

CASPER COLLEGE COURSE SYLLABUS  
**CMAP 1610 Windows 1 N60 and N80**

**Semester/Year:** Fall 2015

**Lecture Hours:** 1

**Lab Hours:** 2

**Credit Hours:** 2

**Class Time:** Internet Course

**Instructor's Name:** Heather Robinson

**Instructor's Contact  
Information:**

**Office Phone:** (307) 259-0303

**Email:**  
hrobinson@caspercollege.edu

**Office Hours:** by appointment

**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.

**Goal:** Students will develop an understanding of the most important aspects and features of the Windows 8 operating system. Students will be able to integrate the technology learned in this course into their professional and personal lives.

**Outcomes:** As a student in this course, you will learn the most important topics of Microsoft Windows 8. We will use a case-based approach to explore the basics of Windows 8 where you will complete the following types of case problems: apply, create, challenge and research. You will learn and demonstrate how to organize your files and personalize your Windows environment. You will use the appropriate technology to conduct Internet information searches and apply advanced search strategies, and you will edit and develop computer graphics. Finally, you will apply strategies to protect your computer and maintain hardware and software to improve a computer's performance.

**Course Objectives:** The students will:

- Describe and identify the objects on the Windows 8 start screen
- Create, name, copy, delete, and move files and folders
- Plan the organization of files and folders
- Develop file management strategies
- Personalize the Start screen and desktop
- Open, view, and navigate Web pages
- Understand and apply security practices to protect a computer
- Develop and apply advanced search strategies
- Explore, create, and edit computer graphics
- Understand how to maintain hardware and software
- Understand how to manage access to network resources

- Apply techniques to improve system performance

**Methodology:** Online, Moodle.

- Students will find detailed weekly instructions on reading assignments, quizzes, and activities in Moodle. Assignments and quizzes will be completed online. The accompanying website to the textbook may be used for data files and other hands-on activities.
- Students will use Moodle to communicate with the instructor, please allow 24 hours for a response.
- Students should complete their reading assignments and labs each week and be an active participant in this distance education class. Students will log into Moodle several times a week to check for new information, news, and announcements.

**Evaluation Criteria:** Grades are assigned on a total percent basis.

Grades by percent:

A 100-90% B 89-80% C 79-70% D 69-60%

40% Homework/Lab assignments

30% Quizzes

20% Discussions/Collaborative activities in Moodle

10% Class/Online Participation

**Casper College may collect samples of student work demonstrating achievement of the above outcomes. Any personally identifying information will be removed from student work.**

**Required Text, Readings, and Materials:**



Microsoft  
Windows 8

*New Perspectives on Microsoft Windows 8, Comprehensive*, Parson, Oja, and Ruffolo Course Technology, 2014,

ISBN-10: 1-285-08087-4

A computer with **Windows 8** operating system.

**Class Policies: Last Date to Change to Audit Status or to Withdraw with a W Grade:** Please refer to the Casper College catalog for specific information. Last day to withdraw: final week of the course (N60) Institution withdraw date: April 16, 2014 (N80).

This is a self-directed course. It is up to the students to manage their time appropriately. Please notify the instructor if you need any help or need synchronous assistance with any materials in this course.

**All course work is due by the dates specified within the Moodle classroom unless prior arrangements are made.**

**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.

**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 also, where you will find course evaluation links 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](mailto: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.

**Calendar or schedule indicating course content:** Detailed weekly work will be listed in the Moodle classroom. Each week students will read one or two chapters and perform lab work and a discussion question or collaborative assignment. Quizzes will be given weekly. Please look at all due dates within Moodle and on the Moodle calendar.

Tentative weekly schedule:

Week 1 and 2: Chapters 1 and 2

Week 3 and 4: Chapters 3 and 4

Week 5: Chapter 5

Week 6: Chapters 6

Week 7: Chapters 7 and 8

Week 8 and 9: Chapters 9 and 10