## FALL 2013 COMPUTER APPLICATIONS 92 WINDOWS 7 Section # 8013

Instructor: Ms. Woodmansee

Class: Tuesday & Thursday 8:55 a.m. – 10:20 a.m.

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Office Telephone: (818) 364-7848 Office Location: Inst. Bldg. #18

Office Hours: Monday – Thursday 8:30 – 8:55 a.m.

Tuesday & Thursday 1:05 – 3:45 p.m.

<u>Text</u> – Microsoft Windows 7 by Wempen and Bucki. (ISBN 978-0-76383-732-7)

<u>Supplies</u> – Syllabus, USB Flash Drive, printer card, and one package of scantrons.

<u>Description</u> – Provides an in-depth study of a Windows operating system, Windows 7. Covers the Windows 7 environment, the Windows 7 desktop, folder and file management, personal information management and communication, developing a personal work environment, and customizing the computer using the control panel.

<u>Student Learning Outcomes</u> - As a result of students taking CAOT 89, students will demonstrate the ability to manage (create, find, rename, delete, move, and copy) files and folders using the Microsoft Windows Operating System. Assessment will include practical exams on the computer and objective tests.

<u>Course Objectives</u> – Upon successful completion of the course, you will be able to:

- Demonstrate an understanding of the components of the Windows 7 operating system.
- Work with USB flash drives and other flash media.
- Use and navigate within the Windows 7 Help system to access information.
- Find, view, manage, and use your files easily and efficiently using Windows Explorer, Shortcuts, and Management Tools.

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 Demonstrate a working knowledge of accessory applications such as Notepad and the Calculator.

- Create, save, and retrieve document files using the basic word processing program WordPad.
- Use the Paint program's tools to create, save, edit, and print drawings; import images; and revise and modify artwork.
- Use Windows Control Panel to customize the desktop.
- Use and navigate the Internet using Internet Explorer.
- Learn how to ensure your safety and privacy on the Internet.
- Use multimedia accessories including Media Player and Live Photo Gallery.
- Use Windows Live Mail.
- Learn how to maintain your system, troubleshoot and repair your system, and add software and hardware.

## **Student Conduct:**

 Attendance: It is important that you attend class. You are expected to attend class and are responsible for assigned course work. Arrive on time and do not leave early.

If you have more than three absences, you may be dropped from your class on your fourth absence.

If you stop attending a class (or wish to drop a class), YOU MUST DROP THE CLASS YOURSELF ONLINE—OFFICIALLY - on or before November 17, 2013. Failure to do so will result in a grade of "F" in that class.

There is a new LACCD enrollment limit. The limit is now three times to take a class and includes both substandard grades and withdrawals. In order to avoid a W, students must drop before September 8, 2013.

- Lecture attendance is required.
- Turn cell phones and any other electronic devices off during class time.

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- Food and/or drinks are not permitted in the classroom.
- Respect everyone in the class; disrespectfulness will not be tolerated.

Cheating Policy: Cheating constitutes academic dishonesty. Each student is
responsible to do his/her own work on assignments and on tests. Any cheating
will be dealt with as severely as College policy allows. Penalty ranges from no
credit for the assignment to exclusion and/or an "F" grade for the course. Any
instance of academic dishonesty will significantly affect the grade of <u>all</u>
individuals involved and will be reported to the administration. The use of any
electronic devices during an exam is prohibited.

## Student E-Mail at LACCD Website

All students have an e-mail account that can be accessed through the LACCD Website at <a href="https://www.laccd.edu">www.laccd.edu</a>. Log in with your student ID and your password (month and date of your birthday). Click on Main Menu. Click on Assigned Student E-Mail Address. You will then see messages and reminders.

<u>Assignments</u> – Exercises should be completed in each lesson but not handed in. Concepts Check Questions and Skills Check Assessments at the end of each lesson are submitted.

<u>Grading</u> – Grading will be based on chapter assignments (350 points), two tests (100 points each), and the final exam (200 points). Total points possible for all assignments and exams are 750 points.

Chapter assignments are due as indicated on the course schedule. Late assignments will be deducted points for each meeting day late.

The final grade will be based on the following end-of-semester points:

675 – 750	Α	(90 – 100% of 750)
600 – 674	В	(80 – 89% of 750)
525 – 599	С	(70 – 79% of 750)
450 – 524	D	(60 – 69% of 750)
Under 450	F	(59% and below of 750)

Lecture attendance is required.

## Class Calendar Fall 2013:

Week 1:	8/27 & 8/29	Introduction Chapter 1
Week 2:	*9/3 & 9/5	Chapter 2 9/8 – Last day to drop without receiving a "W" with refund
Week 3:	9/10 & 9/12	Chapter 3
Week 4:	9/17 & 9/19	Chapter 4
Week 5:	9/24 & 9/26	Chapter 5
Week 6:	10/1 & 10/3	Chapter 6
Week 7:	10/8 & 10/10	Chapter 7 Test 1
Week 8:	10/15 & 10/17	Chapter 8
Week 9:	10/22 & 10/24	Chapter 9
Week 10:	10/29 & 10/31	Chapter 10
Week 11:	11/5 & 11/7	Chapter 12 Test 2
Week 12:	*11/12 & 11/14	Chapter 13 11/17 - Last Day to Drop with a "W"**
Week 13:	11/19 & 11/21	Chapter 14
Week 14:	*11/26	Finish Chapter 14

Chapter 15

Final – 8:55 a.m.

Week 15:

Week 16:

12/3 & 12/5

12/10

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\*No Class: 9/2 – Labor Day 11/11 – Veteran's Day 11/28 – 12/1 – Thanksgiving

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