

Bossier Parish Community College Syllabus

Course Prefix and Number: CIS 114

Credit Hours: 3

Course Title: Microsoft Windows

Course Prerequisites: CIS 105

Textbook: Microsoft Windows 7 – Comprehensive 1st Edition, by Gary B.Shelly, Steven M. Freund, and Raymond E. Enger, Cengage Course Technology, 2010

Course Description: An introduction to current operating system. The class is conducted in a laboratory setting where hands-on learning is emphasized.

Learning Outcomes:

At the end of this course, the student will

- A. apply the fundamentals of Microsoft Windows 7 to customize the work environment of the computer;
- B. analyze, edit, and manage files and folders;
- C. contrast and critique the netiquette rules for personal information management and communication; and

To achieve the learning outcomes, the student will

(The letter designations at the end of each statement refer to the learning outcome(s).)

1. demonstrate the ability to identify the objects on the Microsoft Windows 7 desktop (A);
2. demonstrate the ability to customize the Microsoft Windows 7 desktop and taskbar(A);
3. demonstrate the ability to analyze the computer settings using the Control Panel (A,B);
4. demonstrate the ability to reorganize and create new file and folder structures (B);
5. demonstrate the ability to analyze the contents of folders and critique the folder's contents and structure (B);
6. demonstrate the ability to manage personal electronic communication(C);
7. demonstrate the ability to apply the netiquette rules and procedures (C);
8. demonstrate the ability to contrast and critique e-mails styles (C);

Course Requirements:

1. A student must successfully complete all learning outcomes to successfully complete the course.
2. Achieve a course average of 70% or above.
3. The course will have a minimum of six assignments and a final exam.
4. Each student is expected to attend classes regularly; excessive unexcused absences constitute grounds for suspension (refer to the student handbook for attendance policies).

Course Grading Scale:

90.0% to 100%	◇ A
80.0% to 89.9%	◇ B
70.0% to 79.9%	◇ C
60.0% to 69.9%	◇ D
Below 60.0%	◇ F