

SADDLEBACK COLLEGE
BUSINESS SCIENCE DIVISION
COURSE SYLLABUS

CIM 174 - COMPUTER OPERATING SYSTEMS: WINDOWS - DE

Instructor: Carolyn Z. Gillay
email: cgillay@saddleback.edu

Semester: Fall 2008
8/25/08 through 12/21/08
Ticket number: 11860
Time and day: Internet Based

COURSE DESCRIPTION:

Provides an overview of computer hardware, software and the operating system used on computers. Fundamentals of the Windows operating system are studied in depth. Topics covered will include hardware, software, manipulating the Windows desktop, viewing files and folders, registering file types with the Registry, using Help, launching/using applications provided with the Windows operating system, searching for files and folders, and manipulating My Computer and Windows Explorer. Covers managing files/folders, organizing disks, using fonts and printers, using Control Panel to customize Windows, file and disk maintenance. connectivity, use of a local area network, permissions, TCP/IP and Internet Explorer. May be offered by mediated mode of instruction.

COURSE OBJECTIVES:

Upon completion of this course, the student will be able to:

1. Explain the essential hardware components of a computer system.
2. Identify the major elements of a computer operating system and explain their functions.
3. Recognize and use the various graphical features to navigate and manipulate the Windows desktop.
4. Identify and use Windows tools to view files and folders.
5. Identify and evaluate available help.
6. Create, edit, save and print documents using Windows provided applications.
7. Identify methods of locating files and folders.
8. Summarize features of My Computer and Windows Explorer.
9. Select and apply the appropriate tools to manage and manipulate files and directories using Windows Explorer and My Computer.
10. Identify and describe various methodologies used to organize information on disks.
11. Explain and use the features provided in the fonts and printers folders.
12. Identify features of Control Panel and utilize it to customize the computer system.
13. Explain and use the features of file and disk maintenance.
14. Explain the concepts of connectivity, the Internet and the basics of using a local area network.

STUDENT RESOURCES:

Gaskin, Shelley; Townsend, Kris, and Robert L. Ferrett, *Go! With Microsoft Vista*, Prentice-Hall, 2008, (ISBN 978-0-13-614077-1)
A USB Flash Drive.

BLACKBOARD AND DISCUSSION BOARD:

In your browser, you key in <http://socccd.blackboard.com>. You will be taken to the college Blackboard site. You click Login. Your USERNAME is your first initial, last name and the number assigned as part of your Saddleback email address that you were assigned when you registered but without the @ portion. So if your email address is jgonzales11@saddleback.cc.ca.us, then your USERNAME name is **jgonzales11**. The PASSWORD is your PIN number plus two zeroes. Usually the pin number is the last four digits of your social security number. Password example: **488800**. You may post questions and communicate with other students as well as with me. Part of your grade (on line participation) will be based on your adding items to the Discussion Board.

EVALUATION: Your final grade in this course will be based on the following:

Chapter Skills Review (Assignments from Textbook)	240 points	A	540-600	90%
Mastering Windows (Assignments from Textbook)	120 points	B	480-539	80%
Quizzes (On Blackboard)	120 points	C	430-479	70%
Online Participation (On Blackboard)	40 points	D	350-429	60%
Project (Written Assignment)	<u>80 points</u> 600 points	F	349-0	59% and below

DISCUSSION BOARD (ONLINE): There are four discussion board questions to be answered on Blackboard.

QUIZZES (ONLINE): There will be an online quiz for each chapter on Blackboard.

CHAPTER SKILLS REVIEW (Assignments from Textbook - SUBMITTED ONLINE – DO NOT EMAIL): The exercises (Assignments) will require you to first work through the textbook. Each chapter has two skills review projects – C and D. These assignments require you to sit in front of your computer and perform specific activities. Then, the results of these activities will be a series of questions with multiple choice answers. Before you begin working through the Skills Reviews, go to the Assignments link on Blackboard and then open the folder for the current week you are working on. In the week's folder, there will be a "test" link for each skills review. Although the Step 1 directions in the textbook have you open a Word file and place the answers in that document, you do not need to do this, unless you choose. You are going to submit your answers directly through the Blackboard test link. Instead of placing the answers in the Word document, you will open the test link, minimize it, and then proceed to answer the question. You then maximize the Blackboard link, click the correct letter, minimize it, and then proceed to the next question. I do not want a Word document sent to me.

This may sound a bit intimidating and not make a lot of sense but, trust me, once you go through the process, it is much less convoluted doing it than writing about it. In any event, remember that I am here, and if you get confused or need help, I am available.

Mastering Windows (Assignments from Textbook -SUBMITTED ONLINE VIA VIEW/COMPLETE ASSIGNMENT LINK – DO NOT EMAIL): These exercises (Assignments) will require you work through the mastering activities at the end of each chapter. Each chapter has two mastering projects – E and F. (If you are working on your own computer, you can save the files to your hard disk instead of to a USB device.). The Mastering Projects (E and F) for Chapters 1, 2, 3, 4, 5 and 11, have you create and save a document (a screen capture using the Snipping Tool). Chapters 6, 7, 8, 9, 10 and 12 have you create multiple documents. For these chapters, you only will submit ONE document for the E project and ONE document for the F project. You may choose which one you submit and/or do. For all chapters, once you have saved the document, you will go Blackboard, go to the week of interest, and click the link which allows you to submit the file (upload it), by selecting the specific file from your USB drive or hard drive.

Again, this may sound a bit intimidating and not make any sense but, trust me, once you go through the process, it is much less convoluted doing it than writing about it. In any event, remember that I am here, and if you get confused or need help, I am available.

PROJECT (SUBMITTED ONLINE VIA VIEW/COMPLETE ASSIGNMENT LINK –DO NOT EMAIL): See **Course Documents** on Blackboard for details of project assignment. The project is a short research papers.

COURSE COMPLETION: The last day to drop for a refund is Thursday, September 4, 2008. The last day for a CR/NC option is Friday, September 26, 2008. The drop date or withdrawing without a "W" is Friday, September 26, 2008. The last day to drop this class with a "W" is Thursday, November 6, 2008. These options are handled through Admissions and Records and are the responsibility of the student. The instructor can handle none of these choices. If a student does not drop the course, and stops attending, that student will receive an "F" in the course.

MY SITE: My Site is the Saddleback College Internet method to get your grades, your schedule and your email. Even if you have a personal email address, you should go to My Site and forward your Saddleback email to your personal email account. If I have announcements or other information, I will **ONLY** use your Saddleback email address.

EMAIL: You are welcome to email me as often as you like. However, it is imperative that you have a descriptive topic in the **Subject** line– **CIM 174 - Internet** and most important, include your **full name** and in which class you are enrolled, i.e., **CIM 174 - Internet** in the body of the message. I have many classes and many students and I want to be sure that I don't delete your email and also that I know which student is sending me the email.

SOFTWARE: You can purchase **Windows Vista Home Premium** upgrade for \$89.98 at <http://www.journeyed.com/home.asp>. You can purchase **Office Professional Plus 2007** for \$84.98 at <http://www.foundationccc.org>. (Click College Buys, click Software, click Buy Now under For Faculty and Students, click Microsoft Software for Students -California Community College Only; choose Saddleback)

STUDENT SERVICES: General Student Service Information is available at the Saddleback College Website. General, academic, and service information can be obtained by accessing the Counseling Division and Financial Aid Websites. Individual and small group counseling information such as academic planning and review of transcripts is available by appointment. All other student services are available on campus during normal business hours.

ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES: This course meets the requirements set forth in the accessibility checklist and universal design grid provided by Special Services. The Web pages, video presentations, textbooks and class materials used in this course are accessible to students with disabilities. If you have questions on how to make accommodations please contact Special Services-Mike Sauter.

SEMESTER SCHEDULE – LATEST INFORMATION IS ON BLACKBOARD

Week-Date	Topic/Activity/Readings	Assignments: Note – Although you create files within the chapter, they are NOT to be submitted. Only do assignments listed below.
1 8/25	Getting Started with Windows Vista <u>DO/READ</u> Chapter 1, pp. 1-68 <u>DUE BY 8/31:</u> Discussion Board 1; Skills Review for Chapter 1 (1C and 1D – each worth 10 points for a total of 20 points).	<u>Discussion Board 1:</u> Please post a brief message introducing yourself to your classmates. Share a little about yourself and why you are taking this course. (10 points) <u>DO Skills Review,</u> Chapter 1, Project 1C – pp. 72-74 (10 points) and Project 1D – pp. 75-77 (10 points)
2 9/1	Managing Files, Managing Folders, and Using Search <u>DO/READ</u> Chapter 2, pp. 87-145 <u>DUE BY 9/7:</u> Skills Review for Chapter 2 (2C and 2D – each worth 10 points for a total of 20 points).	<u>DO Skills Review,</u> Chapter 2, Project 2C – pp. 149-151 (10 points) and Project 2D – pp. 152-154 (10 points)
3 9/8	Chapters 1 and 2 Mastering Projects <u>DUE BY 9/14:</u> Discussion Board 2; Mastering for Chapter 1 (1E and 1F – each worth 5 points for a total of 10 points); Mastering for Chapter 2 (2E and 2F – each worth 5 points for a total of 10 points); Chapter 1 Quiz, and Chapter 2 Quiz.	<u>Discussion Board 2:</u> Post a brief comment on which search criteria you find most useful when searching for files/folders. (10 points) <u>DO Mastering,</u> Chapter 1, Project 1E – pp. 78-79 (5 points) and Project 1F – pp. 80-81 (5 points) <u>DO Mastering,</u> Chapter 2, Project 2E – pp. 155-156 (5 points) and Project 2F – pp. 157-158 (5 points) <u>Take Online Quiz:</u> Chapter 1 (10 points) <u>Take Online Quiz:</u> Chapter 2 (10 points)

4	9/15	<p>Personalizing Your Computer & Protecting Your Data <u>DO/READ</u> Chapter 3, pp. 164-214</p> <p><u>DUE BY 9/21:</u> Skills Review for Chapter 3 (3C and 3D – each worth 10 points for a total of 20 points).</p>	<p><u>DO Skills Review</u>, Chapter 3, Project 3C – pp. 217-219 (10 points) and Project 3D – pp. 220-221 (10 points)</p>
5	9/22	<p>Advanced File Management & Advanced Searching <u>DO/READ</u> Chapter 4, pp. 231-292</p> <p><u>DUE BY 9/28:</u> Skills Review for Chapter 4 (4C and 4D – each worth 10 points for a total of 20 points).</p>	<p><u>DO Skills Review</u>, Chapter 4, Project 4C – pp. 296-297 (10 points) and Project 4D – pp. 298-299 (10 points)</p>
6	9/29	<p>Exploring the World Wide Web with Internet Explorer. <u>DO/READ</u> Chapter 5, pp. 309-369.</p> <p><u>DUE BY 10/5:</u> Skills Review for Chapter 5 (5C and 5D – each worth 10 points for a total of 20 points).</p>	<p><u>DO Skills Review</u>, Chapter 5, Project 5C – pp. 372-374 (10 points) and Project 5D – pp. 375-377 (10 points)</p>
7	10/6	<p>Chapters 3, 4 and 5 Mastering Projects</p> <p><u>DUE BY 10/12:</u> Mastering for Chapter 3 (3E and 3F – each worth 5 points for a total of 10 points); Mastering for Chapter 4 (4E and 4F – each worth 5 points for a total of 10 points); Mastering for Chapter 5 (5E and 5F – each worth 5 points for a total of 10 points); Chapter 3 Quiz; Chapter 4 Quiz, and Chapter 5 Quiz.</p>	<p><u>DO Mastering</u>, Chapter 3, Project 3E – pp. 222-223 (5 points) and Project 3F – pp. 224-225 (5 points)</p> <p><u>DO Mastering</u>, Chapter 4, Project 4E – pp. 300-301 (5 points) and Project 4F – pp. 302-303 (5 points)</p> <p><u>DO Mastering</u>, Chapter 5, Project 5E – pp. 378-379 (5 points) and Project 5F – pp. 380-381 (5 points)</p> <p><u>Take Online Quiz:</u> Chapter 3 (10 points) <u>Take Online Quiz:</u> Chapter 4 (10 points) <u>Take Online Quiz:</u> Chapter 5 (10 points)</p>
8	10/13	<p>Maintaining Your Computer & Optimizing Its Performance <u>DO/READ</u> Chapter 6, pp. 387-446</p> <p><u>DUE BY 10/19:</u> Discussion Board 3; Skills Review for Chapter 6 (6C and 6D – each worth 10 points for a total of 20 points).</p>	<p><u>Discussion Board 3:</u> Post a brief comment about what you think is the most important disk and file maintenance tool that you use. (10 points)</p> <p><u>DO Skills Review</u>, Chapter 6, Project 6C – pp. 450-452 (10 points) and Project 6D – pp. 453-455 (10 points)</p>
9	10/20	<p>Monitoring and Tracking System Performance <u>DO/READ</u> Chapter 7, pp. 465-519</p> <p><u>DUE BY 10/26:</u> Skills Review for Chapter 7 (7C and 7D – each worth 10 points for a total of 20 points).</p>	<p><u>DO Skills Review</u>, Chapter 7, Project 7C – pp. 522-524 (10 points) and Project 7D – pp. 525-527 (10 points)</p>

10 10/27	<p>Communicating Over the Internet <u>DO/READ</u> Chapter 8, pp. 535-606</p> <p><u>DUE BY 11/2:</u> Skills Review for Chapter 8 (8C and 8D – each worth 10 points for a total of 20 points).</p>	<p><u>DO Skills Review</u>, Chapter 8, Project 8C – pp. 609-611 (10 points) and Project 8D – pp. 612-614 (10 points)</p>
11 11/3	<p>Chapters 6, 7 and 8 Mastering Projects</p> <p><u>DUE BY 11/9:</u> Mastering for Chapter 6 (6E and 6F – each worth 5 points for a total of 10 points); Mastering for Chapter 7 (7E and 7F – each worth 5 points for a total of 10 points); Mastering for Chapter 8 (8E and 8F – each worth 5 points for a total of 10 points); Chapter 6 Quiz; Chapter 7 Quiz, and Chapter 8 Quiz.</p>	<p><u>DO Mastering</u>, Chapter 6, Project 6E – pp. 456-457 (5 points). Remember, only submit ONE of the project files of your choosing. Project 6F – pp. 458-459 (5 points). Remember, only submit ONE of the project files of your choosing.</p> <p><u>DO Mastering</u>, Chapter 7, Project 7E – pp. 528-529 (5 points). Remember, only submit ONE of the project files of your choosing. Project 7F – pp. 530-531 (5 points). Remember, only submit ONE of the project files of your choosing.</p> <p><u>DO Mastering</u>, Chapter 8, Project 8E – pp. 615-616 (5 points). Remember, only submit ONE of the project files of your choosing. Project 8F – pp. 618-619 (5 points). Remember, only submit ONE of the project files of your choosing.</p> <p><u>Take Online Quiz:</u> Chapter 6 (10 points) <u>Take Online Quiz:</u> Chapter 7 (10 points) <u>Take Online Quiz:</u> Chapter 8 (10 points)</p>
12 11/10	<p>Setting Up a Home Office or Small Office Network <u>DO/READ</u> Chapter 9, pp. 623-677</p> <p><u>DUE BY 11/16:</u> Skills Review for Chapter 9 (9C and 9D – each worth 10 points for a total of 20 points).</p>	<p><u>DO Skills Review</u>, Chapter 9, Project 9C – pp. 682-684 (10 points) and Project 9D – pp. 695-687 (10 points)</p>
13 11/17	<p>Using Windows Media Player & Windows Media Center <u>DO/READ</u> Chapter 10, pp. 698-749</p> <p><u>DUE BY 11/23:</u> Skills Review for Chapter 10C and 10D – each worth 10 points for a total of 20 points).</p>	<p><u>DO Skills Review</u>, Chapter 10; Project 10C – pp. 752-754 (10 points) and Project 10D – pp. 755-757 (10 points)</p>
14 11/24	<p>Chapters 9 and 10 Mastering Projects</p> <p><u>DUE BY 11/30:</u> Mastering for Chapter 9 (9E only - worth 10 points; Mastering for Chapter 10 (10E and 10F – each worth 5 points for a total of 10 points); Chapter 9 Quiz; and Chapter 10 Quiz.</p>	<p><u>DO Mastering</u>, Chapter 9, Project 9E – pp. 688-689 (10 points) – note only do Project 9E – do not do Project 9F. Remember, only submit ONE of the project files of your choosing for 9E.</p> <p><u>DO Mastering</u>, Chapter 10, Project 10E – pp. 758-759 (5 points). Remember, only submit ONE of the project files of your choosing. Project 10F – pp. 760-761 (5 points). Remember, only submit ONE of the project files of your choosing.</p> <p><u>Take Online Quiz:</u> Chapter 9 (10 points) <u>Take Online Quiz:</u> Chapter 10 (10 points)</p>

15 12/1	<p>Using Windows Photo Gallery & Windows Movie Maker <u>DO/READ</u> Chapter 11, pp. 768-819</p> <p><u>DUE BY 12/7:</u> Skills Review for Chapter 11C and 11D – each worth 10 points for a total of 20 points).</p>	<p><u>DO Skills Review</u>, Chapter 11; Project 11C – pp. 822-824 (10 points) and Project 11D – pp. 827-827 (10 points)</p>
16 12/8	<p>Controlling Computer Security & Troubleshooting Your Computer <u>DO/READ</u> Chapter 12, pp. 837-902</p> <p><u>DUE BY 12/14:</u> Discussion Board 4; Skills Review for Chapter 12C and 12D – each worth 10 points for a total of 20 points).</p>	<p><u>Discussion Board 4:</u> Briefly compare and contrast computer viruses; spyware, pop-ups blockers and phishing. (10 points)</p> <p><u>DO Skills Review</u>, Chapter 12; Project 12C – pp. 905-907 (10 points) and Project 12D – pp. 908-910 (10 points)</p>
17 12/15	<p>Complete and Submit Project</p> <p>Chapters 11 and 12 Mastering Projects</p> <p><u>DUE BY 12/21:</u> Project; Mastering for Chapter 11 (11E and 11F – each worth 5 points for a total of 10 points); Mastering for Chapter 12 (12E and 12F – each worth 5 points for a total of 10 points); Chapter 11 Quiz; and Chapter 12 Quiz.</p>	<p><u>DO Mastering</u>, Chapter 11, Project 11E – pp. 828-829 (5 points) – and Project 11F – pp. 830-831 (5 points)</p> <p><u>DO Mastering</u>, Chapter 12, Project 12E – pp. 911-912 (5 points). Remember, only submit ONE of the project files of your choosing. Project 12F – pp. 913-914 (5 points). Remember, only submit ONE of the project files of your choosing.</p> <p><u>Take Online Quiz:</u> Chapter 11 (10 points) <u>Take Online Quiz:</u> Chapter 12 (10 points)</p> <p><u>ALL ASSIGNMENTS, QUIZZES, , DISCUSSION BOARD, AND PROJECT MUST BE COMPLETED NO LATER THAN SUNDAY, DECEMBER 21, 2008 BY 11:30 P.M.</u></p>