

I. Instructor Information

Instructor Name: Professor Floyd Aylin
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Office Hours: Tuesday mornings, 10:00 a.m. to 11:00 a.m.
Office Room: Room 2742

II. General Course Information

Credit Hours: 2 Credit Hours Lecture and Lab
Course Description: Course presents theoretical and hands-on instruction using the Microsoft Windows operating system environment. Content includes customizing the environment, running multiple applications simultaneously, optimizing performance, managing file systems, optimizing disks, transferring data between applications, performing file and folder operations, exploring the Windows registry, using troubleshooting tools, evaluating system performance, and evaluating installation issues.
Course Prerequisite(s): CIS 101 or CIS 103 , or comparable computer experience.
Prerequisite Knowledge: Essential skills of computing.

III. Required Instructional Materials

Course Textbook(s): Microsoft Windows Vista Professional for Power Users, Harry L. Phillips, Course Technology, 2009 .
(ISBN: 1 - 4239 - 0603 - 9) .

Companion Website: <http://www.course.com>
You can download the course student files from this address.

Microsoft Excel and Word 2007: If you do not have them on your computer you can download them free from the Microsoft web site, for a 60 day trial.

Adobe Acrobat Reader: <http://www.adobe.com/products/acrobat/readermain.html>
You are required to have the availability of Adobe Acrobat Reader, a free software program for viewing PDF files.

Other Items: USB Thumb Drive, folders, pens, pencils, mini - stapler are required.

IV. Course Objectives

Key Objectives: Upon completion of this course, the student will be able to:
Understand the underlying theory of the Windows environment and interaction with the operating system as well as the major features and accessories of the Windows program and objects.

Use both keyboard and mouse to control computer operations.

Run multiple applications concurrently.

Transfer data between applications.

Customize screen displays, printers, output, and mouse/keyboard use.

Organize and manage program and document files efficiently.

Manage applications.

Handle the DOS and Windows environment.

Handle issues related to setup and troubleshooting.

V. Outline of Course Topics

The major topics of discussion during the course of the semester include, but are

not limited to, the following:

1. Graphics interface
 - a. Benefits
 - b. Screen attributes: icons and bars
2. Mouse vs. keyboard input
3. Features and accessories of the Windows program
4. Objects and their properties.

Program management

1. Creating, saving and editing documents
2. Concurrent execution of programs
3. Sharing data between programs

Folder and file management

1. Working with files
 - a. Naming files
 - b. Copying and moving files
 - c. Deleting files
2. Managing folders
 - a. Creating
 - b. Viewing
 - c. Expanding and collapsing

Control panel

1. Customizing screens
 - a. Screen colors
 - b. Patterns
 - c. Spacing icons
 - d. Selecting time/date
2. Customizing printing
 - a. Changing the print queue
 - b. Configuring the printer(s)
 - c. Adding printers
 - d. Working with fonts: changing, removing, adding
3. Customizing mouse and keyboard use
4. System properties and the device manager

Management tools

1. DOS sessions
2. Explorer
3. Memory configuration
4. Safe mode

Install and uninstall applications

Setup/troubleshooting issues

VI. Methods of Evaluating Student Progress

Grading Scale: Grading will use the scale: 100 % to 90 % is an

A (Superior) , 89 % to 80 % is a B (Good) , 79 % to 70 % is a C (Fair) , 69 % to 60 % is a D (Poor) and 59 % to 0 % is an F (Failing) .

Grade Determination: Your final course grade will be based on the following:

Homework 15 % , Quizzes 10 % , Midterm Examination 25 % , Lab Projects 25 % , Final Examination 25 % .

Grade Breakdown: Homework Assignments are issued on a weekly basis.

Quizzes usually are announced in advance, however, " pop " quizzes may be given.

Exams are typically covering more than one course book chapter. Lab Projects are to be unique, original and submitted in a professionally prepared presentation binder.

The Final Exam is cumulative.

VII. Methods of Instruction

Instruction Techniques: The methods used to instruct the course material may include: (1) Graphics slide presentations, (2) Discussion, (3) Individual and group projects and (4) Discovery or the Socratic method of asking questions.

VIII. Course Practices Required

Student Practices: Students enrolled in this class should (1) read the textbook regularly, (2) complete assignments on time and (3) research course topics.

IX. Academic Integrity

Integrity Policy: Students and employees at Oakton Community College are required to demonstrate academic integrity and follow Oakton's Code of Academic Conduct. This code prohibits: (1) cheating, (2) plagiarism (turning in work not written by you, or lacking proper citation), (3) falsification and fabrication (lying or distorting the truth), (4) helping others to cheat, (5) unauthorized changes on official documents, (6) pretending to be someone else or having someone else pretend to be you, (7) making or accepting bribes, special favors or threats, and (8) any other behavior that violates academic integrity.

There are serious consequences to violations of the academic integrity policy. Oakton's policies and procedures provide students a fair hearing if a complaint is made against you. If you are found to have violated the policy, the minimum penalty is failure on the assignment and, a disciplinary record will be established and kept on file in the office of the Vice President for Student Affairs for a period of 3 years. Details of the Code of Academic Conduct are found in the Student Handbook.

X. Other Course Information

Additional Items of Note: (a) You are responsible for all required course material.

Be aware of any assignments, notes, deadlines etc. (b) Changes to this syllabus may be made when deemed appropriate and without notice. (c) Tutors are available by appointment in room 2400.

If you have a documented learning, psychological, or physical disability you may be entitled to reasonable academic accommodations or services. To request accommodations or services, contact the ASSIST office in the Instructional Support Services. All students are expected to fulfill essential course requirements. The College will not waive any essential skill or requirement of a course or degree program.

XI. Academic Etiquette

Course Behavior: Some guidelines are: (1) be prepared, (2) be courteous, and treat one another and your professor with respect, (3) pay careful attention to the lecture materials and (4) follow any instructions promptly.

Tentative Weekly Outline of Course Topics

Week	Chapter(s)	Key Topics	Week Beginning
1	1	The Windows Vista Operating System	Oct 19
1	2	Personalizing Windows Vista	Oct 19
2	3	Working with Folders and Files	Oct 26
2	4	Creating and Customizing Shortcuts	Oct 26
3	5	The Windows Vista File Systems	Nov 2
3	6	Optimizing Your Computer	Nov 2
4	7	Enhancing Your Computer's Security	Nov 9
4	8	Troubleshooting System Problems	Nov 9
5	9	Evaluating Memory Usage	Nov 16
5	10	Backing Up and Restoring Your Computer	Nov 16
6	11	Installing, Updating and Troubleshooting Software	Nov 30
6	12	Installing and Troubleshooting Hardware	Nov 30

Oakton Community College

CIS 116 Introduction to the MS Windows Operating System

Course Syllabus - Fall 2009

7	13	Using the Windows Command Environment	Dec 7
7	14	Exploring the Windows Registry	Dec 7
8	All	Final Exam / Final Lab Project	Dec 14