

EASTERN WYOMING COLLEGE

Business & Technology Division

COURSE NAME Windows 7
COURSE NUMBER.....CMAP 1610
SECTION.....20
CREDIT HOURS 1 credit hour
CONTACT HOURS Self Directed Study
SEMESTER.....Spring 2013
DATES..... **January 15 – May 6, 2013**
INSTRUCTOR Andrew Espinoza
COMPUTER LAB Community Training Center (CTC)
AVAILABLE HOURS Tuesdays, 9 a.m.- 8 p.m.
..... Thursdays, 9 a.m. – 6 p.m.
..... Fridays, 1 – 4 p.m.
TRAINING CENTER PHONE307-532-8262
TEXT NUMBER (no calls please).....307-575-2700
E-MAIL.....aespinoza@ewcmail.wy.edu

Course Description

This course is intended to familiarize the student with basic concepts and skills needed for using Microsoft Windows 7 or Windows Vista to become a productive user of computing technology.

Windows is a consistent and integrated graphical user interface that is an efficient and popular way of interacting with IBM compatible computers. ½ hour lecture, 1 hour lab

Course Rationale

Anyone working with a personal computer should have a sound knowledge of the Windows Operating System, as is the most used software package in the world, and Windows 7 is considered by many as the most significant upgrade since Windows 95.

Introduced in 2007, Vista was Microsoft™s newest graphical user interface software, touted as the most powerful and user-friendly Windows version ever. Windows 7 is an upgrade to Vista which was released in 2009. While most Windows XP users are able to move to these newest versions with limited concerns.

Vista includes many new and improved features that need to be learned in order to command its full power and possibilities.

Coursework

This is a Self-Directed Studies course available through the EWC LancerNet course delivery system. All course assignments and exercises are to be submitted through LancerNet. Students will complete and submit 6 electronic Assessments (quizzes), 12 hands-on exercises covering a wide range of Windows features. You will also create a multi-media presentation using Windows Movie Maker, which will then be published on YouTube.com

Attendance Policy - Self-Directed Studies

Because this is an on-line course, daily attendance is not required. In fact, you decide when you want to start working, how hard you want to work, and when you want to get finished. I recommend you get to work immediately.

With this course syllabus I have provided you a list of assignments that need to be completed. You will submit your work through the EWC LancerNet web interface. If you have never worked with LancerNet, I recommend you contact me by phone so we can step through the process. You can complete all exercises with any computer that has Windows Vista or Windows 7 installed on it. If you don't have access to such a computer, or if you would like personalized help from the instructor, you can come to the EWC Community Training Center during the posted hours.

All completed work will be submitted through the EWC LancerNet system. Taking an Online Course quite simply, taking a course in this manner requires personal commitment. You need to remember to read the text. You need to remember to do the assignments. You need to remember to get the work done! If you prefer a little more instructor contact, please stop and see me at the Community Training Center. A phone call or e-mail could also provide you with some personal interaction. Until you receive the official grade for this course, you should keep the following:

- A copy of every assignment which you submit to your instructor and a copy of any other correspondence between you and your instructor.

Course Objectives

After completion of this course, the successful student will:

- Offer an in-depth presentation of Microsoft Windows Vista/7
- Expose students to practical examples of the computer as a useful tool
- Acquaint students with the proper procedures to manage and organize document storage options for coursework, professional purposes, and personal use
- Help students discover the underlying functionality of Windows Vista so they can become more productive
- Develop an exercise-oriented approach that allows learning by doing
- Enable students to create a media presentation using Windows tools, then publish this presentation online through a social networking community like YouTube, Facebook or MySpace.

Coursework, assessments and exercises

In this class we will be completing seven of the eight units of the textbook. We will cover:

- Unit A “ Introducing Windows 7
- Unit B “ Working with Programs
- Unit C “ File and Folder Management
- Unit D “ Customizing Files and Folders Management
- Unit E “ Customizing Your Computer, Using the Control Panel
- Unit F " Securing Your Computer"

Notice, I have eliminated Units G& H because students are using so many different online communication tools (Yahoo Mail, Google Mail, Facebook, My Space, Twitter, etc.) and almost no one I know uses the built in Windows communications tools. The official communication tool at EWC is your LancerNet Email account.

Grading:

Students are expected to complete 19 graded activities worth a total of 200 points.

Grades will be awarded as follows:

A = 90% (180 + points) B = 80% (160-179 points) C = 70% (140-159 points)
D = 60% (120-139 points) F= 0-59% (119 or few points)

Behavior in Class

If we are to have a successful college learning experience, then it is necessary that we have certain guidelines and rules regarding classroom behavior and decorum. An important objective of this class is to maximize each student's opportunity to learn. We will all have a meaningful learning experience if our behavior conforms to certain minimal standards and we show respect and consideration for each other. The mature college student will recognize the following as being unacceptable: unrelated message posts, derogatory comments, inappropriate image or message sharing.

All students are expected to behave in class in an appropriate and professional manner. Do not use profane language and be polite to others.

Withdrawal Policy

Withdrawal from the course must be initiated by the student following procedures outlined in the current [Eastern Wyoming College Catalog](#).

Students wanting to leave this class are encouraged to formally withdraw by contacting either the instructor, or Student Services Office before the semester deadline of, *Thursday, April, 25* at 4 p.m. Students who have not officially withdrawn, and who have not earned enough points for a passing grade - with receive a failing grade of F.

Academic Dishonesty Policy

Academic dishonesty is not tolerated. Dishonesty includes plagiarism, cheating and any conscious act by a student that gives him or her an undue advantage over fellow students.

Plagiarism

Copying or using the ideas of another without giving proper credit through the use of quotation marks, footnotes, or other forms of reference.

Cheating

Making unauthorized use of answers to examinations, tests, quizzes, in-class work, or homework assignments, as well as copying from fellow students or submitting work that has been done by someone else.

Students shall complete all assigned course work individually unless otherwise indicated. Academic dishonesty of any kind shall result in a score of zero on the assignment or examination and may result in withdrawal from the course or a grade of F, as the instructor deems appropriate. In addition, the instructor may refer the student to the appropriate EWC official for further discipline.

General Education Requirements

- **Communication Skills:** Graduates will be able to understand and communicate ideas and information in written and spoken English that reveals a mastery of terminology appropriate to their disciplines.
- **Analytical and Quantitative Reasoning:** Graduates will be able to solve problems through critical thinking involving analytical and quantitative reasoning at a level appropriate to their disciplines.
- **Technology Skills:** Graduates will be able to demonstrate competence using technology appropriate to their disciplines.
- **Social Awareness:** Graduates will be able to demonstrate an awareness of the relationship between the individual and the world.
- **Information Literacy:** Graduates will be able to locate, evaluate, and use information effectively.

ADA Accommodations

Eastern Wyoming College is committed to providing reasonable accommodations for qualified individuals with disabilities. If a student has a disability and desires a reasonable accommodation for such disability, the student should contact [Debbie Ochsner](#) or [Tom McDowell](#) as soon as possible so that arrangements may be made. Further explanation of services can be found in the "Services for Disabled Students" section of the [Support Services chapter in the College Catalog \(pdf\)](#).

Disclaimer Information contained in this syllabus was, to the best knowledge of the instructor, considered correct and complete when distributed for use at the beginning of the class. However, this syllabus should not be considered a contract between Eastern Wyoming College and the student. The instructor reserves the right, acting within the policies and procedures of EWC, to make changes in course content or instructional technique without notice or obligation.

Additional Contact Information

If you have any difficulties interacting with this course or LancerNet please contact: [Aaron Bahmer](#), Instructional Technologist, at either (307) 532-8284 or 877-392-4678 (866-EWC-INST), 8:00 am to 5:00 pm Mountain Time.

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