SYLLABUS

ITSC1405 New Perspectives on Microsoft® Windows 7

Instructor: Leonard Scott
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Classroom: ALA139
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Course Description:
As a student in this course, you will learn the most important topics of Microsoft Windows 7. No prior computer experience is assumed. You will use a case-based approach to explore the basics of Microsoft Windows 7, and then learn to organize your files and personalize your Windows environment. Next, you will learn more about the Internet and e-mail, followed by learning how to protect your computer. In the second half of the course, you will learn information searching and collaborating, learn to manage multimedia files, and learn more about mobile and remote connections. Last, you will learn to maintain both hardware and software and how to improve your computer’s performance.

Text/Materials:
Software: Microsoft Windows 7 Ultimate using an Aero theme (Note that most tasks in this text can also be completed using the Windows 7 Home Premium or Professional editions); Internet Explorer 8. Instructor will provide information on how to use these packages.
Handouts: Additional handouts may be required. Instructor will provide information on obtaining this material.
Student Online Companion: www.cengage.com/ct/newperspectives

Teaching Methods:
1. Lectures: Important material from the text and outside sources will be covered in class. Students should plan to take careful notes as not all material can be found in the texts or readings. Discussion is encouraged as is student-procured outside material relevant to topics being covered.
2. Assignments: End of chapter and online activities will be assigned weekly to reinforce material in the text. These assignments may require the application of various software packages.
3. Quizzes: Occasional unannounced quizzes may be given to help ensure students stay up with assigned material.
4. Exams: Three exams will be given. The exams will be closed book/notes and will test assigned readings and material discussed in class. Review sheets will be provided prior to the exam day. The final exam will not be comprehensive in nature. However, the instructor reserves the right to retest on material that was not appropriately comprehended. These items will be noted on exam review sheets.
5. Participation: Student participation will be graded by the level of class participation and attendance.
Grading:

Total points will be computed as follows. The total points for quizzes, cases, and assignments may vary.

Exams 30%
Assignments: 30%
Oral Presentation: 30%
Attendance & Classroom Participation: 10%
Total: 100 Points

Point System: 100 total assigned points
A 90-100
B 80-89
C 70-79
D 60-69
F 00-59

Course Policies:
Missed Classes: The student is responsible for obtaining material distributed on class days when he/she was absent. This can be done through contacting a classmate who was present or by contacting the instructor during his office hours or other times. Missed Tests cannot be made up without prior instructor approval but with good cause and adequate notice, an early Test may be given.

Assignments: All assignments are due at the beginning of class on the date due.

Academic Dishonesty: Plagiarism and cheating are serious offenses and may be punished by failure on exam, paper or project; failure in course; and or expulsion from the College. For this class, it is permissible to assist classmates in general discussions of computing techniques. General advice and interaction are encouraged.

Need for Assistance: If you have any condition, such as a physical or learning disability, which will make it difficult for you to carry out the work as I have outlined it, or which will require academic accommodations, please notify me as soon as possible.

Internet Support: Check the class Blackboard (BB9) page for information about Course, or to post a question about this course.

Posting of Grades: Final grades will not be posted. Final grades will be sent to you by eMail

Incomplete Policy: Students will not be given an incomplete grade in the course without sound reason and documented evidence as described in the Student Handbook. In any case, for a student to receive an incomplete, he or she must be passing and must have completed a significant portion of the course.