

Bergen Community College
Division of Business, Math & Social Science

Information Technology
Course Syllabus

Course Title:

INF-144 – Windows Desktop Operations

Credits/Hours:

1 credit/2 hours lab

Course Description:

This course introduces the student to the basics of the Microsoft Windows desktop. Topics include working with files, organizing files with Windows Explorer, personalizing your Windows environment, bringing the World Wide Web to the desktop, searching for information, working with graphics, object linking and embedding, exploring your network, working with hardware and managing Windows.

Textbooks and Supplies:

See course outline

Student Learning Objectives	Assessment Measures
Upon successful completion of this course the student will be able to:	
1. Demonstrate proficiency in fundamental Windows end-user operations	Lab exercises Written exam
2. Organize files and folders using Windows Explorer	Lab exercises
3. Customize the Windows desktop, including Active Desktop	Lab exercises Written exam
4. Conduct successful searches for files and network resources	Lab exercises Written exam
5. Work with graphics and demonstrate proficiency with OLE	Lab exercises
6. Install hardware components using the Windows Hardware Wizard	Lab exercises
7. Manage user accounts in the Windows environment	Lab exercises Written exam

College Competencies:	Student Learning Objective:
CRITICAL THINKING—Students will actively reflect on, reason about, and form independent judgments on a variety of ideas and information, and use these skills to guide their beliefs and actions.	4, 7
TECHNOLOGICAL AND INFORMATION LITERACY—Students will demonstrate computer literacy, and will be able to retrieve, organize, and analyze information using both technological and traditional means.	1-7
APPLIED KNOWLEDGE—Students will demonstrate an understanding of, and apply, bodies of knowledge within and across disciplines.	1-7

Course Content:

See course outline (available from instructor)

Assessment:

An average of 60% from combined assessment measures is required to demonstrate **minimal** proficiency in course material.

90% or above	A
85%	B+
80%	B
75%	C+
70%	C
60%	D
Less than 60%	F

Tests/Quizzes/Projects/Classwork:

Three tests (weeks 5, 10 and 15)	75%
Class work	25%
Quizzes	up to 10% extra credit

There will be three exams given during the course. Each exam will be drawn from the new material presented in class. There will be short quizzes as various tutorials are completed. There will be several 'extra-credit' quizzes given at the beginning of class sessions. The 'extra-credit' quizzes are only given at the very beginning of a class and only students who are present when the quiz is distributed may participate. Any points earned on 'extra-credit' quizzes will help improve your grade in the class.

A student may elect to take a voluntary comprehensive final exam immediately after Exam 3 is administered. If the comprehensive final exam is taken, the lowest exam grade will be dropped.

It is your responsibility to discuss any problem you may have with this course with your instructor as soon as possible so that advice can be given and/or tutoring can be arranged, if needed.

Students **are required** to take examinations on the day and time they are scheduled. If special circumstances require a test schedule adjustment, this must be **worked out in advance** with the instructor. If a student misses an exam (except for prearranged circumstances with the instructor) a zero grade will be assigned.

The instructor can be reached by **telephone** (see course outline for appropriate phone number), **e-mail, or written note** left in the Divisional Office (during the day) A-306C or the Evening Office L-113. If there are extreme circumstances (documentation may be required) that prevent a student from taking a test according to the published schedule, use one of the above options to contact the instructor **before** the next class. An arrangement for a special testing schedule is solely at the **discretion of the instructor**. A student who waits for the next class session to speak with the instructor will not be accommodated with a special test schedule.

It is the student's responsibility to finish an examination correctly and completely. Therefore, when computer Scantron forms are used as answer sheets, the student **must use** a Number 2 lead pencil and erase all stray marks completely. The burden of proper erasure **is at test taking time**. Once the examinations are returned to the students, there will be **no grade adjustments** made due to inappropriate completion of the response form.

Laboratory Work:

The lab assignments are required for grading. They must be submitted as the student enters the lab on the assignment due date, and **cannot be handed in late**. Certain lab assignments will be given and completed during one lab session. In this case, the student must submit the assignment upon

exiting the lab. Laboratory assignments that were not collected before the end of lab must be completed during free time.

Homework:

In addition to any homework assignment given during class, it is a **standing assignment** that the student read each chapter of the book prior to its discussion. Following the class discussion, the student should reread the material and work with the exercises throughout the text. It is anticipated that students will spend 2-4 hours per week reading the text and working with the exercises and supplemental resources.

Policies:

- Lateness – The roll will be taken at the beginning of class. If the student is not in attendance at that time, he/she will be carried in the roll book as being absent unless the instructor is notified immediately after class. Attendance sheets cannot be adjusted at following class meetings.
- The student must adhere to all college policies. Due to the nature of this course, it is recommended that the student review the policy titled "*Acceptable Information Technology Use at Bergen Community College*".
- The use of portable electronic devices such as pagers and cell phones is not permitted while class is in session. Please be sure to silence electronic devices before entering class.
- The use of audio CD or tape players, radios, and college computers to play music during class is prohibited.
- Students are expected to demonstrate listening, reading, note taking, and writing skills. The student will need to take notes during class discussions and understand and follow verbal and written directions. All assignments and correspondence with the instructor (including e-mail) must be well written in full sentence format. Proper paragraph format must be used for all postings to the student bulletin board (if applicable).
- The subject line of all e-mail correspondence to the instructor must contain the course number and section and student's name. Any e-mail received without this information will not be opened.
- Plagiarism in any form will be treated as a failure to complete an assignment. All work submitted should reflect individual effort by the student.
- In borderline cases that arise in almost every class each semester a student's attendance, class participation, attitude, and observed effort will be considered in helping to determine the student's final grade.

If the instructor does not appear after 20 minutes following the scheduled time, students should generate an attendance list. One volunteer member need deliver the list, containing the course title, date, and instructor's name, to the Evening Office L-113 or to the Divisional Office (during the day) A-306C.