

SADDLEBACK COLLEGE
BUSINESS SCIENCE DIVISION
COURSE SYLLABUS

CIM 174 - COMPUTER OPERATING SYSTEMS: WINDOWS - DE

Instructor: Carolyn Z. Gillay
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Semester: Spring 2011
1/10/2011 through 5/19/2011
Ticket number: 14850
Time and day: Internet Based

COURSE DESCRIPTION:

Developed skills include manipulating files and folders in Window's scheme of file management. Competency will be gained using Windows supplied programs to create, save, print files and customize the desktop. Manage computer security, Internet Explorer, and Live Essentials, which provides interaction via the web, will be covered. Expertise will be gained using Live Messenger for instant messaging, blogging, as well as the ability to use media and graphics manipulation tools such as Movie Maker. Setting up and using a small network to share information and using a mobile environment will be introduced. Students will learn to maintain and optimize their computer's performance, as well as backing up files, installing and managing printers and hardware. End-user techniques for diagnostic and trouble-shooting procedure.

COURSE OBJECTIVES:

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

1. Recognize and use the graphical features to navigate and manipulate the Windows desktop.
2. Create, copy, save, and delete files and folders as well as print documents using Windows programs and tools.
3. Identify and use Windows tools to locate and view files and folders.
4. Select and apply the appropriate tools to manage and manipulate files and folders.
5. Select and apply Windows supplied tools to personalize the desktop.
6. Select and apply tools to manage computer security.
7. Demonstrate the ability to manage Internet Explorer to efficiently search the Internet.
8. Communicate over the Internet using Windows Live Mail and Calendar.
9. Communicate over the Internet using Windows Live Messenger as well as the ability to blog with LiveWriter.
10. Manipulate various media object using Windows Live Movie Maker, Live Photo Gallery and Media Center.
11. Explain the concepts of connectivity, the Internet and the basics of using a local area network.
12. Demonstrate the ability to setup a small network and to use networks to share information and devices.
13. Demonstrate the ability to access mobile computer related options using the Windows Mobility Center
14. Select and apply the appropriate tools to maintain and optimize the performance of the computer.
15. Demonstrate the ability to backup and restore programs and data.
16. Demonstrate the ability to install and manage printers and other hardware devices.
17. Demonstrate the ability to analyze a computer/software problem, determine possible causes and implement a solution.

STUDENT RESOURCES:

Johnson, Steve, *Microsoft Windows 7, Complete*, Course Technology, 2010, (ISBN 978-0-538-74904-6)
A USB Flash Drive, if working in the Information Management Center – our lab – BGS 248.

BLACKBOARD:

Blackboard is the software tool you use to submit your homework, submit the project, take the quizzes, and participate in the Discussion Board assignments. You may access Blackboard, either from My Site or go directly to your browser. In your browser, you key in <https://saddleback.blackboard.com>. In both cases, you will be taken to the Blackboard site. You click Login. Your USERNAME is your email address up to the @ assigned as part of

your Saddleback/Irvine Valley when you registered. User name example: jgonzales11. You must go to My Site and change your password, if you have not already done so. Only change the password, not the PIN number. The recommended convention for the password is your pin number and your initials - if my pin was 1234, I would make my password 1234cg or cg1234. The South Orange County Community College District has transitioned to Microsoft's Live@Edu system. This upgrade provides a single sign-in to My Site, Blackboard, Student Email, and the Information Management Center. For details, please go to <http://www.socccd.edu/studentemail>. In addition, the document labeled **Blackboard Basics**, located in Course Information, on Blackboard provides full instructions and suggestions for using Blackboard and email.

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

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|-----------------------------------------------------|--------------------------------|---|---------|---------|
| Chapter Concepts Review (Assignments from Textbook) | 113 points | A | 500-450 | 90% |
| Visual Workshop X (Assignment on Blackboard) | 5 points | B | 449-400 | 80% |
| Visual Workshop (Assignments from Textbook) | 112 points | C | 399-350 | 70% |
| Quizzes (On Blackboard) | 160 points | D | 349-300 | 60% |
| Online Participation (On Blackboard) | 40 points | F | 299-0 | 59% and |
| Research Paper (Project -Written Assignment) | <u>70 points</u> 500 points | | | below |

DISCUSSION BOARD (BLACKBOARD): There are four discussion board questions to be answered on Blackboard. Part of your grade (on line participation) will be based on your answers to the assigned Discussion Board questions. In addition, you may also post general or specific questions and communicate with other students as well as with me.

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

CHAPTER CONCEPTS REVIEW (Assignments from Textbook - SUBMITTED ON BLACKBOARD – DO NOT EMAIL): You first, in front of your computer, work through the chapter steps. There will be a concepts review assignment for each chapter. When you have completed the chapter, you will go to the assigned page in the textbook. On that page will be a screen shot (a picture). You will match the statements with the labeled elements. However, you will submit your answers directly through the Blackboard test link. You go to Blackboard, then click Assignments, then open the folder for that week’s assignment and submit your answers.

BLACKBOARD UNIT X VISUALWORKSHOP (Assignment on Blackboard - SUBMITTED ON BLACKBOARD – DO NOT EMAIL): The first Visual Workshop is on Blackboard in Assignments/Week 1 folder. Print the assignment. When you have completed it, go to Blackboard/Assignments and open the Week 1 folder. Click the link which allows you to submit the files (upload them), by selecting the files from your USB drive or hard drive.

CHAPTER VISUAL WORKSHOPS (Assignments from Textbook -SUBMITTED ONLINE ON BLACKBOARD - DO NOT EMAIL): When you have completed the chapter, you will go to the assigned page in the textbook. On that page will be a screen shot (a picture). You will replicate that screen shot and then save it to your storage device. Please use the Snipping Tool to capture the screen. See the Assignments folder – How to Use the Snipping Tool document for instructions. For all chapters, once you have saved the document, you will go Blackboard/Assignments, 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. There are some assignments that you may have difficulty doing because you do not have the tools available on your computer. For those assignments, other than coming into the lab (Information Management Center – BGS – 248), I will provide alternatives ways to complete the assignment. Those alternatives will be listed on the week of interest folder – in the Assignments folder.

RESEARCH PAPER (PROJECT - SUBMITTED ON BLACKBOARD/ASSIGNMENTS/WEEK 17 Folder. DO NOT EMAIL): See **Course Documents** on Blackboard/Research Paper (Project) assignment.

COURSE COMPLETION: The last day to drop for a refund is Sunday, January 23, 2011. The last day for a CR/NC option is Tuesday, February 15, 2011. The drop date or withdrawing without a "W" is Tuesday, February 15, 2011. The last day to drop this class with a "W" is Thursday, April 7, 2011. 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. All students are given an email account when they register. If you are a returning student, your email address will not change. The South Orange County Community College District has transitioned student email accounts to Microsoft's Live@Edu system. This upgrade provides a single sign-in to My Site, Blackboard, and Student Email. For details, please go to <http://www.socccd.edu/studentemail>.

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 – such as CIM174-Quiz 1. Most important is to include your **full name** in the body of your email. I do not know who Mary or Juan is ☺ off the top of my head and it can be difficult for me to reply to the correct student. Please also include the class you are enrolled in – **CIM174-Windows** in the body of the message as well. 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 **Microsoft Windows 7 Professional Upgrade** for \$79.95 and/or **Office Professional Plus 2010** for \$79.95 at <http://www.foundationccc.org>. Select the URL in this document - <http://www.foundationccc.org>, press the <Ctrl> key and the letter C (copy), and then in your browsers address line, highlight what is then, then press the <Ctrl> key and the letter V (paste). Press <Enter>. When the **Foundation for California Community Colleges** page appears, you then point to **College Buys**. Click **For Students**. Click **Go** under **Adobe, Microsoft, and more**. In the drop down list box, click the down arrow to select your campus. Choose **Saddleback College**. These prices are for the Download versions. Download instructions are usually easy to follow. The site may ask for proof that you are a student – which would be your student id card. Office 2010 is not a requirement for this course, although this is the cheapest price you will find for this software.

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. |
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| 1 1/10 | <p>Setting Up Windows 7 <u>READ</u> Appendix A, pp. 385-393.</p> <p>Read <i>UsingSnippingTool.pdf</i> located in the Assignments folder. This gives you detailed instruction on how to capture your screens.</p> <p><u>Do Visual Workshop X</u> – on Blackboard.</p> <p><u>DUE BY 1/16:</u> Unit X Visual Workshop (5 points); Discussion Board 1(10 points)</p> | <p><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)</p> <p>Read <i>UsingSnippingTool.pdf</i> located in the Assignments folder. This gives you detailed instruction on how to capture your screens.</p> <p><u>DO Unit X Visual Workshop.</u> Go to Blackboard and print the Unit X Visual Workshop Assignment. Complete the assignment on your computer. Save the files as Lastname_Firstname_UnitX-1 and Lastname_Firstname_UnitX-2. (5 points). Submit the files via Blackboard/Assignments/Week 1 Folder.</p> |
| 2 1/17 | <p>Introducing Windows 7 <u>DO/READ</u> Unit A, pp. 1-19.</p> <p><u>DUE BY 1/23:</u> Unit A Concepts Review (6 points); Unit A Visual Workshop (7 points); Unit A Quiz (10 points)</p> | <p><u>DO Unit A Concepts Review,</u> p. 20 – Questions 1-6 (6 points). Submit via Blackboard/Assignments/Week 2 Folder.</p> <p><u>DO Unit A Visual Workshop,</u> p. 24 – Recreate the screen shown in Figure A-18. (7 points). Save the file as Lastname_Firstname_UnitA. Submit file via Blackboard/Assignments/Week 2 Folder. Instructions on how to submit Visual Workshops are located in Blackboard/Assignments.</p> <p><u>Take Unit A Quiz:</u> Unit A (10 points)</p> |
| 3 1/24 | <p><u>DO/READ</u> Student Data Files directions. Click the External Links button to access this information.</p> <p>Working with Windows Programs <u>DO/READ</u> Unit B, pp. 25-43.</p> <p><u>DUE BY 1/30:</u> Unit B Concepts Review (7 points); Unit B Visual Workshop (7 points); Unit B Quiz (10 points)</p> | <p>You must download the data files prior to beginning Unit B. These files will be used in many chapters. If you are working in our lab, please download to a USB flash drive. If you are working on your own computer, please note where you save these files.</p> <p><u>DO Unit B Concepts Review,</u> p. 44 - Questions 1-7 (7 points). Submit via Blackboard/Assignments/Week 3 Folder.</p> <p><u>DO Unit B Visual Workshop,</u> p. 48 – Recreate the screens shown in Figure B-21. (7 points). Save the files as Lastname_Firstname_UnitB-1 and Lastname_Firstname_UnitB-2. Submit files via Blackboard/Assignments/Week 2 Folder.</p> <p><u>Take Unit B Quiz:</u> (10 points)</p> |
| 4 1/31 | <p>Managing Files and Folders <u>DO/READ</u> Unit C, pp. 49-67.</p> <p><u>DUE BY 2/6:</u> Unit C Concepts Review (7 points); Unit C Visual Workshop (7 points); Unit C Quiz (10 points)</p> | <p><u>DO Unit C Concepts Review,</u> p. 68 – Questions 1-7 (7 points). Submit via Blackboard/Assignments/Week 4 Folder.</p> <p><u>DO Unit C Visual Workshop,</u> p. 72 – Recreate the screen shown in Figure C-19. (7 points). Save the file as Lastname_Firstname_UnitC. Submit file via Blackboard/Assignments/Week 4 Folder.</p> <p><u>Take Unit C Quiz:</u> (10 points)</p> |

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| 5 | 2/7 | <p>Customizing File and Folder Management <u>DO/READ</u> Unit D, pp. 73-91.</p> <p><u>DUE BY 2/13:</u> Discussion Board 2 (10 points); Unit D Concepts Review (6 points); Unit D Visual Workshop (7 points); Unit D Quiz (10 points)</p> | <p><u>Discussion Board 2:</u> Post a brief comment on which search criteria you find most useful when searching for files/folders. (10 points)</p> <p><u>DO Unit D Concepts Review</u>, p. 92 – Questions 1-6 (6 points). Submit via Blackboard/Assignments/Week 5 Folder.</p> <p><u>DO Unit D Visual Workshop</u>, p. 96 – Recreate the screen shown in Figure D-23. (7 points). Save file as Lastname_Firstname_UnitD. Submit file via Blackboard/Assignments/Week 5 Folder.</p> <p><u>Take Unit D Quiz:</u> (10 points)</p> |
| 6 | 2/14 | <p>Customizing Windows Using the Control Panel <u>DO/READ</u> Unit E, pp. 97-115.</p> <p><u>DUE BY 2/20:</u> Unit E Concepts Review (6 points); Unit E Visual Workshop (7 points); Unit E Quiz (10 points)</p> | <p><u>DO Unit E Concepts Review</u>, p. 116 – Questions 1-6 (6 points). Submit via Blackboard/Assignments/Week 6 Folder.</p> <p><u>DO Unit E Visual Workshop</u>, p. 120 – Recreate the screen shown in Figure E-23. (7 points). Save the file as Lastname_Firstname_UnitE. Submit file via Blackboard/Assignments/Week 6 Folder.</p> <p><u>Take Unit E Quiz:</u> (10 points)</p> |
| 7 | 2/21 | <p>Securing Your Computer <u>DO/READ</u> Unit F, pp. 121 -139.</p> <p><u>DUE BY 2/27:</u> Unit F Concepts Review (6 points); Unit F Visual Workshop (7 points); Unit F Quiz (10 points)</p> | <p><u>DO Unit F Concepts Review</u>, p. 140 – Questions 1-6 (6 points). Submit via Blackboard/Assignments/Week 7 Folder.</p> <p><u>DO Unit F Visual Workshop</u>, p. 144 – Recreate the screen shown in Figure F-20. (7 points). Save the file as Lastname_Firstname_UnitF. Submit file via Blackboard/Assignments/Week 7 Folder.</p> <p><u>Take Unit F Quiz:</u> (10 points)</p> |
| 8 | 2/28 | <p>Exploring the Internet with Microsoft Internet Explorer <u>DO/READ</u> Unit G, pp. 121- 145.</p> <p><u>DUE BY 3/6:</u> Discussion Board 3 (10 points); Unit G Concepts Review (8 points); Unit G Visual Workshop (7 points); Unit G Quiz (10 points)</p> | <p><u>Discussion Board 3:</u> Briefly compare and contrast computer viruses; spyware, pop-ups blockers and phishing. (10 points)</p> <p><u>DO Unit G Concepts Review</u>, p. 164 – Questions 1-8 (8 points). Submit via Blackboard/Assignments/Week 7 Folder.</p> <p><u>DO Unit G Visual Workshop</u>, p. 168 – Recreate the screen shown in Figure G-19. (7 points). Save the file as Lastname_Firstname_UnitG. Submit file via Blackboard/Assignments/Week 8 Folder.</p> <p><u>Take Unit G Quiz:</u> (10 points)</p> |
| 9 | 3/7 | <p>Exchanging Mail and News <u>DO/READ</u> Unit H, pp. 169 – 187.</p> <p><u>DUE BY 3/20:</u> Unit H Concepts Review (8 points); Unit H Visual Workshop (7 points); Unit H Quiz (10 points)</p> | <p><u>DO Unit H Concepts Review</u>, p. 188 – Questions 1-8 (8 points). Submit via Blackboard/Assignments/Week 9 Folder.</p> <p><u>DO Unit H Visual Workshop</u>, p. 192 – Recreate the screen shown in Figure H-18. (7 points). Save the file as Lastname_Firstname_UnitH. Submit file via Blackboard/Assignments/Week 9 Folder.</p> <p><u>Take Unit H Quiz:</u> (10 points)</p> |

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| 3/13-3/20 | Spring Break | Classes not in session. IMC closed |
| 10 3/21 | <p>Communicating Over the Internet <u>DO/READ</u> Unit I, pp. 193 – 211.</p> <p><u>DUE BY 3/27:</u> Unit I Concepts Review (6 points); Unit I Visual Workshop (7 points); Unit I Quiz (10 points)</p> | <p><u>DO Unit I Concepts Review</u>, p. 212 – Questions 1-6 (6 points). Submit via Blackboard/Assignments/Week 10 Folder.</p> <p><u>DO Unit I Visual Workshop</u>, p. 216 – Recreate the screen shown in Figure I-21. (7 points). Save the file as Lastname_Firstname_UnitI. Submit file via Blackboard/Assignments/Week 10 Folder.</p> <p><u>Take Unit I Quiz:</u> (10 points)</p> |
| 11 3/28 | <p>Creating Movies and DVD Videos <u>DO/READ</u> Unit J, pp. 217 – 235.</p> <p><u>DUE BY 4/3:</u> Unit J Concepts Review (9 points); Unit J Visual Workshop (7 points); Unit J Quiz (10 points)</p> | <p><u>DO Unit J Concepts Review</u>, p. 236 – Questions 1-9 (9 points). Submit via Blackboard/Assignments/Week 11 Folder.</p> <p><u>DO Unit J Visual Workshop</u>, p. 240– Recreate the screen shown in Figure J-19. (7 points). Save the file as Lastname_Firstname_UnitJ. Submit file via Blackboard/Assignments/Week 11 Folder.</p> <p><u>Take Unit J Quiz:</u> (10 points)</p> |
| 12 4/4 | <p>Working with Windows Media <u>DO/READ</u> Unit K, pp. 241 – 259.</p> <p><u>DUE BY 4/10:</u> Unit K Concepts Review (8 points); Unit K Visual Workshop (7 points); Unit K Quiz (10 points)</p> | <p><u>DO Unit K Concepts Review</u>, p. 260 – Questions 1- 8 (8 points). Submit via Blackboard/Assignments/Week 12 Folder.</p> <p><u>DO Unit K Visual Workshop</u>, p. 264– Recreate the screen shown in Figure K-20. (7 points). Save the file as Lastname_Firstname_UnitK. Submit file via Blackboard/Assignments/Week 12 Folder.</p> <p><u>Take Unit K Quiz:</u> (10 points)</p> |
| 13 4/11 | <p>Managing Shared Files Using a Network <u>DO/READ</u> Unit L, pp. 265 – 283.</p> <p><u>DUE BY 4/17:</u> Unit L Concepts Review (6 points); Unit L Visual Workshop (7 points); Unit L Quiz (10 points)</p> | <p><u>DO Unit L Concepts Review</u>, p. 284 – Questions 1- 6 (6 points). Submit via Blackboard/Assignments/Week 13 Folder.</p> <p><u>DO Unit L Visual Workshop</u>, p. 288– Recreate the screen shown in Figure L-22. (7 points). Save the file as Lastname_Firstname_UnitL. Submit file via Blackboard/Assignments/Week 13Folder.</p> <p><u>Take Unit L Quiz:</u> (10 points)</p> |
| 14 4/18 | <p>Going Mobile <u>DO/READ</u> Unit M, pp. 289 – 307.</p> <p><u>DUE BY 4/24:</u> Unit M Concepts Review (9 points); Unit M Visual Workshop (7 points); Unit M Quiz (10 points)</p> | <p><u>DO Unit M Concepts Review</u>, p. 308 – Questions 1- 9 (9 points). Submit via Blackboard/Assignments/Week 14 Folder.</p> <p><u>DO Unit M Visual Workshop</u>, p. 312– Recreate the screen shown in Figure M-22. (7 points). Save the file as Lastname_Firstname_UnitM. Submit file via Blackboard/Assignments/Week 14Folder.</p> <p><u>Take Unit M Quiz:</u> (10 points)</p> |

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| 15 4/25 | <p>Maintaining Your Computer <u>DO/READ</u> Unit N, pp. 313 – 331.</p> <p><u>DUE BY 5/1:</u> Discussion Board 4 (10 points); Unit N Concepts Review (6 points); Unit N Visual Workshop (7 points); Unit N Quiz (10 points)</p> | <p><u>Discussion Board 4:</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 Unit N Concepts Review</u>, p. 332 – Questions 1-6 (6 points). Submit via Blackboard/Assignments/Week 15 Folder.</p> <p><u>DO Unit N Visual Workshop</u>, p. 336– Recreate the screen shown in Figure N-20. (7 points). Save the file as Lastname_Firstname_UnitN. Submit file via Blackboard/Assignments/Week 15 Folder.</p> <p><u>Take Unit N Quiz:</u> (0 points)</p> |
| 16 5/2 | <p>Backing Up & Restoring Your Files <u>DO/READ</u> Unit O, pp. 337 – 355.</p> <p><u>DUE BY 5/8:</u> Unit O Concepts Review (6 points); Unit O Visual Workshop (7 points); Unit O Quiz (10 points)</p> | <p><u>DO Unit O Concepts Review</u>, p. 356 – Questions 1-6 (6 points). Submit via Blackboard/Assignments/Week 16 Folder.</p> <p><u>DO Unit O Visual Workshop</u>, p. 360 – Recreate the screen shown in Figure O-21 (7 points). Save the file as Lastname_Firstname_UnitO. Submit file via Blackboard/Assignments/Week 16 Folder.</p> <p><u>Take Unit O Quiz:</u> (10 points)</p> |
| 17 5/9 | <p>Managing Hardware <u>DO/READ</u> Unit P, pp. 361 – 379.</p> <p>Complete and Submit Project</p> <p><u>DUE BY 5/15:</u> Unit P Concepts Review (9 points); Unit P Visual Workshop (7 points); Unit P Quiz (10 points)</p> | <p><u>DO Unit P Concepts Review</u>, p. 380 – Questions 1-9 (9 points). Submit via Blackboard/Assignments/Week 16 Folder.</p> <p><u>DO Unit P Visual Workshop</u>, p. 384– Recreate the screen shown in Figure P-23 (7 points). Save the file as Lastname_Firstname_UnitP. Submit file via Blackboard/Assignments/Week 17 Folder.</p> <p><u>Take Unit P Quiz:</u> (10 points)</p> |
| 18 5/16 | <p>Complete and Submit Project</p> <p><u>DUE BY 5/19:</u> Project (70 points)</p> | <p>Click Course Documents for Project Guidelines. Submit project file via Blackboard/Assignments Week 17 folder</p> <p>ALL ASSIGNMENTS, QUIZZES, DISCUSSION BOARDS, AND PROJECT MUST BE COMPLETED NO LATER THAN THURSDAY, MAY 19, 2011 BY 11:30 P.M.</p> |