

COMMUNITY COLLEGE OF RHODE ISLAND

Introduction to Windows 7 *Karen Allen*

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TEXT AND MATERIALS:

**MICROSOFT WINDOWS 7 INTRODUCTORY
PARSONS
CENGAGE- COURSE TECHNOLOGY PUBLISHING
ISBN 9780538746014**

Software: Microsoft Windows 7

Handouts: Additional handouts may be required. Instructor will provide information on obtaining this material.

Student Online Companion: <http://www.cengage.com/ct/newperspectives>

Course Description:

This programming literacy course provides a thorough introduction to the Windows 7 operating system. Students are introduced to the concepts and file management.

Course description (catalog)

This course introduces important concepts and skills necessary to write common business programs. Emphasis is on structured programming techniques and top-down design.

Course objectives:

Students will be able to

- Navigate the Windows environment using Windows explorer
- Define and identify the basic concepts of Windows operating system
- Define, identify and use file management strategies to create and manipulate files and folders
- Apply changes to modify and personalize the Windows 7 desktop
- Understand the basic concept of Windows security tools
- Become familiar with Windows Firewall and Windows defender and other tools that help to protect your personal computer
- Review Internet, Email and Searching Techniques

Teaching Methods:

1. Lectures and demonstration: Important material from the text and outside sources will be covered in class. HandsOn exercises and lab work will complete the delivery of the material for optimal student exposure and experience with the material covered.

2. Assignments: End of chapter activities/lab assignments, self paced simulation and training modules will be assigned weekly to reinforce material in the text. These assignments may require the application of various software packages, class participation or group work.

Grading:

2 Quizzes @ 25 pts each = 50

4 InClass Labs @ 25 pts each = 100

2 Homework Assignments @ 25 pts each = 50

Assignments may vary. Instructor reserves the right to change assignment schedule.

* Please note that subjective factors such as: attendance, attitude, contribution, etc. will also affect your grade.

Course Policies:

Assignments: All assignments are due within one week of the work being assigned.

Academic Dishonesty: Plagiarism and cheating are serious offenses and may be punished by failure. For more information refer to the "Academic Dishonesty" policy in the Catalog. For this class, it is permissible to assist classmates in general discussions of computing techniques within the discussion boards. General advice and interaction are encouraged. Each person, however, must develop his or her own solutions to the assigned projects, assignments, and tasks.

Internet Support: Check the class Web page in Blackboard for additional information, or to post a question about this course.

Week #	Week Begins	Topic	Chapters	Activity
1	9/10	Exploring the Basics of Windows 7	<ul style="list-style-type: none">• Chapter 1	Assignment #1
2	9/17	Organizing Your Files	<ul style="list-style-type: none">• Chapter 2	Assignment #2
3	9/24	Personalize Your Windows Environment	<ul style="list-style-type: none">• Chapter 3	Assignment #3
4	10/1	Protecting Your Computer	<ul style="list-style-type: none">• Chapter 5• Review Internet, Email and Searching Techniques	Assignment #4