

EASTERN ARIZONA COLLEGE

Advanced Microsoft Windows

Course Design
2011-2012

Course Information

Division	Business
Course Number	CMP 115C
Title	Advanced Microsoft Windows
Credits	0.5
Developed by	Matt Hatch
Lecture/Lab Ratio	0.5 Lecture/0 Lab
Transfer Status	None
Activity Course	No
CIP Code	11.0100
Assessment Mode	Pre/Post Test (20 Questions/20 Points)
Semester Taught	Upon Request
GE Category	None
Separate Lab	No
Awareness Course	No
Intensive Writing Course	No

Prerequisites

None

Educational Value

This course is designed to teach writing with WordPad, drawing pictures with Paint, using Windows-based programs, and using MS-DOS-based programs.

Description

Students will become familiar with advanced level functions of Microsoft Windows, an operating system used for organizing and maintaining computers.

Supplies

None

Competencies and Performance Standards

1. Share information between computers.

Learning objectives

What you will learn as you master the competency:

- a. Synchronize files that are duplicated on different computers with My Briefcase.
- b. Share computer information with others on the network.
- c. Manage mail messages with Microsoft Exchange.

Performance Standards

Competence will be demonstrated:

- in completion of Lesson Summary activities.

Criteria - Performance will be satisfactory when:

- learner synchronizes files that are duplicated on different computers with My Briefcase.
- learner shares computer information with others on the network.
- learner manages mail messages with Microsoft Exchange.

2. Connect computers through phone lines.

Learning objectives

What you will learn as you master the competency:

- a. Connect to other computers through telephone lines by using Dial-Up Networking.
- b. Connect to other computers through telephone lines by using HyperTerminal.
- c. Sign up for The Microsoft Network online service.

Performance Standards

Competence will be demonstrated:

- in completion of Lesson Summary activities.

Criteria - Performance will be satisfactory when:

- learner connects to other computers through telephone lines by using Dial-Up Networking.
- learner connects to other computers through telephone lines by using HyperTerminal.
- learner signs up for The Microsoft Network online service.

Types of Instruction

Classroom Presentation

Classroom Application

Grading Information

Grading Rationale

100% of the grade is based on the Post-Test.

Grading Scale

A 90-100

B 80-89

C 70-79

D 60-69

Pass/Fail

Pass Greater than 70% on post-test

Fail Less than 70% or post test