



## CP1510: Windows Operating System

### Course Information – Winter 2007

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**Contact:** Instructor: Mr. Rob Power Section #: 1  
Office: Building 10 – Room 271  
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**Prerequisite(s):** None

**Co-Requisite(s):** None

#### **Purpose of the Course:**

This course exposes the student to the Windows operating system. It is anticipated that the student will have access to the most recent version of Windows. This course may include a CD-based learning tool. Important operating system concepts and capabilities will be included in the course. Emphasis is on understanding and utilizing the Windows operating system through a hands-on approach. An introduction to DOS will be introduced through the Windows environment. Emphasis in this course will be on File Management in a windows environment

**Class Location:** Building 10, Second Floor Room 10-218

**Textbook:** *Microsoft Windows XP: Complete Concepts and Techniques*, 0-7895-6417-3

**Resources:** 3.5" Coursework Diskette (Provided by Instructor)  
Additional Course Notes (Provided by Instructor)

#### **Major Topics:**

- 1.0 The Windows Operating System
- 2.0 Customizing Windows
- 3.0 Working with Drives, Folders, and Files
- 4.0 Locating Files with Windows Explorer
- 5.0 Opening DOS Sessions
- 6.0 Using Troubleshooting Tools
- 7.0 Backing Up Files
- 8.0 Optimizing Disks
- 9.0 Windows Applications
- 10.0 Connecting to Networks and the Internet
- 11.0 Other Topics as Time Permits

## **Classroom Guidelines:**

- Attendance:** Students are expected to attend all lecture and lab sessions for this course, as scheduled. Students absent for medical reasons must provide documentation from their doctor / hospital upon return to class.
- Assignments:** Assignments must be submitted on or before the assigned due date. Late assignments CANNOT be accepted.
- Missed Tests:** Students are expected to attend and write all quizzes / exams for this course. Students missing quizzes / exams must provide medical documentation upon return to class, or a grade of zero (0%) will be assigned. Make-up tests CANNOT be provided. However, students missing quizzes / exams for valid, documented medical reasons, can discuss alternate evaluation arrangements with the instructor (ie: the value of the missed quiz will be added to the value of the next quiz).
- Plagiarism:** Absolutely no plagiarism, copying or sharing of work allowed. All students who are involved will receive a zero (0%) for the specific work that was copied, and a form will be placed in the student's folders. If you are researching from the Internet or text books, information must be paraphrased or changed into your own words with proper referencing provided.

**Evaluation:**

Item	Value	Description
Test #1	30%	Textbook Projects 1-3
Test #2	30%	Textbooks Projects 4-5
Test #3	25%	Course Handouts, Objectives 5.0-10.0
Assignments	15%	Laboratory Assignments, Class Work, etc.

**Class Schedule and Instructor Contact Hours:**

	Sunday	Monday	Tuesday	Wednesday	Thursday
7:30 AM					CP1510 (10-218)
8:30 AM	CP1510 (10-218)	Office (10-271)	CP1510 (10-218)	Office (10-271)	CP1510 (10-218)
9:30 AM	Office (10-271)		Office (10-271)		Office (10-271)
10:30 AM		CP1510 (10-218)			
11:30 AM	Lunch Time	Lunch Time	Meeting Time	Lunch Time	Lunch Time
12:30 PM			Meeting Time		
1:30 PM					
2:30 PM					
3:30 PM					
4:30 PM					

**Delivery Schedule:**

<b>Week:</b>	<b>Agenda:</b>
<b>Week 1: January 7-11</b>	<b>Admin Day (Jan 7) Begin Textbook Project 1</b>
<b>Week 2: January 14-18</b>	<b>Textbook Project 1 Textbook Project 2</b>
<b>Week 3: January 21-25</b>	<b>Textbook Project 1 Textbook Project 2</b>
<b>Week 4: January 28-February 1</b>	<b>Textbook Project 2 Textbook Project 3</b>
<b>Week 5: February 4-8</b>	<b>Textbook Project 3 Quiz #1</b>
<b>Week 6: February 11-15</b>	<b>Textbook Project 4 Textbook Project 5</b>
<b>Week 7: February 18-22</b>	<b>Textbook Project 4 Textbook Project 5</b>
<b>Week 8: February 25-March 1</b>	<b>Finish Textbook Projects 4-5 Quiz #2, Part A (Theory) Quiz #2, Part B (Practical)</b>
<b>Week 9: March 4-8</b>	<b>Begin Textbook Project 6</b>
<b>Week 10: March 11-15</b>	<b>Finish Textbook Project 6</b>
<b>Week 11: March 18-22</b>	<b>Objective 5: Opening DOS Sessions Objective 6: Using Troubleshooting Tools</b>
<b>Week 12: March 25-29</b>	<b>Objective 7: Backing up Files Objective 8: Optimizing Disks</b>
<b>Week 13: April 1-5</b>	<b>Objective 9: Installing Windows and MS Office (Lab Date To Be Announced) Objective 10: Connecting to Networks and the Internet Quiz #3, Part A (Theory)</b>
<b>Week 14: April 8-12</b>	<b>Quiz #3, Part B (Practical) Administrivia Finish up any outstanding work</b>

**Please Note: All Quiz Dates are Tentative!**