

**SEWARD COUNTY COMMUNITY COLLEGE  
COURSE SYLLABUS**

**I. TITLE OF COURSE:** CSO1703- Windows Operating System

**II. COURSE DESCRIPTION: 3 credit hours  
3 credit hours of lecture and 0 credit hours of lab per week.**

This course is designed to teach all students how to navigate the Windows 10 interface, as well as use its features and apps and security features. The course builds an understanding of topics such as but not limited to; How to navigate the Windows 10 user interface, Create accounts in Windows, Open apps and programs, Work with tiles, Use the Start button and Start menu, Access and use the Action Center, Work with apps and programs, Customize settings in Windows 10, use the Settings app and the Control Panel, Search using Cortana, Use Windows 10 apps, including Mail, People, Calendar, Photos, Maps, and Weather, Managing Applications, Managing Files, and · Adjust accessibility settings for hearing and vision impaired users. EduKan course equivalency is CO125 and was approved by Academic Affairs Council on 1/25/2021.

For each unit of credit, a minimum of three hours per week with one of the hours for class and two hours for studying/preparation outside of class is expected.

Pre-requisite: None.

**III. PROGRAM AND/OR DEPARTMENT MISSION STATEMENT:**

The CIS Program will provide superior learning opportunities in the area of information technology. Utilizing state-of-the-art technology, we will give both CIS majors and non CIS majors the tools they need in order to achieve their career and/or educational goals.

**IV. TEXTBOOK AND MATERIALS:**

1. Microsoft Windows 10: Comprehensive - 17 edition
2. Access to a computer with Windows Operating system

**V. SCCC OUTCOMES**

Students who successfully complete this course will demonstrate the ability to do the following SCCC Outcomes.

1: Read with comprehension, be critical of what they read, and apply knowledge gained to real life

5: Demonstrate the ability to think critically by gathering facts, generating insights, analyzing data, and evaluating information

6: Exhibit skills in information and technological literacy

9: Exhibit workplace skills that include respect for others, teamwork competence, attendance/punctuality, decision making, conflict resolution, truthfulness/honesty, positive attitude, judgment, and responsibility

**VI. COURSE OUTCOMES:**

Upon completion of the Microsoft Windows Operating System course the student should be able to:

- Understand Operating System Configurations
- Manage Applications
- Manage Files and Folders
- Manage Devices
- Perform Operating System Maintenance
- Update, and utilize security features

## **VII. COURSE OUTLINE:**

1. Windows 10 is. and how it's used on personal computers
2. The Windows 10 interface.
3. Identify the Start Menu, The Taskbar, and customizing settings in Windows 10.
4. Usages of Cortana and Search in Windows 10.
5. Describe working with apps, documents and virtual desktops.
6. Describe Windows 10 Apps and using Microsoft Edge.
7. Identify accessibility settings.
8. Recognize users, security, and privacy settings in Windows 10.
9. Know file management in Windows 10.
10. Know syncing devices and sharing files with OneDrive.
11. Describe managing people and time in Windows 10,
12. Demonstrate mastery of lesson content

## **VIII. INSTRUCTIONAL METHODS:**

1. Chapter Assignments
2. End of chapter Exercises
3. Quizzes
4. Exams – Midterm and Final
5. Canvas Learning Management System

## **IX. INSTRUCTIONAL AND RESOURCE MATERIALS:**

1. Module Resources Page
2. Companion Website
3. Windows operating system install on a personal computer
4. Instructor handouts

## **X. METHODS OF ASSESSMENT:**

Assessment will consist of the solutions to real life problems for which students will have to research, plan, program, execute and document.

Outcome #1 will be assessed and measured by the comprehension of reading assignments and in class discussion.

Outcome #5 will be assessed through tests, quizzes and the presentation of a final portfolio.

Outcome #6 will be assessed through the completion of projects.

Outcome #9 will be assessed through attendance, group assignments and presentation of portfolios

## **XI. ADA STATEMENT:**

Under the Americans with Disabilities Act, Seward County Community College will make reasonable accommodations for students with documented disabilities. If you need support or assistance because of a disability, you may be eligible for academic accommodations. Students

should identify themselves to the Dean of Students at 620-417-1106 or going to the Student Success Center in the Hobbie Academic building, room 149 A.

Syllabus Reviewed: 2/10/2021