

**SADDLEBACK COLLEGE**  
**BUSINESS SCIENCE DIVISION**  
**COURSE SYLLABUS**

**CIMN 100 - COMPUTER OPERATING SYSTEMS: WINDOWS**

Instructor: Carolyn Z. Gillay  
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Semester: Spring 2018  
3/26/2018 to 5/23/2018  
Ticket number: 16005  
Time and day: Internet Based

**COURSE DESCRIPTION:**

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 applications and notifications. Use of Edge and Internet Explorer which provides web access will be covered. Ability to install and manage peripheral devices. Set up and use a small network to share information will be introduced. Ability to manage user and accounts and settings and manage power and access options. Students will learn to maintain and optimize their computer's performance, backing up files, using the Microsoft Account and One Drive. End-user techniques for diagnostic and trouble-shooting procedures will be learned. Assignments include weekly hours in BGS 248 or other location. Formerly CIM 174.

**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. Select and apply Windows supplied tools to personalize the desktop.
3. Demonstrate the ability to control and manipulate the Taskbar by adding the Address and a new toolbar to the Taskbar.
4. Create, copy, save, and delete files and folders as well as print documents using Windows programs and tools.
5. Identify and use Windows tools to locate and view files and folders.
6. Select and apply the appropriate tools to manage and manipulate files and folders.
7. Locate and start Windows Applications and identify and customize Notifications.
8. Manage Edge and Internet Explorer to efficiently search the Internet.
9. Explain the concepts of connectivity, the Internet and the basics of using a local area network.
10. Set up a small network and to use networks to share information and devices.
11. Backup and restore programs and data.
12. Select and apply the appropriate tools to maintain and optimize the performance of the computer.
13. Install and manage printers and other peripheral devices.
14. Select and apply the appropriate tools to manage computer security.
15. Analyze a computer or software problem, determine possible causes and implement a solution.

**STUDENT RESOURCES:**

Gaskin, Shelly, and Hedly Pritchard, *Go with Microsoft Windows 10 Step by Step Introductory*, Pearson, 2017 (ISBN 978-0-13-383982-1)

USB Flash Drive if working in Information Management Center.

**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. There is a single sign-in to My Site, Blackboard, Student Email, and the Information Management Center. For details, please go to <http://www.saddleback.edu/email>. 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 <http://www.saddleback.edu/oe/student-technical-support>.

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

## Homework Assignments

Chapters 1-5, Projects C & D (10 points each)	100 points	500-450	90%	A
Chapters 1-5, Project E & F (10 points each)	100 points	440-400	80%	B
Chapter Tests (30 points each)	150 points	399-350	70%	C
Online Participation		349-300	60%	D
5 Discussion Boards (10 points each)	50 points	299-0	59% or less	F
Final Exam/Project (Research Paper)	<u>100 points</u> 500 points			

**DISCUSSION BOARD (BLACKBOARD):** There are five 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.

**CHAPTER TESTS (BLACKBOARD):** There will be an online test for each chapter on Blackboard.

**CHAPTER HANDS-ON ASSESSMENTS (SUBMITTED ONLINE VIA BLACKBOARD – DO NOT EMAIL):** The Assignments are located in the Assignments tab, listed by week. The homework assignments will require you work through the textbook including Projects A and B. You do not submit those. When you have completed Projects A and B at the end of each chapter you then complete Projects D and E. You will then go to the Assignments link on Blackboard. Your assignments will be available there. Projects C and D are multiple choice questions that you answer on Blackboard. Projects E and F will be a screen shot(s) that you will capture when you have finished the steps. You will use the Snipping tool to capture the screen, place them in a Power Point presentation and then you will save the results as a file as directed by the Textbook. The links to submit the PowerPoint presentation will be in the current week folder in the Assignments tab. This may sound a bit intimidating and not make any sense at this point, 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 (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 LastName-FirstName-Final and submit through Blackboard.

**COURSE COMPLETION:** The last day to drop for a refund is Friday, March 30, 2018. The last day for a Pass/No Pass option is Wednesday, 4/11/2018,. The drop date or withdrawing without a "W" is Wednesday, April 4, 2018. The last day to drop this class with a "W" is Wednesday, May 2, 2018. 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.

**EMAIL:** To communicate with me, you **MUST** use your Saddleback/Irvine Valley email account. If I have announcements or other information, I will **ONLY** use your Saddleback/Irvine Valley email address. All students are given an email account when they register. <http://www.socccd.edu/studentemail>.

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 CIMN 100-Ticket 16005 - 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 16005-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.

SEMESTER SCHEDULE – LATEST INFORMATION IS ON BLACKBOARD

Week-Date	Topic/Activity/Readings	Assignments
1 3/26	<p><u>DO/READ Project1A – Getting to Know Windows 10, pp. 1-46</u></p> <p><b>DUE BY 4/1:</b> Discussion Board 1 (10 points); Project 1C (10 points); Project 1E (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><u>DO/READ Project1A – Getting to Know Windows 10; pp. 1-46</u></p> <p>Project 1C, pp. 81-82. Go Blackboard. Click the Assignments tab. Open the Week 1 folder. Answer the questions on line. You do not submit it as a Word document.</p> <p>Project 1E, pp. 86-87. Follow the steps on starting page 87 and using your own name, save the file as <b>Lastname_Firstname_1E_Cortana_and_Snap</b> to your USB or hard drive. Then go to Blackboard. Click the Assignments tab. Open the Week 1 folder. Go to the Project 1E link and submit your PowerPoint presentation.</p>
2 4/2	<p><u>DO/READ Project 1B – Managing Files and Folders, pp. 47-80.</u></p> <p><b>DUE BY 4/8:</b> Project 1D (10 points); Project 1F (10 points); Chapter 1 Test (30 points).</p>	<p><u>DO/READ Project1B – Managing Files and Folders, pp. 47-80.</u></p> <p>Project 1D, pp.83-85. Go Blackboard. Click the Assignments tab. Open the Week 2 folder. Answer the questions online. You do not submit it as a Word document.</p> <p>Project 1F, pp. 88-89. Follow the steps starting on page 88 and using your own name, save the file as <b>Lastname_Firstname_1F_San_Diego_and_Filter</b> to your USB or hard drive. Then go to Blackboard. Click the Assignments tab. Open the Week 2 folder. Go to the Project 1F link and submit your PowerPoint presentation.</p> <p><u>Take online chapter test: Chapter 1 Test (30 points)</u></p>
3 4/9	<p><u>DO/READ Project 2A – Using Backup and Recovery Tools, pp. 95-108</u></p> <p><b>DUE BY 4/15:</b> Project 2C (10 points); Project 2E (10 points).</p>	<p><u>DO/READ Project 2A – Using Backup and Recovery Tools, pp. 95-108</u></p> <p>Project 2C, pp. 135-136. Go Blackboard. Click the Assignments tab. Open the Week 3 folder. Answer the questions on line. You do not submit it as a Word document.</p> <p>Project 2E, pp. 139-140. Follow the steps on page starting on page 139 and using your own name, save the file as <b>Lastname_Firstname_2E_Backup</b> to your USB or hard drive. Then go to Blackboard. Click the Assignments tab. Open the Week 3 folder. Go to the Project 2E link and submit your PowerPoint presentation.</p>

4	<p>4/16</p> <p><u>DO/READ Project 2B – Discover Windows Apps, pp. 109-134.</u></p> <p><b><u>DUE BY 4/22:</u></b> Project 2D (10 points); Project 2F (10 points); Chapter 2 Test (30 points); Discussion Board 2 (10 points).</p>	<p><u>DO/READ Project 2B – Discover Windows Apps, pp. 109-134.</u></p> <p>Project 2D, pp. 137-138. Go Blackboard. Click the Assignments tab. Open the Week 4 folder. Answer the questions online. You do not submit it as a Word document.</p> <p>Project 2F, pp. 141-142. Follow the steps starting on page 141 and using your own name, save the file as <b>Lastname_Firstname_2F_Snip</b> to your USB or hard drive. Then go to Blackboard. Click the Assignments tab. Open the Week 4 folder. Go to the Project 2F link and submit your PowerPoint presentation.</p> <p><u>Take online chapter test:</u> Chapter 2 Test (30 points)</p> <p><u>Discussion Board 2:</u> What is a simple way to backup my files and why would I want to do this? How often would you schedule backups of your data files(10 points)</p> <p>Begin planning your research paper – Final Exam. Go to Course Documents to see requirements for the final exam.</p>
5	<p>4/23</p> <p><u>DO/READ Project 3A – Using Advanced File Management Techniques, pp. 147- 175.</u></p> <p><b><u>DUE BY 4/29:</u></b> Project 3C (10 points); Project 3E (10 points).</p>	<p><u>DO/READ Project 3A – Using Advanced File Management Techniques, pp. 147- 175.</u></p> <p>Project 3C, pp. 199-201. Go Blackboard. Click the Assignments tab. Open the Week 5 folder. Answer the questions on line. You do not submit it as a Word document.</p> <p>Project 3E, pp.204-205. Follow the steps on page starting on page 204 and using your own name, save the file as <b>Lastname_Firstname_3E_HR</b> to your USB or hard drive. Then go to Blackboard. Click the Assignments tab. Open the Week 5 folder. Go to the Project 3E link and submit your PowerPoint presentation.</p>
6	<p>4/30</p> <p><u>DO/READ Project 3B –Using Advanced Search Techniques, pp. 176-198</u></p> <p><b><u>DUE BY 5/6:</u></b> Project 3D (10 points); Project 3F (10 points); Chapter 3 Test (30 points); Discussion Board 3 (10 points).</p>	<p><u>DO/READ Project 3B –Using Advanced Search Techniques, pp. 176-198</u></p> <p>Project 3D, pp. 202-203. Go Blackboard. Click the Assignments tab. Open the Week 6 folder. Answer the questions online. You do not submit it as a Word document.</p> <p>Project 3F, pp. 206-207. Follow the steps starting on page 206 and using your own name, save the file as <b>Lastname_Firstname_3F_Search</b> to your USB or hard drive. Then go to Blackboard. Click the Assignments tab. Open the Week 6 folder. Go to the Project 3F link and submit your PowerPoint presentation.0</p> <p><u>Take online chapter test:</u> Chapter 3 Test (30 points)</p> <p><u>Discussion Board 3:</u> What would be the best technique you would use for searching for files in the Bell Orchid hotel scenario that pertain to brunch menus at the Orlando facility or only files that pertain to dinner menus at both the Honolulu and Montecito locations. (10 points)</p>

<p>7 5/7</p>	<p><u>DO/READ Project 4A – Searching the Web and Using Utility and Accessibility Apps, pp. 213- 241.</u></p> <p><u>DO/READ Project 4B –Securing Your Computer, pp. 242-259</u></p> <p><b><u>DUE BY 5/13:</u></b> Project 4C (10 points); Project 4E (10 points); Project 4D (10 points); Project 4F (10 points); Chapter 4 Test (30 points); Discussion Board 4 (10 points).</p>	<p><u>DO/READ Project 4A – Searching the Web and Using Utility and Accessibility Apps, pp. 213- 241.</u></p> <p>Project 4C; pp. 260-261. Go Blackboard. Click the Assignments tab. Open the Week 7 folder. Answer the questions on line. You do not submit it as a Word document.</p> <p>Project 4E, pp. 264-265. Follow the steps on page starting on page 264 and using your own name, save the file as <b>Lastname_Firstname_4E_Search Apps</b> to your USB or hard drive. Then go to Blackboard. Click the Assignments tab. Open the Week 7 folder. Go to the Project 4E link and submit your PowerPoint presentation.</p> <p><u>DO/READ Project 4B – Securing Your Computer, pp. 242-259.</u></p> <p>Project 4D, pp. 262-263. Go Blackboard. Click the Assignments tab. Open the Week 7 folder. Answer the questions online. You do not submit it as a Word document.</p> <p>Project 4F; pp. 266-267. Follow the steps starting on page 266 and using your own name, save the file as <b>Lastname_Firstname_4F_Windows_Security</b> to your USB or hard drive. Then go to Blackboard. Click the Assignments tab. Open the Week 7 folder. Go to the Project 4F link and submit your PowerPoint presentation.</p> <p><u>Take online chapter test:</u> Chapter 4 Test (30 points)</p> <p><u>Discussion Board 4:</u> You are the manager of the Bell Orchid Hotel in Miami. The corporation wishes to build a convention center on property that has already been acquired across the street from the hotel. What would be the best way to conduct an Internet search to get information about the City of Miami requirements for building such a facility? (10 points)</p>
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<p>8 5/14</p>	<p><u>DO/READ Project 5A – Using Task Manager, pp. 273-291.</u></p> <p><u>DO/READ Project 5B –Tracking System Performance, pp. 292-308.</u></p> <p><b><u>DUE BY 5/23:</u></b> Project 5C (10 points); Project 5E (10 points); Project 5D (10 points); Project 5F (10 points); Chapter 5 Test (30 points); Discussion Board 5 (10 points). Final Exam (100 points).</p> <p><b><u>ALL ASSIGNMENTS, QUIZZES, DISCUSSION BOARDS, AND FINAL EXAM MUST BE COMPLETED NO LATER THAN WEDNESDAY, MAY 23, 2018 BY 11:30 P.M.</u></b></p>	<p><u>DO/READ Project 5A – Using Task Manager; pp. 273-291.</u></p> <p>Project 5C, pp. 309-310. Go Blackboard. Click the Assignments tab. Open the Week 8 folder. Answer the questions on line. You do not submit it as a Word document.</p> <p>Project 5E, pp. 313-314. Follow the steps on page starting on page 313 and using your own name, save the file as <b>Lastname_Firstname_3E_Task_Manager</b> to your USB or hard drive. Then go to Blackboard. Click the Assignments tab. Open the Week 8 folder. Go to the Project 5E link and submit your PowerPoint presentation.</p> <p><u>DO/READ Project 5B –Tracking System Performance, pp. 292-308.</u></p> <p>Project 5D, pp. 311-312. Go Blackboard. Click the Assignments tab. Open the Week 8 folder. Answer the questions on line. You do not submit it as a Word document.</p> <p>Project 5F, pp. 315-316. Follow the steps on page starting on page 315 and using your own name, save the file as <b>Lastname_Firstname_5F_System_Performance</b> to your USB or hard drive. Then go to Blackboard. Click the Assignments tab. Open the Week 8 folder. Go to the Project 5F link and submit your PowerPoint presentation.</p> <p><u>Take online chapter test:</u> Chapter 5 Test (30 Points).</p> <p><u>Discussion Board 5:</u> Task Manager has many functions and uses. Which of these do you think would be the most useful to you and why. (10 points).</p> <p><b>Final Exam:</b> The final exam is a short research paper. See <b>Course Documents</b> on Blackboard for details of the final exam requirements. Save your file as file <b>LastName_FirstName_Final</b> Then go to Blackboard. Click the Assignments tab. Open the Week 8 folder. Go to the Final Exam link and submit your final.</p>
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