

SADDLEBACK COLLEGE
BUSINESS SCIENCE DIVISION
COURSE SYLLABUS

CIMN 100 - COMPUTER OPERATING SYSTEMS: WINDOWS

Instructor: Carolyn Z. Gillay
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Semester: Fall 2015
10/12/2015 through 12/16/2015
Ticket number: 19585
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, and print files and customize the desktop. Ability to manage computer security, Internet Explorer, and Live Essentials, which provides interaction via the web, will be covered. Expertise will be gained in the ability to use media and graphics manipulation tools such as Media Center and Movie Maker. Setting up and using a small network to share information 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 procedures will be learned. Formerly CIM 174.

COURSE OBJECTIVES:

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

1. Recognize and use the various 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. Demonstrate the ability to manage Internet Explorer to efficiently search the Internet.
7. Manipulate various media object using Windows Live Movie Maker, Live Photo Gallery and Media Center.
8. Explain the concepts of connectivity, the Internet and the basics of using a local area network.
9. Demonstrate the ability to setup a small network and to use networks to share information and devices.
10. Select and apply the appropriate tools to maintain and optimize the performance of the computer.
11. Demonstrate the ability to backup and restore programs and data.
12. Demonstrate the ability to install and manage printers and other hardware devices.
13. Select and apply the appropriate tools to manage computer security.
14. Demonstrate the ability to analyze a computer/software problem, determine possible causes and implement a solution.

STUDENT RESOURCES:

Wempen, Faithe and Bucki, Lisa A, *Windows 8*, Paradigm, 2013, (ISBN 978-0-76384-797-5)
USB Flash Drive if working in Information Management Center (BGS 248) or

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 @ sign. Use the email assigned to you as part of your Saddleback/Irvine Valley registration process. 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. You can get further assistance by visiting www.saddleback.edu then click the dropdown Online Education menu at the top of the screen and then clicking Student Technical Support.

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

Chapter Assessments (13 points each)	208 points	A	500-450	90%
Quizzes (12 points each)	192 points	B	449-400	80%
Online Participation		C	399-350	70%
Discussion Board (5 points each)	20 points	D	349-300	60%
		F	299-0	59% or less
Final Exam/Project (Research Paper)	<u>80 points</u>			
	500 points			

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 HANDS-ON ASSESSMENTS (SUBMITTED ONLINE VIA BLACKBOARD – DO NOT EMAIL): The Assessments (Homework) will require you work through the textbook. You will then go to the end of the chapter and do the assessment for that chapter. The assessment will a screen shot that you will capture when you have finished the steps and then you will save the results as a file. Page 13 of the text gives directions using Paint to capture a screen. You may also use the Snip tool. Directions on how to use the snip tool are in the Assignments folder. 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.

FINAL EXAM/PROJECT (SUBMITTED ONLINE VIA BLACKBOARD –DO NOT EMAIL): See **Course Documents** on Blackboard for details of the final exam assignment. The final exam is a short research paper. Name your file FinalExam.

COURSE COMPLETION The last day to drop for a refund is Firday, October 16, 2015. The last day for a Pass/No Pass option is Thursday, October 29, 2015. The drop date or withdrawing without a "W" is Wednesday, October 21, 2015. The last day to drop this class with a "W" is Friday, November 20, 2015. 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>.

FORWARDING YOUR EMAIL: If you have a personal email account that you only check for your email, let me reiterate, you **MUST** forward your Saddleback/IVC email to that account. When I have announcements or other course information, I will ONLY use your Saddleback/IVC email address. Log into My Site. Expand My Information. Click Change Address. At the bottom of the screen is a text box where you key in the email address that you want all your Saddleback/IVC email sent.

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 Ticket number 19585, CIMN-100-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 – CIMN 100-Ticket 19585-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.

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.

BOOKS – There are 2 versions of the book – Windows 8 (ISBN – 978-07638-797-5) and Windows 8.1 (ISBN-978-0-76386-009-7). You may use either book since they are virtually identical. Assignments page numbers are prefaced with 8.0 or 8.1 depending on which book you have.

SEMESTER SCHEDULE – LATEST INFORMATION IS ON BLACKBOARD

Week-Date	Topic/Activity/Readings	Assignments
1 10/12	<p>8.0 Book -Working with the Windows 8 Desktop <u>DO/READ</u> Chapter 1, pp. 3-50.</p> <p>8.1 Book -Working with the Windows 8 Desktop <u>DO/READ</u> Chapter 1, pp. 3-50.</p> <p>8.0 - Working with Disks and Other Removable Media <u>DO/READ</u> Chapter 2, pp. 57-78.</p> <p>8.1 - Working with Disks and Other Removable Media <u>DO/READ</u> Chapter 2, pp. 57-78.</p> <p><u>DUE BY 10/18:</u> Discussion Board 1 (5 points); C01A09-Challenge Project Assessment for Chapter 1 (13points);. Chapter 1 Quiz (12 points); C02A02-Skills Check Assessment for Chapter 2 (13 points); Chapter 2 Quiz (12 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. (5 points).</p> <p>8.0 Book DO Challenge Project – Assessment 1, page 55. (13 points). Save file as C01A09.</p> <p>8.1 Book DO Challenge Project – Assessment 1, page 55. (13 points). Save file as C01A09.</p> <p><u>Take Online Quiz:</u> Chapter 1 (12 points).</p> <p>8.0 Book - DO Skills Check – Assessment 2, page 81 (13 points). Save file as C02A02.</p> <p>8.1 Book - DO Skills Check – Assessment 2, page 81 (13 points). Save file as C02A02.</p> <p><u>Take Online Quiz:</u> Chapter 2 (12 points).</p>

<p>2 10/19</p>	<p>8.0 - Learning About Files, Folders and Libraries. <u>DO/READ</u> Chapter 3, pp. 83-133</p> <p>8.1 - Learning About Files, Folders and Libraries. <u>DO/READ</u> Chapter 3, pp. 83-133</p> <p>8.0 Organizing and Protecting Information <u>DO/READ</u> Chapter 4, pp. 141-155.</p> <p>8.1 Organizing and Protecting Information <u>DO/READ</u> Chapter 4, pp. 141-155.</p> <p><u>DUE BY 10/25:</u> Discussion Board 2 (5 points);C03A02-Skills Check Assessment for Chapter 3 (13 points); Chapter 3 Quiz (12 points); C04A05-Skills Check Assessment for Chapter 4 (13 points); Chapter 4 Quiz.</p>	<p><u>Discussion Board 2:</u> Post a brief comment on which search criteria you find most useful when searching for files/folders. (5 points).</p> <p>8.0 Book - DO Skills Check – Assessment 2, pages 136 (13 points). Stop at Step 5. Save file as C03A02.</p> <p>8.1 Book - DO Skills Check – Assessment 2, pages 136 (13 points). Stop at Step 5. Save file as C03A02.</p> <p><u>Take Online Quiz:</u> Chapter 3 (12 points).</p> <p>8.0 Book - DO Skills Check – Assessment 5, page 159 (13 points). Save file as C04A05.</p> <p>8.1 Book - DO Skills Check – Assessment 5, page 159 (13 points). Save file as C04A05.</p> <p><u>Take Online Quiz:</u> Chapter 4 (12 points).</p>
<p>3 10/26</p>	<p>8.0 - Using Windows 8 Programs <u>DO/READ</u> Chapter 5, pp. 161-192;</p> <p>8.1 - Using Windows 8 Programs <u>DO/READ</u> Chapter 5, pp. 161-192.</p> <p>8.0 - Customizing the Desktop and the Start Screen <u>DO/READ</u> Chapter 6, pp. 201-231.</p> <p>8.1 - Customizing the Desktop and the Start Screen <u>DO/READ</u> Chapter 6, pp. 201-231.</p> <p><u>DUE BY 11/1:</u> C05A06-Skills Check Assessment for Chapter 5 (13 points); Chapter 5 Quiz (12 points); C06A05 Skills check Assessment for Chapter 6 (13 points); Chapter 6 Quiz.</p>	<p>8.0 Book - DO Skills Check – Assessment 6, page 198. Stop at Step 12 and save the file as C05A06. (13 points).</p> <p>8.1 Book - DO Skills Check – Assessment 6, page 198. Stop at Step 12 and save the file as C05A06. (13 points).</p> <p><u>Take Online Quiz:</u> Chapter 5 (12 points).</p> <p>8.0 Book - DO Skills Check – Assessment 5, page 235 (13 points). Save file as C06A05.</p> <p>8.1 Book - DO Skills Check – Assessment 5, page 235 (13 points). Save file as C06A05.</p> <p><u>Take Online Quiz:</u> Chapter 6 (12 points).</p>

<p>4 11/2</p>	<p>8.0 - Using the Internet and Multimedia with Windows 8 <u>DO/READ</u> Chapter 7, pp. 237-263.</p> <p>8.1 - Using the Internet and Multimedia with Windows 8 <u>DO/READ</u> Chapter 7, pp. 237-263.</p> <p>8.0 - Ensuring Your Safety and Privacy on the Internet <u>DO/READ</u> Chapter 8, pp. 271-291.</p> <p>8.1 - Ensuring Your Safety and Privacy on the Internet <u>DO/READ</u> Chapter 8, pp. 271-291.</p> <p><u>DUE BY 11/8:</u> C07A02-Skills Check Assessment for Chapter 7 (13 points); Discussion Board 3 (5 points) Chapter 7 Quiz (12 points); C08A02 Skills Check Assessment for Chapter 8 (13 points); Chapter 8 Quiz.</p>	<p>8.0 Book - DO Skills Check – Assessment 2, page 266 (13 points). Save file as C07A02.</p> <p>8.1 Book - DO Skills Check – Assessment 2, page 266 (13 points). Save file as C07A02</p> <p><u>Take Online Quiz:</u> Chapter 7 (12 points).</p> <p><u>Discussion Board 3:</u> Briefly compare and contrast computer viruses, spyware, malware, and pop-up blockers (5 points).</p> <p>8.0 Book - DO Skills Check – Assessment 2, page 294 (13 points). Save file as C08A02.</p> <p>8.1 Book - DO Skills Check – Assessment 2, page 294 (13 points). Save file as C08A02.</p> <p><u>Take Online Quiz:</u> Chapter 8 (12 points).</p> <p>Start thinking about your final exam/project (paper). Details are located in the Course Document tab.</p>
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<p>5 11/9</p>	<p>8.0 - Using Windows Mail and Social Features <u>DO/READ</u> Chapter 9, pp. 297-324.</p> <p>8.1 - Using Windows Mail and Social Features <u>DO/READ</u> Chapter 9, pp. 297-324.</p> <p>8.0 - Working with Digital Photographs and Music <u>DO/READ</u> Chapter 10, pp. 331-359.</p> <p>8.1 - Working with Digital Photographs and Music <u>DO/READ</u> Chapter 10, pp. 331-359.</p> <p><u>DUE BY 11/15:</u> C09A04-Skills Check Assessment for Chapter 9 (13 points); Chapter 9 Quiz (12 points); C010A07 or C010A02-Skills Check Assessment for Chapter 10 (13 points); Chapter 10 Quiz.</p>	<p>8.0 Book - DO Skills Check – Assessment 4, page 328 (13 points). Save file as C09A04.</p> <p>8.1 Book - DO Skills Check – Assessment 4, page 328 (13 points). Save file as C09A04.</p> <p><u>Take Online Quiz:</u> Chapter 9 (12 points).</p> <p>8.0 Book - DO Skills Check – Assessment 7, page 364 (13 points). Save file as C10A07.</p> <p>8.1 Book - DO Skills Check – Assessment 2, page 362 (13 points). Save file as C10A02</p> <p><u>Take Online Quiz:</u> Chapter 10 (12 points).</p>
<p>6 11/16</p>	<p>8.0 - Using Your System on a Network <u>DO/READ</u> Chapter 11, pp. 369-396.</p> <p>8.1 - Using Your System on a Network <u>DO/READ</u> Chapter 11, pp. 369-395</p> <p>8.0 - Maintaining Your System <u>DO/READ</u> Chapter 12, pp. 403-421.</p> <p>8.1 - Maintaining Your System <u>DO/READ</u> Chapter 12, pp. 403-420.</p> <p><u>DUE BY 11/22:</u> Assessment for Chapter 11 (13 points); Discussion Board 4 (5 points); Chapter 11 Quiz (12 points); C12A05-Skills Check Assessment for Chapter 12 (13 points); Chapter 12 Quiz.</p>	<p>8.0 Book - DO Skills Check – Assessment 3, page 399-400 (13 points). Save file as C11A03.</p> <p>8.1 Book - DO Skills Check – Assessment 3, page 399-400 (13 points). Save file as C11A03.</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. (5 points).</p> <p><u>Take Online Quiz:</u> Chapter 11 (12 points).</p> <p>8.0 Book - DO Skills Check – Assessment 5, page 425 (13 points). Save file as C12A05.</p> <p>8.1 Book - DO Skills Check – Assessment 5, page 425 (13 points). Save file as C12A05.</p> <p><u>Take Online Quiz:</u> Chapter 12 (12 points).</p>

<p>7 11/23</p>	<p>8.0 - Adding Software and Hardware <u>DO/READ</u> Chapter 13, pp. 427-449.</p> <p>8.0 - Adding Software and Hardware <u>DO/READ</u> Chapter 13, pp. 427-449.</p> <p>8.0 Book - Troubleshooting and Repairing Your System <u>DO/READ</u> Chapter 14, pp. 457-482.</p> <p>8.1 Book - Troubleshooting and Repairing Your System <u>DO/READ</u> Chapter 14, pp. 457-482.</p> <p><u>DUE BY 11/29:</u> C13A04-Skills Assessment for Chapter 13 (13 points); Chapter 13 Quiz; C14A07-Skills Check Assessment for Chapter 14 (13 points); Chapter 14 Quiz.</p>	<p>8.0 Book - DO Skills Check – Assessment 4, page 453 (13 points). Save file as C13A04.</p> <p>8.1 Book - DO Skills Check – Assessment 4, page 453 (13 points). Save file as C13A04.</p> <p><u>Take Online Quiz:</u> Chapter 13 (10 points).</p> <p>8.0 Book - DO Skills Check – Assessment 7, page 486 (13 points). Save file as C14A07.</p> <p>8.1 Book - DO Skills Check – Assessment 7, page 486 (13 points). Save file as C14A07.</p> <p><u>Take Online Quiz:</u> Chapter 14 (12 points).</p>
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8	<p>11/30</p> <p>8.0 - Securing and Monitoring Your System <u>DO/READ</u> Chapter 15, pp. 489-508.</p> <p>8.1 - Securing and Monitoring Your System <u>DO/READ</u> Chapter 15, pp. 489-508.</p> <p>8.0 - Sharing Information on and Off the Road <u>DO/READ</u> Chapter 16, pp. 517-535.</p> <p>8.1 - Sharing Information on and Off the Road <u>DO/READ</u> Chapter 16, pp. 517-535</p> <p><u>DUE BY 12/6:</u>C15A02-Skills Check Assessment for Chapter 15 (13 points).; Chapter 15 Quiz; C16A04-Skills Check Assessment for Chapter 16 (13 points); Chapter 16 Quiz.</p>	<p>8.0 Book - DO Skills Check – Assessment 1, page 510-511 (13 points). Save file as C15A01.</p> <p>8.1 Book - DO Skills Check – Assessment 1, page 510-511 (13 points). Save file as C15A01.</p> <p><u>Take Online Quiz:</u> Chapter 15 (10 points)</p> <p>8.0 Book - DO Skills Check – Assessment 4, page 539 (13 points). Save file as C16A04.</p> <p>8.1 Book - DO Skills Check – Assessment 4, page 539 (13 points). Save file as C16A04.</p> <p><u>Take Online Quiz:</u> Chapter 16 (12 points).</p>
9	12/7	<p>Complete Final Exam (Project)</p> <p>Complete any missing assignments - quizzed, discussion board questions and chapter assignments.</p>
10	12/14	<p>Submit Final Exam (Project).</p> <p><u>DUE BY 12/16:</u> Final Exam (Project).</p> <p><u>ALL ASSIGNMENTS, QUIZZES, EXAMS, DISCUSSION BOARD, EMAIL ASSIGNMENTS AND FINAL EXAM MUST BE COMPLETED NO LATER THAN WEDNESDAY, DECEMBER 16, 2015 BY 11:30 P.M.</u></p>