

**Windows XP
CIS 1003**

INSTRUCTOR:

CONTACT INFORMATION:

TEXT / SOFTWARE: Microsoft Windows XP – Complete by Parsons, Oja, Carey, and Ruffolo.
Keyboarding Software
SAM Computer Literacy 3.0

MATERIALS: USB Drive 128 MG or 10 new 3 ½ diskettes
 3 ring binder for keyboarding assignments

DEPARTMENTAL GOALS:

The goals of the Department of Computer Programming are as follows:

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.

COURSE GOALS:

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

Assessment: Student progress and achievement will be assessed by the instructor and department through the following:

Instructor assessment - Instructor will assess each student's skills and class progression throughout the course.

Tests - Assessment through three scheduled tests using SAM software.

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.

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 –	325 points
Tests --	500 points
Attendance Points -	160 points
TOTAL POINTS – possible	985 points

Make-Up Policy:

Make-up tests are at the instructor's discretion.

Class Attendance

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.**

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.

Tests: There are SAM tests for this course. They will consist of hands on problems and/or objective questions that will parallel the homework.

American Disabilities Act

If any member of the class feels that he/she has a disability and needs special accommodations of any nature whatsoever, the instructor will work with you and the Office of the Provost for Student Affairs to provide reasonable accommodations to ensure that you have a fair opportunity to perform in this class after the disability has been verified. Please advise the instructor of such disability and the desired accommodations at some point before, during or after the first scheduled class period.

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 (see Student Handbook).

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*

Cell phones and other wireless devices (e.g. Blackberry pager, ipod) are disruptive to the class and are not permitted. If your family situation requires you to keep your cell phone turned on, please notify the instructor. If the instructor gives permission for you to keep the phone on , quickly exit the room and answer the phone quickly. **You should never make a call during class, and may not be turned on during an exam. Use of devices during an exam will result in a grade of 0 for the exam.**