

**Windows  
CIS 1003  
Fall 2007**

Instructor's Name: \_\_\_\_\_ Hours Credit: \_\_\_\_\_ 3

Office Phone: \_\_\_\_\_ Office Hours: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Course Description:** Course is designed to give the student basic knowledge of Microsoft Windows and its uses. Students will be given projects using Windows features and will learn how other software programs link to Windows.

**Prerequisites:** None

**Next Course in Sequence:** CIS 1113, CIS 1503, CIS 2263, TCOM 1033

**Course Outcomes Stated in Measurable Terms:**

**The Student should be able to:**

1. start up and shut down Windows XP properly
2. identify the parts of the desktop in Windows XP
3. utilize such functions as help, menus, toolbars, switching between programs
4. format a diskette
5. modify text
6. create and save a file
7. open, edit and print a file
8. move, copy, delete and rename a file
9. copy a data disk.
10. work successfully in windows Explorer
11. quick format a diskette
12. store a document on desktop with day/date stamp included
13. create and delete shortcuts
14. change desktop appearance
15. create and modify toolbars
16. edit the start menu

**DEPARTMENTAL GOALS:**

1. To provide instruction for students who wish to upgrade or enhance present professional computer skills.
2. To provide instruction for students who wish to become competent in the use of computer technology through college credit courses while pursuing professional education in other departments at Oklahoma State University.
3. To provide instruction for students who wish to become computer/business professionals through the associate degree or certificate programs.

**Text /Supplemental Materials:** Microsoft Windows XP – Complete  
by Parsons, Oja, Carey, and Ruffolo.  
Microsoft Windows Vista – Comp.  
by Parsons, Oja, Carey , and Ruffolo.  
Keyboarding Software  
SAM Computer Literacy 3.0  
USB Drive  
3 ring binder for keyboarding assignments

**Outline of Subject Content:** Students will learn basic keyboarding techniques. They will be tested for speed as well as accuracy. The basic window operating system environment will be covered. Versions of windows will be looked at and demonstrated. Online component of the course will be listed in D2L and online assignments will be covered.

**Instruction Methods:** This course will use both lecture and online supplements to demonstrate objectives that need to be met. Software in the classroom also provides online tutorials for learning. D2L is also used as part of the classroom environment.

**Attendance Policy:** Class participation is based on students being acknowledged as mature individuals, and emphasis should be placed on developing a sense of their own responsibility for their education. A grade for participation may be assigned. **Students are held accountable for all work covered in the course.** There are 160 attendance points possible. Attendance is required. The policy statement on University Academic Format urges all faculty members "to provide students with a semester course plan showing the schedule of examinations and other course requirements." (See Policy & Procedures Letter 2-0207). Faculty members are advised to share with students any attendance policy in effect in classes for which they are responsible. In addition, they are expected to report cases of repeated absenteeism to the academic division head. Instructors are to report to the Registrar the names of students who have not attended class during the first week of a semester for purpose of enrollment verification. If the instructor has not had contact with the students in a two consecutive week period, students will be turned in for an early alert. Early alert is to let administration and the students know that there may be a problem with the student's successful completion of the course. It is not acceptable to turn in all work the last week of class. Work will only be accepted based upon the due dates of the assignment sheet. The basis of this course is competency-based on a set skill level. There is no way to assess these skills if the material is all turned in the last week of the semester.

**Evaluation Techniques: Tests:** There are SAM tests for this course. They will consist of hands on problems and/or objective questions that will parallel the homework. **Lab Assignments:** Skills assessment through projects and assignments. Course work will need to be submitted to the instructor by the due date listed on the assignment page. Late work will be accepted but instructors have the right to post late points against the assignment. Homework will not be accepted after the test covering that material. Student will receive zero points for that portion of homework. The purpose of homework is to develop competent skills. Turning in homework after a skill assessment (test) defeats the purpose of homework.

**ACADEMIC DISHONESTY OR MISCONDUCT:** Academic dishonesty or misconduct is not condoned nor tolerated at institutions within the Oklahoma State University system. Academic dishonesty is behavior in which a deliberately fraudulent misrepresentation is employed in an attempt to gain undeserved intellectual credit, either for oneself or for another. Academic misconduct is behavior that results in intellectual advantage obtained by violating specific standard, but without deliberate intent or use of fraudulent means. Academic dishonesty or misconduct cases are governed by the OSU-Oklahoma City Campus Student Rights and Responsibilities Code.

**Copies of the Student Rights and Responsibilities can be obtained from the Student Activities and Campus Life Office or an electronic version is also available online at <http://www.osuokc.edu/rights/>.**

**Honors Credit:** A student may receive Honors credit by completing a Request for Honors Credit by Contract – Conditions form with the instructor’s permission and submitting it to the program coordinator.

**Grading:** Grades are assigned as with the campus standard.

100-90 = A
89-80 = B
79-70 = C
69-60 = D
<59 = F

Homework assignments –	405 points
Tests --	500 points
Attendance Points -	160 points
<b>TOTAL POINTS –</b>	<b>985 points</b>
<b>possible</b>	

**Make-Up Policy:** Make-up tests are at the instructor’s discretion.

**A.D.A Policy:** OSU-OKC complies with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act. Students with disabilities who seek accommodations must make their request by contacting the Office of Services to Students with Disabilities located on the first floor of the Student Center Office 112, or call 945-3385. All accommodations must be approved by the Office of Services to Students with Disabilities.

**General Education Goal Statement:** Upon completion of General Education Curriculum, students should be proficient in demonstrating the following competencies:

**Goal #1: Critical Thinking:**

**Critical thinking skills include, but are not limited to, the ability to comprehend complex ideas, data, and concepts; to make inferences based on careful observation; to make judgments based on specific and appropriate criteria; to solve problems using specific processes and techniques; to recognize relationships among the arts, culture, and society; to develop new ideas by synthesizing related and/or fragmented information; to apply knowledge and understanding to different contexts, situations, and/or specific endeavors; and to recognize the need to acquire new information.**

**Goal #2: Effective Communications**

Effective communication is the ability to develop organized, coherent, unified written or oral presentations for various audiences and situations.

**Goal #3: Computer Proficiency**

Computer proficiency includes a basic knowledge of operating systems, word processing, and Internet research capabilities.

**Goal #4: Civic Responsibility**

Preparation for civic responsibility in the democratic society of the United States includes acquiring knowledge of the social, political, economic, and historical structures of the nation in order to function effectively as citizens in a country that is increasingly diverse and multicultural in its population and more global in its view and functions.

**Goal #5: Global Awareness**

Global awareness includes knowledge of the geography, history, cultures, values, ecologies, languages, and present day issues of different peoples and countries, as well as an understanding of the global economic, political and technological forces which define the interconnectedness and shape the lives of the world's citizens.

**Syllabus Modification Statement:** Faculty has the right to change or modify the course syllabus materials during the academic year. Any changes will be shared with students. All changes in the instructor's policies after the semester has begun must be made in writing as part of a written addendum to the course syllabus; this addendum should be clearly labeled as such and dated.

**Institutional Statement:** Each student is responsible for being aware of the information contained in the OSU-Oklahoma City Catalog, Student Handbook, and semester information listed in the Class Schedule.

**Global Education Mission:** *Global Education is an institutional commitment to providing learning environments that provide a cross-cultural global perspective through all facets of the educational process. This institutional commitment to Global Education shall manifest itself throughout the entire institution, providing support for diversity, international, and inter-cultural educational opportunities. These opportunities will be institutionalized through curricular and co-curricular activities. This institutional commitment to Global Education will assist OSU-Oklahoma City in accomplishing its mission of preparing students for an increasingly technological and global society*

**Electronic Device Policy:** Cell phones and other electronic devices are disruptive to the class. If a student's work or family situation requires the student to keep the device turned on during class, the student must turn the phone to a silent or vibrate mode. If a student must receive a call during class, the student will leave the room. A student may not make a call during class. Cell phones and all electronic devices may not be used during an exam unless stipulated by an instructor. Use of a cell phone or electronic device during an exam is considered academic misconduct, and the student will be subject to the appropriate penalties. This policy may be strengthened by the instructor. *Use of devices during an exam will result in a grade of 0 for the exam.*

### Calendar of Assignments

Note: This document may be changed at any time during the semester at the discretion of the instructor. All effort will be made to inform students of changes in print or by email.

Week	Assignment	Points
1	<b>Introductions &amp; Paper work</b>	
2	<b>Tutorial 1 Fundamentals of Windows XP</b> Turn in: Learn it Online 1 & 3 Turn in: In the Lab 3 & 4	10 10
3	<b>Exam 1 – Tutorial 1</b>	<b>100</b>
4	<b>Tutorial 2 Working with Windows Desktop XP</b> Turn in: Learn it Online 1 & 3 Turn in: Use Help 1 & 2 Turn in: In the Lab 1 & 2	10 10 10
4	<b>Tutorial 3 File, Document, Folder Management XP</b> Turn in: Learn it Online 1 & 3 Turn in: In the Lab 1 ,2 ,3 & 4	10 20
5	<b>Test in SAM over Tutorial 2 &amp; 3</b>	<b>100</b>
6	<b>Tutorial 4 Modifying Your Desktop Environment XP</b> Turn in: Learn it Online 1 & 2 Turn in: Use Help 1 Turn in: In the Lab 1, 2, & 3	10 5 15
6	<b>Tutorial 5 Customizing your Control Panel XP</b> Turn in: Learn it Online 1 & 3 Turn in: Use Help 1 & 2 Turn in: In the Lab 1 & 2	10 10 10
7	<b>Tutorial 6 Advanced File and Web Searching XP</b> Turn in: Learn it Online 1 & 3 Turn in: In the Lab 1, 2, 3, & 4	10 10
8	<b>Exam over Tutorial 4-6 Install and set up Keyboarding Software</b>	<b>100</b>
9	<b>Begin Keyboarding Assignments Lessons 1-6 Print out Lesson Summaries for notebook &amp; Save work</b>	60
10	<b>Keyboarding Lessons 6-13 Print out Lesson Summaries for notebook &amp; Save work</b>	80

11	<b>Tests and Timings</b>	<b>100</b>
12	<b>Tutorial 1 Exploring the Basics of Microsoft Windows Vista</b> Review Assignment Quiz	10 <b>10</b>
13	<b>Tutorial 2 Organizing Your Files Vista</b> Review Assignment Quiz	10 <b>10</b>
14	<b>Tutorial 3 Personalizing Your Windows Environment Vista</b> Review Assignment Quiz	10 <b>10</b>
15	<b>Tutorial 4 Working with the Internet and E-Mail</b> Review Assignment Quiz  <b>D2L Introduction &amp; Assignments Tutorials</b>	10 <b>10</b>  25
16	<b>Final Exam Tutorial 1-4 Vista Book</b>	<b>100</b>

INSTRUCTORS RESERVE THE RIGHT TO CHANGE AND ADMEND THESE ASSIGNMENTS AS SEEN FIT. IF THERE ARE CHANGES TO BE MADE YOU WILL GET A HARD COPY OF THE CHANGES.