CMA 1610 Windows I
Section 01
Semester/Year: Spring 2016

Lecture Hours: 1  Lab Hours: 2  Credit Hours: 2
Class Time: 11:00AM - 12:15PM  Days: T/TH  Room: Thorson Business Building Room 307

Instructor: Mrs. Sheri Coughenour
Email: Please use the MCC Moodle Mail email account within Moodle. If you are unable to access the course in Moodle, I can also be reached at scoughenour@caspercollege.edu
Office Hours: Please contact me to arrange a meeting time.

Course Description: This course is an introduction to the Windows operating system. The fundamentals of the Windows operating system will be explored. Students will learn to use the help, my computer, and Internet features of Windows. In addition, they will learn how to manage files and organize disks, how to customize the desktop, how to share data between programs, how to perform primary system maintenance, and they will be exposed to the multimedia/ Internet functions of Windows. Windows experience is recommended.

Statement of Prerequisites: Basic keyboarding skills, mouse proficiency, and some Windows experience is recommended.

Required Text, Readings and Materials:

- Microsoft® Windows® 8, Comprehensive, Parsons, Oja, and Ruffolo, Cengage Learning.
- If you will be using a lab or computer other than your personal computer, a USB flash drive (512 MB minimum) is recommended to save files on.

Goal/Objectives: Make efficient use of the computer as a tool by knowing what the operating system Microsoft® Windows® 8 does and how the features associated with it can be used.

Outcomes: Successfully completion of this course will enable students to:

- Manipulate the basic features of Microsoft Windows 8.
- Organize files using folders.
- Personalize a Windows environment.
- Navigate the Internet using a browser.
- Send and receive e-mail with attachments.
- Protect a computer using Microsoft security features.
- Perform information searches.
- Create and manage multimedia files.
- Manage power and synchronize files on mobile devices.
- Explain network concepts.
- Maintain computer hardware and software.
This course meets the following Casper College Gen Ed outcomes:

- Demonstrate effective oral and written communication.
- Solve problems using critical thinking and creativity.

_Casper College may collect samples of student work demonstrating achievement of the above outcomes. Any personally identifying information will be removed from the students' work product._

**Methodology:** This course is a combination of lecture and lab time. Class attendance and participation is required. Your course evaluation feedback is valuable as the instructor uses this information in determining course methodology.

**Evaluation Criteria:** Assignments with associated submission deadlines can be found in the Upcoming Events and Calendar blocks in Moodle. To earn full credit on these assignments, complete the work carefully, completely, and on time. Correct grammar, spelling and sentence structure should be used at all times. I, your instructor, a future employer, or both will be viewing your documents so be sure they are free of spelling or grammatical errors. *Keep in mind that the way you present your material is a reflection on you.*

Grades will be computed on a point scale and weighted. Points will be totaled at midterm and the end of the semester to calculate your percentage grade. Your grade will be recorded in Moodle but the grades you see in Moodle may not reflect the subjective factor of your grade or the category weights. **Your final grade will be weighted as follows:**

<table>
<thead>
<tr>
<th>Category</th>
<th>Weight</th>
<th>Grading Scale</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lab Assignments</td>
<td>40%</td>
<td>A 90-100%</td>
</tr>
<tr>
<td>Quizzes</td>
<td>20%</td>
<td>B 80-89%</td>
</tr>
<tr>
<td>Exams</td>
<td>30%</td>
<td>C 70-79%</td>
</tr>
<tr>
<td>Subjective Factor*</td>
<td>10%</td>
<td>D 60-69%</td>
</tr>
<tr>
<td></td>
<td></td>
<td>F 0-59%</td>
</tr>
</tbody>
</table>

*An assessment of class attendance, cooperation with others, class participation, attitude, initiative, and the ability to get your work in on time. Employers consider such factors to be of vital importance in evaluating employee job performance. Therefore, the letter grade you earn will reflect this aspect of your work.*

**Class Policies:** As a student you are expected to attend all classes for which you are registered and will be accountable for all class work during an absence. Excessive absences or tardiness may result in a lowered grade or dismissal from the course. **Late work, quizzes, and/or exams will not be accepted without PRIOR approval AND with extenuating circumstances. EXCUSED late work will be reduced by half credit; UNEXCUSED late work will receive zero credit.** If an assignment is due, your absence does not excuse the submission. Also, participating in extracurricular activities or college sponsored activities does not excuse an assignment. Daily life can sometimes throw you a last minute unexpected roadblock, so, you may turn in one assignment late (within 24 hours of the due date) one time without being penalized. You do not need prior approval but must enter “Late Work Exception” in the comments with your submission to receive this exception.

Reading assignments should be completed at home before attempting to work on your assignments during class lab time. Participation in discussion of assigned reading materials, reading for direction and information, project collaboration, and asking questions to clarify understanding is expected. You are encouraged to discuss projects with others, establish support networks, obtain technology tips, and gain insights and ideas for assignment completion. However, you must submit your own, original, work.
An important objective of this class is to maximize each student’s opportunity to learn. You are asked to show respect, be courteous and considerate of each other at all times. Disrespectful or disruptive behaviors will not be tolerated. All Web/Internet browsing must be specific to the course needs. When you are in this classroom, you need to be working on classroom activities only. All computer activity in this room is monitored. Cell phones, MP3 players, etc. are disruptive in the classroom. **Students are expected to turn off cell phones or set them to vibrate during class time.** If you need to take a call, you must leave the classroom to do so. Students not abiding by these rules will be asked to leave the classroom.

**Last Date to Change to Audit Status or to Withdraw with a W Grade:** April 14th, 2016.

**Student Rights and Responsibilities:** Please refer to the Casper College Student Conduct and Judicial Code for information concerning your rights and responsibilities as a Casper College Student.

**Chain of Command:** If you have any problems with this class, you should first contact the instructor to attempt to solve the problem. If you are not satisfied with the solution offered by the instructor, you should then take the matter through the appropriate chain of command starting with the Department Head/Program Director, the Dean, and lastly the Vice President for Academic Affairs.

**Academic Dishonesty:** (Cheating & Plagiarism) Casper College demands intellectual honesty. Proven plagiarism or any form of dishonesty associated with the academic process can result in the offender failing the course in which the offense was committed or expulsion from school. See the Casper College Student Code of Conduct for more information on this topic. “Shared” work or “borrowed” work from another student is not representative of your work. Do not ask another student if you can copy his/her work. Any student who shares work with another student or receives that shared work will receive failing grades.

**Official Means of Communication:** Casper College faculty and staff will employ the student's assigned Casper College email account as a primary method of communication. Students are responsible to check their account regularly. This is where you will find course evaluation link(s) during course evaluation periods.

**ADA Accommodations Policy:** If you need academic accommodations because of a disability, please inform me as soon as possible. See me privately after class, or during my office hours. To request academic accommodations, students must first consult with the college’s Disability Services Counselor located in the Gateway Building, Room 344, (307) 268-2557, bheuer@caspercollege.edu. The Disability Services Counselor is responsible for reviewing documentation provided by students requesting accommodations, determining eligibility for accommodations, and helping students request and use appropriate accommodations.

**Tentative Calendar:** posted in Moodle.