**INTRODUCTION TO WINDOWS**

# CDM 130- Section: 001

Online

**Credit Hours:** 2.00 **Lab Hours:** 0.00 **Lecture Hours:** 2.00

# IAI Core: IAI Majors:

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| **Semester: Fall 2014** | **Course Begins: 10/15/2014** | **Course Ends: 12/11//2014** |
| **Days: Online** | **Times: Online** | **Room: Online** |

**Instructor:** Rob Rasmussen

1. **mail:** [rrasmussen@mchenry.edu](mailto:rrasmussen@mchenry.edu)

**Phone:** (815) 479-7599

**Office Hours:** Call for appointment

# Office Location: A110

**Other Contact Information:** Please use Canvas email to contact (preferred)

# Required Course:

**Textbook(s):**

Microsoft® Windows 7: Comprehensive, 1st Edition Gary B. Shelly, Steven M. Freund, Raymond E. Enger

ISBN-13: 9781439081037

# Course Description:

Introduction to Windows provides the user with an understanding of the graphics-based operating environment/system. This course will focus on computer application; customized settings, file management, Reg- Edit and installations are among the topics that will be explored. This course number will be offered as one of two current Windows Operating Systems and may be repeated one time for a maximum of 4 credit hours.

# Course Prerequisite: Credit or concurrent enrollment in CDM 110 (was CIS 110). Section Notes:

In order to be able to do the work in this class, you will have to be on a PC with the Windows 7 Operating System installed on it.

# Course Objectives:

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

* 1. Install the windows operating system.
  2. Explaining the difference between a graphical user interface GUI and a command-line interface.
  3. List the advantages of a graphical user interface GUI..
  4. Identify the desktop components in a Windows environment.
  5. Use Windows efficiently by multitasking and exchanging data between programs (copy/cut and paste).
  6. Manipulate windows by moving, resizing, minimizing, maximizing, and restoring.
  7. Toggle between windows.
  8. Customize the Windows interface (color schemes, mouse settings, the desktop, screen resolution, sound settings).
  9. Create directories and subdirectories.
  10. Create and manage shortcuts on the desktop.
  11. Copy, move, rename, delete, and restore files.
  12. Explain the hierarchical filing system in Windows.
  13. Create, modify, and remove users in a Window environment.
  14. Create a backup.
  15. Install and configure a printer.
  16. Identify the Windows-supplied applications and its purpose.

# Course Outline

1. Windows Installation
   1. Hardware Compatibility List (HCL)
   2. BIOS Settings
   3. Steps of Installation
   4. Windows Installation
2. Windows Interface
   1. Logging On
   2. Running Applications
   3. Help and Support
   4. Exiting and Shutting Down
3. Windows-Supplied Applications
   1. Notepad
   2. WordPad
   3. Paint
   4. Calculator
   5. Calendar
   6. Sidebar
4. Printing and Faxing
   1. Printer Installation
   2. Printer Properties
   3. Printer Removal
   4. Faxing Capabilities
5. Windows Profile
   1. Documents folder
   2. Video Folder
   3. Music Folder
   4. Pictures Folder
6. World Wide Web (WWW) and E-mail
   1. Internet Explorer
   2. Internet Explorer Options
   3. Windows Mail
   4. E-mail Configuration
7. Tweaking the Graphical User (GUI)
   1. Taskbar
   2. Start Menu
   3. Desktop
   4. Notification Area
   5. Toolbars
8. Control Panel Applets
   1. Role of the Control Panel
   2. Control Panel Applets
      1. Folder Options.
      2. Mouse
      3. Date and Time
      4. Personalize
      5. Power Options
      6. Printers
      7. User Accounts
      8. Regional and Language Settings
      9. Security Center
         1. Windows Firewall
         2. Windows Defender
         3. Windows Update
9. System Tools Performance
   1. Windows Task Manage
   2. Reliability and Performance Monitor
   3. Virtual Memory
   4. System Information
10. Windows Multimedia and Imaging
    1. Windows Photo Gallery
       1. Importing Images
       2. Basic Photo Fixes
       3. Tags, Ratings, Other Info
       4. Printing Images
    2. Windows Media Player
       1. Adding Media Files
       2. Ripping a CD
       3. Creating Playlists
       4. Burning to CD/DVD
    3. Windows Movie Maker

# Assignments and Grading Criteria

Final grades are determined through a weighted average of final examinations, quizzes, laboratory assignments, homework assignments, class participation, and attendance. Your final grade in the course will be based on the following:

Online Quizzes 25%

Blog assignment 15%

Lab Assignments 25%

Final Examinations-Written&Hands-On 35%

100%

After your numerical grade has been calculated, your letter grade will be determined as follows: A 90–100% of the total points possible

1. 80–89% of the total points possible
2. 70–79% of the total points possible
3. 60–69% of the total points possible

F Less than 60% of the total points possible

# Policies

**Attendance policy:** This is the online section of the CDM 130 class. We will not meet face-to-face but will use technology to interact. You have eight weeks to complete this course. It is important to complete your work on time.

**Late work/make-up policy:** You must complete all of your required work by 12 a.m. (midnight) on the due date. Don’t wait until the last minute to complete work. Technology is wonderful, but as we all know, many problems can occur with computers. Having computer problems will not extend due dates for any work. All of the coursework is outlined on the Home page or the assignments page. You will need to complete each week’s work in the order it is due. All of the assigned work for this course is available in Canvas, which allows you to work ahead and finish early. However, as mentioned previously, there are minimum due dates for each week. **No work will be accepted after midnight on the date it is due.**

# Weekly Course Schedule

The following is a tentative schedule for the course. The instructor reserves the right to make schedule changes based on the needs of the students in the class.

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| **Class** | **Due Date (By Midnight:)** | **Activity** |
| Week #1 | October 19, 2014 | Chapter 1: Fundamentals of Using Microsoft Windows 7  Appendix A: Comparison of the New Features of Windows 7 Editions |
| Week #2 | October 26, 2014 | Chapter 2: Working on the Windows 7 Desktop Appendix B: Windows 7 Security |
| Week #3 | November 2, 2014 | Chapter 3: File and Folder Management |
| Week #4 | November 9, 2014 | Chapter 4: Personal Information Management and Communicating |
| Week #5 | November 16, 2014 | Chapter 5: Personalize Your Work Environment |
| Week #6 | November 23, 2014 | Chapter 6: Customizing Your Computer Using the Control Panel |
| Week #7 | November 30, 2014 | Chapter 7: Advanced File |
| Week #8 | December 7, 2014 | Chapter 8: Mastering Digital Pictures and Music Chapter 9: Mastering Digital Video.  Appendix C: Introduction to Networking Appendix D: Maintaining Your Computer **Blog Assignment Also Due** |
| Finals | **Thursday**  December 11, 2014 | Final Exam – Written Final Exam – Hands-On |

**Withdrawals:** The last day to drop this course is **November 27th, 2014.** Failure to attend class does not constitute official withdrawal. If students are considering a withdrawal, they should consult directly with the instructor and an academic advisor. Students may withdraw from a class through the Registration Office, either in person or by fax: (815) 455-3766. In their request, students should include their name, student ID number, course prefix, number and section, course title, instructor, reason for withdrawing, and their signature. Withdrawal from a course will not be accepted over the telephone.

Please refer to the following link for other important college dates: [www.mchenry.edu/academiccalendar.asp](http://www.mchenry.edu/academiccalendar.asp)

# General Education Goals:

1. Critical Thinking: To identify, define, analyze, synthesize, interpret, and evaluate ideas.
2. Information Literacy: To locate, evaluate, and use resources effectively.
3. Effective Communication: To develop, articulate, and convey meaning.
4. Ethical Awareness: To identify and make responsible choices in a diverse world.
5. Technological Literacy: To use tools skillfully.

# Assessment:

Some student work may be collected for the purpose of assessment, including student competency in the general education goals, the program, or the course.

# Effective Fall 2014: Student E-Portfolio:

The instructor of the course will designate at least one graded assignment for possible inclusion in the student E- portfolio. Students applying for an AA, AS, AFA, AES, or AGE degree must document their learning outcomes with a graded assignment for each of the five general education goals by the time of graduation. These five assignments and a cover letter will be in the student E-portfolio in Canvas.

# Academic Support for Special Populations Students

McHenry County College offers support services for students with special needs. It is the student's responsibility to meet with the Special Needs Coordinator and provide current documentation regarding his/her disability and receive information about the accommodations that are available.

In addition, as a student enrolled in a career or technical education program at McHenry County College, you may be eligible for services and assistance under the Carl D. Perkins III Grant. Grant funds are used, in part, to assist students who are at risk of not succeeding in their educational pursuits.

The traits that often prevent students from succeeding are: economic disadvantage, academic disadvantage, disability/disabilities, single parent, displaced homemaker, nontraditional, and limited English proficiency (LEP). The definitions of each trait are available in the Special Needs Office. Students with one or more of these traits are referred to as **Perkins Special Populations Students.**

If you would like to know if you are eligible for services at any time during the semester, please do not hesitate to contact the Special Needs Coordinator. The office is Room A260, and phone number is (815) 455-8676.

# Academic Integrity

As an educational community, McHenry County College values the pursuit of academic excellence and integrity. In accordance with this philosophy and Chapter 10, Act 5 of the 1994 Illinois Community College Act, academic dishonesty in any form, including cheating, plagiarism, and all other acts of academic theft, is considered intolerable. Appropriate sanctions, up to and including suspension from the College will be imposed by authorized College personnel.

# Copyright Policy

MCC will maintain current procedures and guidelines to ensure that all staff and students comply with applicable copyright laws and other intellectual property protection laws. The College will encourage staff and students to engage in the development of intellectual property and facilitate ownership protections with respect to such development of intellectual property.

The College expects that staff and students will act responsibly and ethically in a manner consistent with all copyright laws and College copyright procedures and guidelines. This policy authorizes the College to adopt and maintain such procedures and guidelines necessary to ensure compliance with copyright laws and to facilitate ownership protection with respect to the development of intellectual property.

# Student Code of Conduct and the Judicial Process

Consistent with the MCC mission is an expectation that students will govern themselves in terms of appropriate behavior with emphasis on self-respect and respect for others. It is the practice of the College to respect the properly exercised rights of its students. The College recognizes a student’s rights within the institution to freedom of speech, inquiry and assembly; to the peaceful pursuit of education; and to the reasonable use of services and facilities at MCC.

MCC has adopted a Student Code of Conduct and judicial process to maintain a learning environment of respect, civility, safety, and integrity for all members of the MCC community.

Whenever possible, sanctions for violations of the Student Code of Conduct may be educational in nature. However, violations affecting the health and safety of members of the MCC community are deemed to be the most serious. Therefore, acts of violence, threats or dangerous behavior are most likely to result in a suspension from the College. Violations of the academic dishonesty policy may also result in suspension or expulsion from the institution and/or reduced or failing grade.

# Children on Campus

For the safety of children on campus, children (i.e., less than 16 years of age) are not permitted on campus unattended by a parent/guardian, except when they are attending classes offered by MCC for children. The College requires that no children be allowed into a classroom/laboratory environment, including the Testing Center, Learning Center and computer labs, solely for the purpose of a parent/guardian to provide direct supervision of his/her child.

# Teaching Schedule

The scheduling of the activities and teaching strategies on this syllabus, but not the objectives or content, may be altered at any time at the discretion of the instructor.

# Resources

The following are useful resources available to you as a student at McHenry County College:

**Advising and Transfer Center: Phone (815) 479-7565; Office A257** [www.mchenry.edu/ATC/Index.asp](http://www.mchenry.edu/ATC/Index.asp)

# Counseling:

**Phone (815) 455-8765; Office A257**

[www.mchenry.edu/counseling](http://www.mchenry.edu/counseling)

# Financial Aid:

**Phone (815) 455-8761; Office A262**

[www.mchenry.edu/financialaid](http://www.mchenry.edu/financialaid)

# Library:

**Phone (815) 455-8533; Office A212**

[www.mchenry.edu/library](http://www.mchenry.edu/library)

# Special Needs:

**Phone (815) 455-8676; Office A260**

[www.mchenry.edu/specialneeds](http://www.mchenry.edu/specialneeds)

# Tutoring and Study Skills (Sage Learning Center):

**Phone (815) 455-8579; Office A247**

[www.mchenry.edu/sage](http://www.mchenry.edu/sage)

This workforce solution was funded by a grant awarded by the U.S. Department of Labor’s Employment and Training Administration. The solution was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timelines, usefulness, adequacy, continued availability, or ownership. This solution is copyrighted by the institution that created it. Internal use, by an organization and/or personal use by an individual for non-commercial purposes, is permissible. All other uses require the prior authorization of the copyright holder.