

FAQ (Frequently Asked Questions) About the Online CIS001 Class Taught by M. T. Uy

Are there any mandatory on-site meetings for the Online CIS001 class? Yes. It will have **two** mandatory on-site meetings: Orientation and Final Exam. Please note that you will need to identify yourself to me with a photo ID to participate in the on-site meetings.

What are the dates and places for the mandatory on-site meetings? All enrolled students will receive an email through the class email distribution list announcing the date, time, and place of the mandatory Orientation prior to the first day of class. For the Spring 2016 CIS001 class, the mandatory Orientation will be on 1/22/2016 Friday from 1:20 PM to 2:20 PM in D237.

I have never taken an online class before, what do I do? The mandatory orientation will explain what you need to do in the class to maximize your chances of completing the class successfully. By attending the orientation and passing a quiz on the orientation, you will earn two (2) points toward your grade.

Will I be doing all my assignments online? Yes. Please refer to my syllabus for the two books that we will be using. On the **first** book, Vermaat, Enhanced Discovering Computers, ISBN 9781285845500, Cengage, you will use CourseMate to do your assignments online. Do the topics: Quiz Yourself, Check Point, and Practice Test. You're welcome to do additional topics on your own without getting additional credit. On the **second** book, Vermaat, Microsoft Office 2013 Introductory, ISBN 9781285166025, Cengage, you will do your assignments offline and submit your finished projects in Moodle.

I have taken hybrid/online classes in the past, do I need to attend the orientation? Attendance at the orientation is mandatory. You must attend the mandatory orientation in order to maximize your chances of completing the class successfully. The orientation will clarify the requirements of the course. The information you will receive at the orientation will help you maximize your chances of completing my class successfully! Also, by attending the orientation, you will earn two points towards your grade.

Due to prior commitments, I cannot attend the orientation. Will there be another one? If warranted, a second orientation could be convened. Alternatively, you can read the syllabus and the FAQ for a quick orientation and pass the quiz during the first two weeks of school. Anyone who missed the orientation, has not passed the quiz on the orientation, and has not started doing the assignments on CourseMate and the Microsoft Office projects after the first three weeks will be at risk of failing and should drop the class. Note that for Spring 2016, the last day to add or to drop without a "W" is 2/7/2016 Sunday (please verify this date).

The syllabus shows a weekly due date for each chapter's assignments but Moodle shows a single later due date for several chapters and another single later due date for several other chapters. Which due dates should I follow? To be current in your assignments you must adhere to the weekly due dates for the chapters shown in the syllabus. However, you have a grace period to complete the chapters in Moodle. Note that the due dates in Moodle are set generously to compensate for possible computer access problems. Therefore, you will not be given special consideration on your late homework due to computer access problems. After the Moodle due dates, **no make-up homework will be allowed.**

My sister is getting married a few days before the Final Exam and I have to help her prepare for the wedding, can I have the due date for the assignments extended? No. No make-up assignments will be allowed after the due dates in Moodle have passed. **Also, no make-up exam will allowed.**

I have a conflict with the scheduled Final Exam. Can I take it on a different date? All conflicts with the scheduled Final exam **must be rescheduled with me prior** to the scheduled exam date. **No make-up exams will be allowed after the scheduled exam date.**

Can I use my notes, book, and calculator during the on-campus Final Exam? Yes, you may use your book, notes, calculator, and computer during the Final Exam. However, you must be prepared for the possibility of computer access problems by bringing with you the hardcopy textbook. **You will not be allowed extra considerations due to computer access problems! Also no sharing of exams, books, notes, tables, calculators, or computers will be allowed!**

I already have a CourseMate for another hybrid/online class, can I use it to access your class? No. Each class must have its own CourseMate. To register for the CourseMate online access, use the access code from your CourseMate Printed Access Card and my Course Key: CM-9781285162805-0000828. For all technical problems regarding CourseMate, contact the tech support directly by calling 1-800-354-9706.

Do I have to show any ID when I come in to take the on-site Final Exams? Yes. You must present a photo ID to prove that you are the person from the class who will be taking the exams.

Will I get a hardcopy of the textbook besides the electronic eTextBook when I purchase the bundled version (unbound hardcopy textbook plus online access)? Yes, but only if you purchase the bundled version from the on-campus College of Alameda Bookstore or directly from the publisher. If you order the bundled version online somewhere else, you may get just the online access that includes the eTextbook without the unbound hardcopy textbook. **Here's something to keep in mind if you order it online.** If they don't ask you for your shipping address, then how would they know where to ship your unbound textbook to you?

I did not attend the orientation and I just now realized that I missed the first five chapters of the online homework in CourseMate and/or Microsoft Office Lab projects, can you extend the due dates or unfreeze the assignments so that I can do them? I promise that I will do them all in one week. No. Once you missed the online due dates, no make-up homework will be allowed. That is why the orientation is mandatory. Also, you cannot take three weeks of vacation from your homework and expect to be allowed to catch up.

If I start a new job halfway through the course and I am unable to keep up with the homework and prepare for the Final Exam, can I get an incomplete grade instead of an "F"? No. No incomplete grade will be allowed if you fail to keep up with your assignments and miss your Final Exam.