CIS 162 Operating Systems Windows XP
Fall Semester 2009

Course Description: An in-depth coverage of the Windows XP operating system geared for those students enrolled in the Information Technology programs or students who want a more advanced windows course.

Course Objectives:

⇒ To teach students the fundamentals and skills necessary to use Windows XP adequately for business, professional, and home use.
⇒ To provide students with a knowledge base for Windows XP upon which they can build
⇒ To expose students to real-world examples and procedures that will prepare them to be skilled users of Windows XP
⇒ To develop an project-oriented approach that allows learning by doing
⇒ To encourage independent study

Instructor: Mrs. Colette Schimetz
Office: Thatcher Hall 207
Office Hours: MWF 9:00 PM to 12:00 PM
TuTh 1:00 AM to 3:00 PM
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Lecture/Lab Schedule: TuTh 10:30 AM to 11:50 AM
Thatcher Hall 212

Textbook(s): *Configuring Windows Vista*; TestOut Corporation ISBN: 978-1-935080-16-9. Other materials will be supplied in class.

Course Requirements: Students are required to complete all class activities. Attendance is required. Each student should have a USB drive to save files for the class. Quizzes and test may not be made up unless arrangements are made with the instructor prior to class time. Emergencies and excused absences will be handled on an individual bases. Bring your textbook, USB, and writing tools to class each day.

Grading and Evaluation Criteria: Grades will be based upon total points earned and weighted as follows:

- 40 % of the grade is based on tests. Test may be in varied format such as multiple choice, fill in the blank, true and false, matching and short answer. Bonus questions may also be included. Bonus points do not increase total points possible but will increase total points earned.
- 20 % of the grade is based on completing the end of chapter case project assignments as assigned.
- 10 % of the grade is based on quizzes. Quizzes are unannounced and may vary from 3 to 5 questions that may be in any format.
- 30 % of the grade is based on completing the lab simulation activities as assigned throughout the semester.

A = 90 and above
B =89 – 80
C = 79 – 70
D = 69 – 60
F = 59 and below

Tentative Course Outline:

⇒ Project One: Fundamentals of Using Windows XP
- o Windows XP Desktop
- o Keyboard Shortcuts
- o Using Help and Support

⇒ Project Two: Working on the Windows Desktop
- o Creating a document by Launching an Application Program
- o Creating and Naming a Document on the Desktop
- o Storing Documents in the My Documents Folder
- o Creating Folder Shortcuts
- o Opening and Modifying Documents within a Folder
- o Working with User Accounts

⇒ Project Three: File, Document, and Folder Management and Windows Explorer
- o My Computer Window
- o Copying, Moving, and Deleting Files in Windows
- o Windows XP Explorer
- o Copying, Moving, Renaming, and Deleting Files and Folders in Windows XP Explorer
- o Properties of Objects
- o My Pictures
- o Finding Files and Folders

⇒ Project Four: Modifying Your Desktop Work Environment
- o Changing the Desktop Work Environment
- o Dislaying Web Content on the Desktop
- o Customizing the Taskbar
- o Working with Toolbars on the Taskbar
- o Customizing the Notification Area
- o Customizing the Start Menu
- o Changing Folder Options
- o Working with Underlined Icons on the Desktop and in Folders

⇒ Project Five: Customizing Your Computer Using Control Panel
- o Customizing the Mouse and Keyboard
- o Customizing for People with Physical Challenges
- o User Accounts and Privileges
- o Customizing Date and Time
- o Adding New Hardware
- o Adding a Printer
- o Solving Hardware Problems Using Troubleshooter
- o Viewing Hardware Properties
- o Adding and Removing Programs

⇒ Project Six: Advanced File and Web Searching
- o Advanced File Searching
- o Searching for Digital Media Files
- o Searching for Document Files
- o Searching the Internet
- o The Recycle Bin

⇒ Project Seven: Mastering Digital Media and Video Files

- o Windows Media Player
- o Now Playing View
- o Copy from CD View
- o Media Library
- o Copy to CD or Device View
- o Radio Tuner View
- o Windows Movie Maker

⇒ Project Eight: Mastering Digital Media: Picture Files
- o Acquiring Picture Files
- o Picture Tasks

⇒ Project Nine: Communicating Over the Internet
- o Electronic Messages
- o Address Book
- o Windows Messenger and Instant Messaging
- o Video and Voice Conversations

⇒ Project Ten: Understanding Computer Networking
- o An Introduction to Networks
- o Home and Small Office Networks
- o Firewalls and the Home or Small Office Network
- o Viewing Shared Resources, Network Connections, and Computers
- o Sharing Computer Resources on a Network

⇒ Project Eleven: Maintaining and Optimizing Your Computer
- o Backing Up and Restoring Files
- o Windows XP Files Systems
- o Maintaining the Hard Disk
- o Scheduling Routine Disk Maintenance
- o Windows Update
- o Windows XP Registry
- o System Restore Points

⇒ Project Twelve: Monitoring System Performance; System Information
- o Microsoft Management Console
- o Monitoring System Performance
- o Viewing Computer System Information
- o Command Prompt
- o Remote Assistance
- o Windows XP Service Pack 2 Security Features

Relationship to Campus Theme: At first, nature and technology may seem to be opposites, but people by nature, are curious. This curiosity and quest for knowledge has led to the development of all technology. In turn this technology can be used to care for the Earth and therefore, improve the quality of life for all people.

Classroom Policies: Class participation is required and this means that students will be working on assigned projects during class not browsing the internet or chatting or playing games. Anyone caught doing this may be asked to leave. Arriving late, leaving early, talking and texting are distracting to the instructor and other students. Texting and cell phone use during class is not permitted. If you receive a phone call that you must take, quietly leave the room to take the call and return when you are finished.

Academic Integrity: Students are responsible for submitting their own work. Students who cooperate on oral or written examinations or work without authorization share the responsibility for violation of academic principles and the students are subject to disciplinary action even when one of the students is not enrolled in the course where the violation occurred. (Student handbook p.19) Students will receive no credit for work that fails to meet standards of academic integrity. **The work you hand in must be your own. Handing in someone else's work can result in an F and/or removal from class.**

Disabilities and Special Needs: If you have a disability for which you need accommodation, contact me within the first week of the semester. Learning Center disability support services are available also: phone 701-228-5477 or toll-free 1-888-918-5623.