

KISHWAUKEE COLLEGE SYLLABUS

Spring Semester, 2014

COURSE INFORMATION:

Introduction to Microsoft Windows (1 hr)
CIS/OS 105-5B01
Tuesday and Thursday, 9:30-10:45am, A1375
March 18th, to May 16th 2014

INSTRUCTOR INFORMATION:

Instructor – Samantha Korineck
Office Location – A1336
Office Hours – by appointment
Office phone – 815-825-2086 x4650
Email – Samantha.Korineck@kishwaukeecollege.edu

COURSE DESCRIPTION:

An introduction to the fundamentals of a current version of Microsoft Windows. Topics include running application software, accessing operating system features, and handling a multitasking environment. May be repeated three times. Co-offered as OS 105. Credit may not be received if prior credit earned in OS 105 unless topics have changed. One-half hour lecture/discussion and one hour lab a week.

PREREQUISITE:

None

STUDENT LEARNING OUTCOMES:

On completion of this course the student will be able to:

1. Work in Windows environment.
2. Identify the components of the desktop.
3. Work with Windows apps.
4. Use a web browser.
5. Work with Media apps.
6. Use the Windows Explorer and Computer to do file management.
7. Manage storage devices.
8. Use Control Panel to personalize settings.
9. Manage basic computer security.
10. Add peripherals
11. Add, and remove programs.
12. Use the Find feature and create shortcuts.

TEXT(S)

Required:

Johnson, Steve. *Microsoft Windows 8- Illustrated Introductory*. Stamford, CT: Cengage Learning, 2014.

(An electronic companion of this text is available at <http://cengagebrain.com>)

REQUIRED MATERIALS:

1. A computer with Internet access and Windows 8 installed.
2. A browser that is compatible with Desire2Learn. You will not be able to use myKC with IE10. It is suggested that all students install Firefox ESR 17. Problems caused by using an incompatible browser are not the instructor's responsibility. (Many updates of browsers and Desire2Learn (D2L) may cause un-expected results).

ADDITIONAL STUDENT REFERENCES AND THEIR LOCATION

- Class handouts and notes will be on the Desire2Learn (D2L) website: <https://kish.desire2learn.com/>
- Windows 8 is available on two computers in the open computer lab in A1345, as well as on all machines in the classroom A1375.

BREAKDOWN OF COURSE REQUIREMENTS:

Final Exam over Microsoft Windows 8 text	100 points	100 points
8 Review Assignments	15 points each	120 points
8 Chapter Quizzes	10 points each	80 points
8 Individual Challenges	10 points each	80 points
Total		380 points

FINAL GRADE DETERMINATION:

A 90 - 100% of total points	342 – 380 points
B 80 - 89.9% of total points	304 – 341 points
C 70 - 79.9% of total points	266 – 303 points
D 60 - 69.9% of total points	228 – 265 points
F below 60% of total points	227 or less points

Grades will be figured on the total points possible for the semester. The proposed point total is 380 points. 90% of 380 is 342 so you must accumulate at least 342 points to get an A. Should the actual total points vary from the proposed total points; the grades will be calculated on the actual total points.

Grade reports will not be mailed out. Please check KishSOS, My Student Info, under Academic Profile, Grades, for grade reports.

OTHER COURSE REQUIREMENTS:**SOFTWARE:**

This course requires the use of Windows 8.

ASSIGNMENTS:

All assignments are due at the beginning of class on the specified date and will not be accepted late unless prior arrangements have been made. If you need an extension of a due date you must e-mail the request to the instructor no later than 12 hours before the assignment is due.

Each assignment will specify whether it will be submitted electronically or in class. Please read the assignments carefully so that you know how to turn them in.

COMPUTER LABS:

Please be aware that students are expected to spend time outside of class completing assignments. If you do not have a computer with the necessary software, you will need to use the open computer lab located in A1345. The lab schedule is posted on the lab door. Please report any issues with the lab to the instructor.

Food and beverages are not permitted in the lab or the classrooms. Lab assistants are available at certain times for assistance with technical problems, but may not be able to help with specific questions about software operations and/or assignments.

CELL PHONES:

All cell phones and pager ringers must be turned off when entering the classroom. If you are expecting an emergency call during class, please advise the instructor before class starts so that an exception to this rule may be made. Any student using a cell phone during an exam will be assumed to have finished the exam at that time and the exam will be collected for grading immediately.

E-MAIL:

All e-mails to the instructor must be sent to the instructor's college email address. E-mail's in will be answered within 24 hours. If e-mails are sent to Desire2Learn, e-mails may take longer than 24 hours.

TENATIVE COURSE OUTLINE:

Week	Date	Topic
1	3/18	Syllabus, D2L, Classroom Computers
1	3/20	Unit A
2	3/25	Unit B
2	3/27	Unit B
3	4/1	Unit C
3	4/3	Unit D
4	4/8	Unit E
4	4/10	Unit E
5	4/15	Unit F
5	4/17	Campus Closed
6	4/22	Unit F

6	4/24	Unit G
7	4/29	Unit G
7	5/1	Unit H
8	5/6	Unit H
8	5/8	Review For Final
Final	5/13	No Class
Final	5/15	Final

MAKE-UP POLICY

Quizzes:

Quizzes will be available online for one week. Therefore there is no makeup.

Exams:

The mid-term and final exams are to be taken at the day and time scheduled. If you have an excusable absence or illness the instructor **MUST BE NOTIFIED IN ADVANCE**. A makeup of that exam will be scheduled at the instructor's convenience or in the LSC. If the instructor has not been notified before the date and time of the exam there will be no makeup of that exam. The instructor cannot be held responsible for any computer failures or password issues if the student decides to use the LSC or other proctored environment.

ATTENDANCE POLICY

All students are expected to attend class on time and to be prepared. Should you miss a class it is your responsibility to determine what was covered during your absence.

CLASS WITHDRAWAL

A "W" cannot be given as a final grade. The student is responsible for officially withdrawing from the class according to procedures described in the college catalog. Any student that does not officially withdraw from the class will receive a letter grade. The last date for withdrawal for this course can be found at "My Class Schedule" on KishSOS. Kishwaukee College reserves the right to administratively withdraw at midterm those students who are not actively pursuing course objectives or who are in violation of standards of behavior as outlined in the Student Code of Conduct and Discipline. For a copy of the student conduct policy, contact the Vice President of Student Services Office or refer to the Kishwaukee College catalog.

INCOMPLETE GRADE

All course requirements must be completed by the end date for the course. In the event that extremely difficult circumstances merit granting a student more time to finish course requirements, an "Incomplete" (I) grade may be given. Taking an Incomplete is possible only at the instructor's discretion. To receive an Incomplete, a contract between the student and the instructor must be completed and approved regarding the completion of all remaining work within a strictly defined period of time. If the conditions of the contract are not met, an "I" grade may revert to an "F".

CLASS CANCELLATIONS

Class cancellations due to inclement weather will be posted on the College Website: www.kishwaukeecollege.edu. or announced by the local radio stations. Students may also call the College at (815) 825-2086. Class cancellations due to instructor absence will be posted on the classroom door and posted at www.kishwaukeecollege.edu/class_cancellations. Room changes will be announced in advance whenever possible and posted on the classroom door.

ACADEMIC DISHONESTY

Academic honesty is essential in a college community. In order to evaluate student work, faculty must be able to trust that the work is original with a student and not the work of someone else. Cheating, falsifying information, forgery, plagiarism, and other dishonest actions will not be tolerated. Sanctions for academic dishonesty are at the discretion of the instructor and subject to appeal as provided in Student Code of Conduct and Discipline. A complete explanation of the policy and procedures surrounding academic dishonesty are outlined in the Kishwaukee College Catalog.

In this class anyone suspected of cheating or plagiarizing will receive a score of 0 for the assignment or the exam. It is the student's responsibility to prove that they did not copy or cheat.

COPYRIGHT

As a Kishwaukee College Student, you may have copyrighted materials or software made available to you by the college for course use. Please understand that copyright law may prohibit copying these materials. Violation of copyright laws can lead to prosecution for a criminal offense. You are required to abide by the specific copyright and licensing agreements that apply to each particular piece of software.

GRADUATION REQUIREMENTS FOR TRANSFER DEGREE STUDENTS

All students intending to graduate with an A.A., A.S., A.E.S., or A.F.A. are required to submit a complete Degree Portfolio. The Degree Portfolio is a means for the institution to measure its effectiveness in preparing students for successful completion of a degree at a transferring institution. Save your college-level work throughout your academic career in order to facilitate the portfolio compilation. Also, submit a completed application for graduation from the college the semester that you plan on graduating prior to submitting the complete Degree Portfolio. Guidelines and the specific requirements (along with the rubrics used for assessment) for the Degree Portfolio can be found at www.kishwaukeecollege.edu/portfolio.

ASSISTIVE RESOURCES CENTER/DISABILITY SERVICES

Any student with a documented disability or special learning need and wanting to request accommodations, should contact the Coordinator (Ann Wilson) in A1317 or at (815) 825-2086 ext 3960, (815) 825-9106 (TTY), or send an email to Ann.Wilson@kishwaukeecollege.edu. The student's disability must impact their ability to participate in the educational environment and be documented by an appropriate professional prior to accommodations being approved.

LEARNING SKILLS CENTER (A1300)

Tutoring and testing is available to all Kishwaukee students free of charge. Students must present their Kishwaukee College student ID when using any Learning Skills Center services. For more information on the Learning Skills Center go to www.kishwaukeecollege.edu/learning_skills_center.

The Writing Center (Learning Skills Center, A1306) answers your writing-related questions regardless of the class or assignment. Students are expected to bring all material related to the assignment, including textbooks, paper prompts, etc.

Make-up tests, online tests, and placement tests are available through Testing Services, also Located in the Learning Skills Center

EMERGENCY PROCEDURES/SAFETY

Yellow and red Emergency Information flipcharts are located in each classroom. These are quick reference sheets with telephone numbers to reach emergency assistance and a brief description of the correct actions to take in the event of a tornado, fire or other emergency on campus.

RELIGIOUS OBSERVANCES

Students faced with schedule conflicts related to a religious observance should make prior arrangements with the instructor a minimum of seven (7) school days in advance of the examination or other activity involved.

STUDENT E-MAIL

Your Kishwaukee College e-mail account will be the only way to receive official notices from the College. If you choose to forward your e-mail to another account, please be advised that all communication from and within the college will use your Kishwaukee student e-mail. When communicating with instructors or employees of the college, you are required to use your Kishwaukee e-mail address.

COMMUNITY RESOURCES

There are numerous community resources that are available to assist students in addressing a variety of personal needs. A listing and description of community resources can be found at <http://www.kishwaukeecollege.edu/go/communityresources>