

# Saddleback College

## Course Syllabus

### CIMN 100 – COMPUTER OPERATING SYSTEMS: WINDOWS 10

CIMN 100 - 1/20/2018 to 5/21/2018

**Instructor:** Jonathan Webber  
**Email:** jwebber@saddleback.edu  
**Ticket No:** 15840

**Semester:** Spring 2018  
**Time & Day:** 6:30-9:20p Mon  
**Room:** BGS 233  
<http://saddleback.blackboard.com>

#### COURSE DESCRIPTION:

Study of the Windows computer operating system. Topics covered will include hardware, software, manipulating the Windows desktop, viewing files and folders, using Help, launching and using applications, searching for files and folders, and manipulating the Start screen, Desktop, & Windows Explorer. Assignments include 3 hours/week in IMC, at home or other computer locations.

#### 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 Start & desktop.
4. Identify and use Windows tools to view files and folders and methods of locating files.
5. Identify and evaluate Charms and available help.
6. Create, edit, save and print documents using Windows provided applications.
7. Summarize features of the Start Screen, the Desktop and Windows Explorer.
8. Select and apply the appropriate tools to manage and manipulate files and directories using Windows Explorer and My Computer.
9. Identify and describe various methodologies used to organize information on disks and disk maintenance.
10. Explain the concepts of connectivity, the Internet and the basics of using a local area network.

**STUDENT RESOURCES:** *Go with Microsoft Windows 10, by Gaskin and Pritchard, © Pearson Publishing; ISBN #978-013383982-1 or 013383982-6 & a USB Flash drive, sky drive or google drive.*

#### ASSIGNMENTS AND TESTS:

**Reading** – Students are to read assigned chapters and relevant reading in preparation for each class discussion, quiz or exam. You should have your textbook with you during class and to complete PC based assignments.

**Makeup exams** are given by prior arrangement only. See or contact your professor *before* the date of a midterm or final exam to inquire about alternative arrangements.

**POLICIES AND PROCEDURES:** It is the student's responsibility to officially withdraw from a course, through Admissions and Records. Students should note the college's schedule of last day to drop courses. Uncompleted course work may result in a grade of "F".

**Homework Submissions** – Homework is submitted via the blackboard.com on-line assignment submission process. You can receive home assistance at Saddleback Lab located at BGS-248. Hours vary but it is open 6 days (even Saturday) a week and until 10 PM Mondays – Thursdays.

Late Homework will be accepted for 1 weeks after each due date, but at a diminished score. Grades will be posted on socccd.Blackboard.com during the semester for your review. All homework is to be turned using socccd.blackboard.com digital assignment drop-box (content)

**Communication** – Since this is a computer class, all Communication is via e-mail to registered students to you

saddleback e-mail account. If you wish, under MySite you can set up your saddleback email account to automatically forward to a home, a work or more than one other e-mail account(s).

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 Mike Sauter, the Alternate Media Specialist.

Provisions for students with difficulties: Students with difficulties in accessing content on-line can contact me via e-mail or phone and can refer to the assistance available on line at <http://www.saddleback.edu/de/student-technical-support/>

Academic Dishonesty – According to official Policies and Procedures of Saddleback College, “*Cheating or plagiarism in connection with an academic program*” is prohibited and students “*may be disciplined...for the following cause*” for a single infraction. In the rare instance that a student in this course cheats or plagiarizes materials, that student will receive a grade of “F” for the course. In the event the activity is particularly serious, the professor reserves the right to pursue expulsion of the student from the college.

Grading: Points will be allocated over the course :

	<b>Points</b>	
Participation	40 (5 points per class)	A = 90% - 100% (535 or more points)
Ch Homework	340 (15-40 points each assignment)	B = 80% - 89% (475 or more points)
3 Quizzes	120 (40 points each)	C = 70% - 79% (415 or more points)
Final Exam	100	D = 60% - 69% (355 or more points)
	600	F = Below 60% (354 or fewer points)

Extra Credit            25 Submit Completed Project essay file by 5/10/2018

COURSE SCHEDULE: (if changes, you will be notified)

Date	Tests	Reading assignments	Topic
3/26/2018		Intro, Chap 1A	Windows 10 Desktop, Start Screen, file, folder, features
4/2/2018		Chap 1B	File explorer, data files, rename & copy, sky/google drive
4/9/2018		Chap 2A & 2B	Apps (google, phone, Win 10 converge) Photo's Media, Music
4/16/2018	Quiz #1 (1-2)	Chap 3A, & 3B	Files, Folders, Associations and Organization
4/23/2018	Quiz #2 (3)	Chap 4A	Searching and Utilities
4/30/2018		Chap 4B	Security, virus protection, Privacy & Safety
5/7/2018	Study week	Course review	Customization
5/14/2018	Quiz #3 (4)	Chap 5A & 5B	Task Manager, Performance, Diagnostics
5/21/2018	<b>FINAL EXAM CIMN 100</b> , 6:30 p.m.?		(you can start early – when exam is available)