the DRC’s web page: csn.edu/pages/544.asp . For more information about the CSN Americans with Disabilities Act (ADA) information please visit: csn.edu/pages/2566.asp DRC Students schedule their IC3 exams with the DRC office.

**ENGLISH:** Many native English speakers and ESL students have poor reading skills which impact their ability to successfully read technical material. Poor writing skills will detract from the work you do in any class. If you have difficulty finding and retaining advanced material or expressing yourself, visit a CSN Writing and Reading Center for one-on-one help. The labs are open for all students, regardless of whether they are currently enrolled in an English class. Each lab has its own schedule of operation so you should check information about the locations and open hours on each campus here: csn.edu/writing-centers There is also an Online Writing Lab that you can access from this page: csn.edu/pages/1000.asp. All email correspondence with the professor, and any Discussion Forum posts, must display high level business English (no rude or angry comments, emoji or texting abbreviations).
LIBRARY: CSN Library Services offers extensive in-person and online resources to help you complete assignments, including research and citation workshops, online articles and books, and drop-in research assistance at the Reference Desk inside each campus library and online at csn.edu/library. “Safari Tech Books” is of special interest to students in IS and CIT courses. To find Safari Books Online, click the Databases button. In the A-Z Databases page that appears, click S to filter. The link to Safari Books Online should be at or near the top of the list. NOTE: There are several good IS 101 textbooks available for free use inside the library if you would rather read a book then a variety of web pages. Ask for them at the Reserve Desk. The library also has computers that you can use while completing textbook exercises.

College Library Services offers ongoing research workshops throughout the semester. Bring your topic or assignment to one of the workshops on the basics of locating and citing quality information and receive in-depth assistance with a librarian. Check out the online schedule or call 651-5729 for more information.

CENTERS FOR ACADEMIC SUCCESS (CAS): Free one-on-one and drop-in tutoring is available in the Communication Centers, Math Resource Centers, Science Resource Centers, Tutorial Learning Centers (one-on-one tutoring), and Writing Centers. Tutors are available in most subjects to provide learning support and help students improve academic motivation and performance, enhance self-esteem and confidence as an independent learner, and achieve educational goals. Visit csn.edu/centers-academic-success for detailed information about all CAS programs including locations, hours and more. Watch this video: youtu.be/gV3vyWYPqMY Students who become IC3 certified and earn a B or A in IS 101 are eligible to become paid tutors in future semesters.

STUDENT RIGHTS & RESPONSIBILITIES: You are expected to have read and understood the current issue of the student handbook (published as Appendix A of the College Catalog) regarding student responsibilities and rights, the intellectual property policy, procedures and what constitutes acceptable on-campus behavior. The current College Catalog is available at csn.edu/pages/660.asp

ACADEMIC INTEGRITY: You are expected to complete your own work in this class. Cheating on exams or lab exercises is not fair to students who are honestly studying. Cheating is also subject to penalties listed in the CSN Student Academic Integrity Policy. Please make yourself familiar with the College’s Student Academic Integrity Policy archive.csn.edu/pages/1722.asp

Acts of academic dishonesty including plagiarism and cheating are regarded as very serious offenses. Any student commits an academic irregularity when one or more of the following or similar situations are involved.

- Copying another student’s work or program.
- Doing another student’s work for them.
- Copying answers from another student.
- Theft or unauthorized possession of an examination.
- Use of another person’s file or removable storage device.
- Allowing another person to have access to your file or removable storage device.

There is a big difference between working together on an assignment and turning in the same homework file. Students in the same family or living in the same house must be careful to do their own work. It is not enough to watch a spouse or friend do the work and then create a copy of that work to submit as one’s own. Students who submit work that does not appear to be 100% original will receive a grade of ZERO for that quiz/assignment and will be referred to the Vice President for Student Services. Occasionally there will be an option to complete a replacement assignment from a CSN Testing Center. Please note that Internet software automatically date/time stamps creation and modification of your files as well as recording the IP name of your computer and connection. Most software also automatically records the name of the person who creates the file and notifies the instructor if this file is submitted by a different student. In cases like this, both students will receive a zero.

ACADEMIC WARNING/PROBATION/SUSPENSION POLICY: If a students’ cumulative GPA falls to 2.0 or lower after attempting at least 12 credits, they will receive an academic warning so that they have time to seek help.
Continued performance at 2.0 or lower in future semester course work can lead to academic probation or academic suspension. Students on academic suspension will not be able to enroll in classes for a semester. More information is available at csn.edu/satisfactory-academic-progress

COUNSELING/ADVISING CHANGES: If you are a new student or have no declared major, you will meet with a CSN success coach for all your advising needs, including course planning and career exploration services. Success coaches are located in student services areas and their contact information is available in the paragraph below.

If you are a student who has declared a major, CSN has assigned to you a counselor who is an expert on your declared major and who can help you effectively navigate your program. This counselor's office is located in the academic school in which your declared major resides (for example the CIT department is in the School of Advanced & Applied Technologies). To find out the name of your counselor, and to make an appointment, go to csn.edu/step-4-meet-academic-advisorsuccess-coach or contact the CSN Call Center at 702-651-5555.

PRINTING AT CSN: Although most DE students print at home, you should be aware that, when on campus, printing in CSN classrooms, computer labs and libraries falls under the Print Wise initiative which was designed to help save natural and fiscal resources. Print Wise provides each CSN student with a $10 credit toward printing at the start of each semester, which will provide for up to 200 black and white copies at 5¢ a page, or 40 color copies at 25¢ a page. After that, you may put money into your account online or at the CSN Cashier’s Office to purchase additional prints at the same rate. It is your responsibility to maintain your printing accounts to cover printing expenses during each semester. More information about the Print Wise system may be found at archive.csn.edu/pages/3301.asp.

IMPORTANT DATES:
- Monday, August 29, 2016: First day of instruction
- Sunday, September 4, 2016: Last day to drop with a 100% refund, Last day to register for a new class.
- Sunday, September 11, 2016: Last day to drop without a W, get a 50% refund
- Friday, November 4, 2016: Last day to drop with a grade of W
- Wednesday, December 21, 2016: Grades are posted

SAFETY. When appearing on campus, students should be aware of safety instructions posted in each classroom. Download the new CSN Safety App for your mobile device. Learn more about the app and watch a tutorial on CSN’s YouTube Channel.

OTHER. Students pay for each IC3 exam they take. Students who are successful the first time will purchase three vouchers (see COURSE MATERIALS above). Each time a student retakes an IC3 exam they need to purchase a new voucher. Otherwise there are no extra- or co-curricular activities or additional fees required for the completion of this class. Some students want to purchase practice exams from Certiport or gMetrix. They are free to do this but it is not necessary. When using CSN computer labs students must abide by use policies posted there.

CHANGES TO THE SYLLABUS and/or calendar: Many things could happen in the course of a semester that would require changes to the initial plan and the instructor reserves the right to make those changes on an as-needed basis. Any changes will be broadcast to the students through a Canvas Announcement or Email. If in doubt, the student should check the date and time in the footer of this document with any they have printed earlier. It is the student’s responsibility to stay informed.

AN IMPORTANT NOTE: If you have any concerns about this course and/or me, please contact me first. Do not ever, ever feel that you are bothering me; I am here to answer your questions and respond to your concerns. If I cannot resolve your issue, please contact the CIT Department Office at 702-651-5976. You will be directed to the appropriate Program Director or the Department Chair. You will remain anonymous, if possible, and all communications will be strictly confidential. Please DO NOT wait until the last minute to make your concerns known to me and/or to the CIT Department.