

## Syllabus

**Instructor:** Leonard Gilmore **Program Web Site:** <http://www.oxnardcollege.edu> click on the computer skills center link

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**Course:** CIS R021A – Intro. to Windows

CRN 70675 Time: By Arr Days: By Arr Room: CSC

From: Aug 18 2008 to Dec 17 2008

**Text Book:** *Microsoft Windows XP, Introductory Concepts & Techniques; Service Pack 2*  
*Edition Shelly Cashman Series*

SAM 2007 Computer Literacy Access Code (light blue package) The purchase of SAM 2007 is advisable but not mandatory The Sam 2007 video training CD consist of step by step instructions on how to complete Windows tasks as outlined in the book. The training covers most of the programs developed by Microsoft

**Student Supplies:** 2 USB Flash Drives, 8.5” X 11” Notepad, Pen, and Pencil

**Course Description:** In this course, students will learn to manage files and to use Windows tools, accessories, and applications. This course is suitable for students wishing to learn more about system software.

### **Testing**

There is a online Final Exam for those who purchased SAM 2007 **if you elected not to purchase the program see the Instructor**

1. The test must be completed as directed in the “Course Plan” section of this syllabus. Every portion of the test must be completed in order to receive full credit. Incomplete sections will be graded as incorrect.

2. The Exam may be taken twice, but the second test will be reduced by one grade. Because these are open book tests, the scoring will be as follows: 95% or better = A; 90% to 94% = B; 85% to 89% = C; 80% to 84% = D; 79% or less is failing.

## **CIS R021A – Intro. to Windows**

### **Student instructions:**

All students must have a Yahoo e-mail account for the course. If you do not have a Yahoo email, please register for one – they are free. If needed, ask the lab instructor for assistance. When you have acquired your e-mail account, send an e-mail with your first name, last name, and the course name (Intro. to Microcomputers) to instructor of record.

Go to the CSC web site (<http://oxnardcollege.edu/>) and click on the links **Policies & Procedures** and contact your instructor if you have any questions. You are responsible for reading the information on these web pages. *There is not to be any printing of any documents in the CSC labs. When you see an instruction to print a document, ignore the instruction and move on with the assignment.*

### **Grading instructions for the Intro to Windows course:**

Grading is based attendance, submittal of assignments, training completed and scores on your tests. This is a 1 unit course that requires only 17 hours of attendance. I recommend that you attend at least 3 hours per week so that you can complete all requirements in less than 5 weeks. This will allow you to enroll in another CIS course and use the skills learned in this Windows course.

All assignments will be submitted as file attachments through email. If you are unsure how to do this, ask the lab instructor to help you.

As stated on page 1, all tests are open book and therefore graded more rigorously.

Grade A:

Lab hours 17 hours or more AND all of the Windows practices, lab exercises, SAM training and SAM test.

Grade B:

Lab hours 14 to 16 hours AND all of the Windows practices, lab exercises, and SAM test.

Grade C:

Lab hours 12 to 13 hours AND all of the Windows practices, lab exercises, and SAM test.

Grade D:

Lab hours 10 to 11 hours AND all of the Windows practices, lab exercises and SAM test.

## Course Plan

Welcome to Introduction to Windows! I know that you are excited about beginning your journey in understanding how Windows works. There is a lot of reading in this course. Please do not skip the **reading**; it provides a lot of explanation about what will happen when you apply your knowledge. The lecture and assignment schedule on the following is subject to change. Please note: NO PRINTING will be needed. IGNORE any textbook direction to print. All assignments will be submitted as attachments by email. Please use a Yahoo email address. If you do not have a Yahoo address, register for one. If you need assistance, ask the lab instructor. Make sure that all emails include the following information:

- Student Name
- Date submitted
- Class ID and name (for example: **Class ID: CIS R021A, Intro to Windows**)
- Name of your instructor (for example: Instructor: Leonard Gilmore)

Documents required to be downloaded are located at in the back of your book **scsite.com** ask the instructor if help is needed downloading the files.

<i><b>Date Due*</b></i>	<i><b>Topic</b></i>	<i><b>Assignment</b></i>
Session 1	<b>Orientation; Introduction to the course;</b>	1. Attend a CSC Orientation Session 2. Review the CSC website: • <a href="http://www.oxnardcollege.edu">http://www.oxnardcollege.edu</a> click on the computer skills center link

<p><b>Project 1</b></p>	<p><b>Fundamentals of Using M/S Windows XP Project 1,</b></p>	<ol style="list-style-type: none"> <li>1. In your textbook, read the Preface, pg V-VI</li> <li>2. Read and perform the steps on pg VIII.</li> <li>3. Read the Objectives for Project 1 on page WIN 1.03. This is what Project 1 will help you learn and what you are expected to know how to do when you complete this project.</li> <li>4. Read pages WIN 1.04 – 1.11.</li> <li>5. Read <b>but do not perform</b> the STEP-BY-STEP exercise on pages WIN 1.14 – 1.17. These steps will not work on the computers in the LAB. If you have Windows XP on your home computer, you may practice these steps, <b>but do not do these in the computer lab.</b></li> <li>6. Read and pay close attention to the boxes “Other Ways” and “More About” on each page.</li> <li>7. Continue with your reading on pages WIN 1.17-1.18.</li> <li>8. Perform the STEP-BY-STEP on pages WIN 1.18 – 1.20</li> <li>9. Continue to read the text between the STEP-BY-STEP exercises and perform the steps.</li> <li>10. Read each TABLE presented throughout the project beginning with Table 1.1 on page WIN 1.22</li> <li>11. After you read and reach the end of page WIN.1.44 STOP and go to the SAM 2007Video tutorial program.</li> </ol>
<p><b>SAM</b></p>	<p>Start SAM.2007 video If you have not already done so. Instructors in the lab will show you how to use SAM 2007. Otherwise do the following steps:</p> <ol style="list-style-type: none"> <li>1. Place the CD into the drive and close it</li> <li>2. Select the accept command licensing agreement. Make sure the earphone or speakers are plugged in and are on.</li> <li>3. Select task selection drop down list box scroll down and select Shelly Cashman.</li> <li>4. Select the textbook drop down list box and select SC ms MS Windows XP Introductory.</li> <li>5. Click select all thereby placing a checkmark on all tasks to be completed.</li> <li>6. Click the launch command.</li> <li>7. Click the autorun command then click the play button</li> <li>8. To move to the next task click “task 1 of “right facing triangle then click the OK command when prompted “you have chosen to skip tasks window” choose ok.</li> </ol>	

	1. Beginning with page WIN 1.45 read the text and then perform the STEP-BY-STEP through page WIN 1.65. Don't forget to read the "Other Ways" and "More About" boxes on each page as well as any Tables.	
	1. Select the assignment, Windows XP Session 2 2. If you need extra practice, go back and re-do any needed STEP-BE-STEP exercises.	
<b>Project 2</b>	<b>Project 2,</b>	1. Complete Project 2 in the textbook.
<b>Project 3</b>	<b>Project 3, Exam 3</b>	1. Complete Project 3 in the textbook. 3. After completing Project 3, go online and take SAM Exam
<b>WindowsXP Student Project</b>	1. Launch the Internet Explorer 2. Go to "In the Lab" on page WIN 3.73 and do Part 2 and Part 3. 3. Key your answers to Part 3 into a Notepad document. Save the Document to your Flash Drive 4. Email the Notepad document to your instructor at the email for assignment submittals (see the page 1 of this syllabus)	
<b>FINAL EXAM</b>	After you have completed all Projects, all SAM training, then Launch SAM online and take the Final Exam " <b><i>if you did not purchase SAM 2007 see Instructor to take the exam.</i></b> " <b>After you complete the Final Exam, email your instructor at the email for messages and inform her that you have completed all assignments.</b>	

**SAM Instructions:**

Before beginning any SAM training, you must register as a SAM user. Please refer to : <http://www.oxnardcollege.edu> click on the computer skills center link and then select the SAM web link for additional information. If you have any questions, please ask the lab instructor. Upon completion of all projects, students are to complete the SAM training and exam modules before beginning work on the next project.

After completing this Windows course, we recommend that you enroll in CIS R020A, Introduction to Microcomputers. The SAM assessment code you purchased for the Windows course can also be used for the CIS R020A course.