

MIDSTATE COLLEGE
411 W NORTHMOOR RD
PEORIA, IL 61614
(309) 692-4092 or (800) 251-4299
Summer 2013

Course: CIS 110 Introduction to Windows

Credit Hours: 4 quarter hours

Method of Delivery: Classroom

Course Description: This course covers the basics of computer usage from turning the computer on and working in the Windows operating system to surfing the Internet with ease. Students will learn how to properly start and shutdown Windows, manage files, customize the Control Panel, use built-in utilities, install and uninstall programs, and run Windows applications. Advanced topics include using Internet Explorer to navigate the World Wide Web, using Microsoft Outlook to communicate via email, customize Windows settings, run multiple applications, and share data between Windows applications.

Prerequisite(s): none

Text & Manual:. *Microsoft Windows 7 Introductory Illustrated Series*

Authors: Johnson, Steve.

Publisher: Course Technology, Cengage Learning, ISBN-978-0-538-74905-3

Material(s): Note taking materials, thumb drive

Requirements for Completing the Course: To successfully complete this course, the student must receive a passing grade as outlined in the Grading Scale and Grading Specifications sections of this syllabus.

Learning Objectives:

Upon completion of this course, the student will be able to:

1. Apply file management techniques: save, copy, move, and delete files and folders
2. Define the Internet, and search the World Wide Web for resources and useful information
3. Send and receive email, and attach documents
4. Search for files by name, text content and file type
5. Personalize Windows using the Control Panel
6. Share data and information between multiple programs simultaneously
7. Navigate and customize the Windows desktop
8. Create and organize step-savers for frequently used files and programs
9. Manage output devices and printers
10. Maintain a personal computer

Midstate Grading Scale:

90 – 100%	A
80 – 89%	B
70 – 79%	C
60 – 69%	D
0 – 59%	F

Midstate Plagiarism Policy:

Plagiarism is using another person's words, either by paraphrase or direct quotation, without giving credit to the author(s). Plagiarism can also consist of cutting and pasting material from electronic sources by submitting all or a portion of work for assignment credit. This includes papers, computer programs, music, sculptures, paintings, photographs, etc. authored by another person without explicitly citing the original source(s). These actions violate the trust and honesty expected in academic work. Plagiarism is strictly against the academic policy of Midstate College. Its seriousness requires a measured, forceful response which includes consequences for inappropriate and/or no citation.

In courses containing writing assignments, the College promotes the use of an electronic resource which compares the student's writing against previously submitted papers, journals, periodicals, books, and web pages. Students and instructors can use this service to reduce the

incidence of plagiarism. This electronic resource has been found to conform to legal requirements for fair use and student confidentiality. It is able to provide a report to the student indicating the parts of the assignment that match.

Instructor: Donna Greer **Office Hours:** Mondays 2:15-3:15

Email: dgreer@midstate.edu **Phone:** (309) 692-4092 x1220

Participation requirement/policies and procedures/requirements to pass the course:

1. Assignments/Exams/Quizzes

- Homework is due at the BEGINNING of class.
- Late assignments/exams and quizzes are subject to a 20% reduction in grade.
- All work MUST be turned in BEFORE finals week.

2. Attendance

- Regular attendance is REQUIRED, grading is based upon attendance and participation.
- If you know you are going to miss a course, notify the instructor IMMEDIATELY.
- You are expected to call or e-mail if you are going to miss class. Should you miss class and not be able to contact me, you will need to explain your circumstances before you can make-up work.

3. Behavior

- All personal electronic devices should be turned off during class.
- If you MUST leave your phone on, please turn it on silent and step out of the classroom to take the call.
- The use of the internet, e-mail, text messaging, instant messenger, MySpace, Facebook, Twitter, etc. are all prohibited during class.

4. Exams

- It is CRUCIAL you complete assignments and study for exams.
- If you are “missing” on exam day, you will receive a zero for the exam and a make-up is NOT allowed.

5. Grades

- Each student is responsible for keeping copies of homework assignments
- If a document is lost or misplaced and no copy is available, the student will NOT receive credit.
- Keep ALL assignments until you receive your final grade.

6. Responsibility

- Read course/textbook materials provided.
- Participate in classroom discussions.
- Complete your homework assignments.
- Seek help when you need it, don't wait until it's too late!!

Grading specifications:

These percentages are all approximate values

Attendance/participation	10%
Assignments	50%
Exams	40%

TENTATIVE COURSE SCHEDULE

The following is a tentative schedule for the course. The instructor reserves the right to make schedule changes based on the needs of the students in the class.

Date	Material Covered	Assignments
5/20 5/22	NO CLASS-Orientation Day Intro and Syllabus Review Obtain a Thumb Drive	No assignments
5/27 5/29	NO CLASS-Memorial Holiday Unit A	Unit A Concepts Review Unit A Skills Review
6/3 6/5	Unit A	Unit A-Ind Challenge #1 Unit A-Visual Workshop
6/10 6/12	Unit A Quiz Unit B	Unit B Concepts Review Unit B Skills Review Unit B-Ind Challenge #2 Unit B-Ind Challenge #3
6/17 6/19	Unit B Quiz Unit C	Unit C Concepts Review Unit C Skills Review Unit C Real Life Ind Challenge Unit C Visual Workshop
6/24 6/26	Unit C Quiz Unit D	Unit D Concepts Review Unit D Skills Review Unit D Ind Challenge #1 Unit D Ind Challenge #2
7/1 7/3	Midterm Review (Units A-D) Midterm Exam	No Assignments
7/8 7/10	File Fundamentals Final Management Competency	No Assignments
7/15 7/17	Unit E	Unit E Concepts Review Unit E Skills Review Unit E Visual Workshop
7/22 7/24	Unit E Quiz Unit F	<i>Unit F Concepts Review</i> <i>Skills Review 1, 3,4,5,6,7,8</i>
7/29 7/31	Unit F Quiz Unit G	Unit G Concepts Review 1-19 Unit G Ind Challenge #3
8/5 8/7	Final Review (Units E-G) Final Exam	Study for Final Exam You made it! Good luck!