

ARIZONA WESTERN COLLEGE
SYLLABUS

CIS 92 MS WINDOWS (IBM COMPATIBLE)

Credit Hours: 1 Lec 1 Lab 1

PREREQUISITE: None

COURSE DESCRIPTION

Students will learn basic skills in the Windows™ environment. Activities include: starting Windows™; using a mouse and keyboard; opening and exiting menus, switching applications, sizing a window, arranging open windows, accessing files and directories in File Manager, using Control Panel, working with the print queue, creating and manipulating documents with Write, practicing elements of Paintbrush, accessing accessory programs, and customizing Windows™.

1. COURSE GOAL

This course prepares learners for more advanced computer courses and is a suggested prerequisite for many Windows-based courses.

2. OUTCOMES

Upon satisfactory completion of this course, students will be able to:

- 2.1 start and exit Windows™ applications.
- 2.2 describe the window elements.
- 2.3 access and use the on-line help features.
- 2.4 use some of the available Windows™ applications.
- 2.5 use both a mouse and keyboard to enter commands.
- 2.6 open dialog boxes and make entries.
- 2.7 move windows, icons, and dialog boxes.
- 2.8 change the size of a window.
- 2.9 switch among application windows.
- 2.10 use the Taskbar.
- 2.11 work with the Windows™ Explorer to create, move, copy, delete, rename, and search for files and directories.
- 2.12 customize the work environment.
- 2.13 print documents and control the status of files being printed.
- 2.14 change the color scheme, fonts, desktop, system date and time.
- 2.15 create, save, retrieve, edit, print, and format documents in Word Pad.
- 2.16 use the toolbox to create simple drawings in Paint.
- 2.17 optimize Windows™ performance using System utilities.

3. METHODS OF INSTRUCTION

- 3.1 Lecture
- 3.2 Demonstration
- 3.3 Class discussion of text and current events
- 3.4 Hands-on lab work and supplementary activities
- 3.5 Study suggestions for exam preparation
- 3.6 Individualized instruction
- 3.7 Sample hardware and software
- 3.8 Objective evaluations

4. LEARNING ACTIVITIES

- 4.1 Reading assignments from the text
- 4.2 Lecture and discussion on text materials
- 4.3 Hands-on practice using textbook activities and computer tutorials
- 4.4 Outside reading on computer-related topics

5. EVALUATION

- 5.1 Exams
- 5.2 Homework assignments

6. STUDENT RESPONSIBILITIES

- 6.1 Under AWC Policy, students are expected to attend every session of class in which they are enrolled.
- 6.2 If a student is unable to attend the course or must drop the course for any reason, it will be the responsibility of the student to withdraw from the course. Students who are not attending as of the 45th day of the course may be withdrawn by the instructor. If the student does not withdraw from the course and fails to complete the requirements of the course, the student will receive a failing grade.
- 6.3 Americans with Disabilities Act Accommodations: Arizona Western College provides academic accommodations to students with disabilities through AccessABILITY Resource Services (ARS). ARS provides reasonable and appropriate accommodations to students who have documented disabilities. It is the responsibility of the student to make the ARS Coordinator aware of the need for accommodations in the classroom prior to the beginning of the semester. Students should follow up with their instructors once the semester begins. To make an appointment call the ARS front desk at (928) 344-7674 or ARS Coordinator at (928) 344-7629, in the College Community Center (3C) building, next to Advising.
- 6.4 Academic Integrity: Any student participating in acts of academic dishonesty—including, but not limited to, copying the work of other students, using unauthorized “crib notes”, plagiarism, stealing tests, or forging an instructor’s signature—will be subject to the procedures and consequences outlined in AWC’s Student Code of Conduct.
- 6.5 Texts and Notebooks: Students are required to obtain the class materials for the course.
- 6.6 Arizona Western College students are expected to attend every class session in which they are enrolled. To comply with Federal Financial Aid regulations (34 CFR 668.21), Arizona Western College (AWC) has established an Attendance Verification process for “No Show” reporting during the first 10 days of each semester.
Students who have enrolled but have never attended class may be issued a “No Show” (NS) grade by the professor or instructor and receive a final grade of “NS” on their official academic record. An NS grade may result in a student losing their federal financial aid.
For online classes, *student attendance in an online class is defined as the following* (FSA Handbook, 2012, 5-90):
 - Submitting an academic assignment
 - Taking an exam, an interactive tutorial or computer-assisted instruction
 - Attending a study group that is assigned by the school
 - Participating in an online discussion about academic matters
 - Initiating contact with a faculty member to ask a question about the academic subject studied in the course