Course Description
This course covers basic information about computer hardware and software and the use of the Windows operating system. Topics include file management techniques, using command screen elements, multi-tasking, object linking, and customizing the desktop. This course prepares students for a certification exam.

No prerequisites classes are listed.
(3 Credits / 1 presentation, 2 lab, 0 other)

Course Ethical Foundation
This course requires students to build and demonstrate working projects. The design and implementation will follow the ethical guidelines of the Association for Computing Machinery (ACM). Students should contact the instructor with specific ethical questions.

Text and References
ISBN: 9781111309770
Title: MCTS Guide to Microsoft Windows 7, #70-680
Author: WRIGHT
Publisher: CENGAGE L

ISBN: 9781935080374
Title: Configuring Windows 7 70-680
Author: UMUC
Publisher: TESTOUT

Students must have a portable computer capable of running the class operating system. Please contact your instructor with your questions.

Student Contributions
Each student will spend at least 4 hours per week preparing for class. Attendance is critical in this class. Students will come to class prepared to discuss the assigned reading or topic. Students will manage their time to complete the class requirements.

Sometimes the question is, did I miss anything important in the class I missed. The answer is yes. The student is responsible for contacting a classmate for the details.

Any student with a disability that might affect performance in this class is encouraged to contact the instructor.
Course Evaluation

Article Reports
Students will choose a current article dealing with personal operating systems. The article must be published in a professional magazine within two months of the article report due date. Contact your instructor with questions about appropriate articles.

Article reports are worth a total of 100 points.

<table>
<thead>
<tr>
<th>Rubric</th>
<th>Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>The article report post is in the correct D2L discussion group.</td>
<td>5</td>
</tr>
<tr>
<td>The article report is the first original post for this class.</td>
<td>5</td>
</tr>
<tr>
<td>The article report is published no earlier than two months from due date.</td>
<td>5</td>
</tr>
<tr>
<td>The article report includes the article URL.</td>
<td>5</td>
</tr>
<tr>
<td>The article report includes the author's name.</td>
<td>5</td>
</tr>
<tr>
<td>The article report is not an attachment to the discussion post.</td>
<td>5</td>
</tr>
<tr>
<td>The article report does not copy any quotes from the article.</td>
<td>5</td>
</tr>
<tr>
<td>The article report summary is more than 5 sentences and less than 10 sentences.</td>
<td>5</td>
</tr>
<tr>
<td>The article report reaction is more than 2 sentences and less than 5 sentences.</td>
<td>20</td>
</tr>
<tr>
<td>The article report presentation in class or a 2 to 5 sentence reaction to three other article reports are done by the due date.</td>
<td>20</td>
</tr>
<tr>
<td>The article report summary and reaction contain less than two spelling or grammar errors as defined by the instructor's word processor spelling and grammar checker.</td>
<td>20</td>
</tr>
</tbody>
</table>

Labs
All the lab sections are pass/fail. Each lab section successfully completed is approximately 25 points. Each lab is worth 100 points. A successful completed lab section consists of the lab section elements done to the instructor’s specifications. Students may modify incomplete lab sections until the date specified in the calendar. All labs must be completed by the final due date for that group of labs. Labs will be submitted to the correct D2L dropbox.

Quizzes
Students will take 10 quizzes given on the D2L site. Each quiz is approximately 20 questions dealing with a specific chapter in the assigned text. The weekly quiz will be available at 12:00 pm on Sunday of the quiz week and will close at 10:00 pm on Saturday of the quiz week. Students will have a maximum of one hour to complete each weekly quiz. Students may use the text and other references to complete the quiz. The quiz will be reviewed the class period after the quiz closes.

Students may not reschedule a quiz.

Skills Final
Each student must complete the class assigned skills final. This is worth a total of 500 points toward the student's final grade. Information about the skills final will be provided to the students later in the semester.

Scale

<table>
<thead>
<tr>
<th>Percentage</th>
<th>Grade</th>
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<tbody>
<tr>
<td>100% - 90%</td>
<td>A</td>
</tr>
<tr>
<td>89% - 80%</td>
<td>B</td>
</tr>
<tr>
<td>79% - 70%</td>
<td>C</td>
</tr>
<tr>
<td>69% - 60%</td>
<td>D</td>
</tr>
<tr>
<td>59% - 0</td>
<td>F</td>
</tr>
</tbody>
</table>
The midterm grade calculation for this class is the following.

Your midterm grade includes Labs 1 through 4, Quizzes 1 through 5 and Article Report 1.

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Max Percent</th>
<th>Max Points</th>
<th>Min Percent</th>
<th>Min Points</th>
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</thead>
<tbody>
<tr>
<td>A</td>
<td>100%</td>
<td>1000</td>
<td>90%</td>
<td>900</td>
</tr>
<tr>
<td>B</td>
<td>89.99%</td>
<td>899.9</td>
<td>80%</td>
<td>800</td>
</tr>
<tr>
<td>C</td>
<td>79.99%</td>
<td>799.9</td>
<td>70%</td>
<td>700</td>
</tr>
<tr>
<td>D</td>
<td>69.99%</td>
<td>699.9</td>
<td>60%</td>
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</tr>
<tr>
<td>F</td>
<td>59.99%</td>
<td>599.9</td>
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</table>

The final class calculation for this class is the following.

Your final grade includes Labs 1 through 10, Quizzes 1 through 10, Article Reports 1 through 3 and the Portfolio (Final).

<table>
<thead>
<tr>
<th>Letter Grade</th>
<th>Max Percent</th>
<th>Max Points</th>
<th>Min Percent</th>
<th>Min Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>100%</td>
<td>2700</td>
<td>90%</td>
<td>2430</td>
</tr>
<tr>
<td>B</td>
<td>89.99%</td>
<td>2429.73</td>
<td>80%</td>
<td>2160</td>
</tr>
<tr>
<td>C</td>
<td>79.99%</td>
<td>2159.73</td>
<td>70%</td>
<td>1890</td>
</tr>
<tr>
<td>D</td>
<td>69.99%</td>
<td>1889.73</td>
<td>60%</td>
<td>1620</td>
</tr>
<tr>
<td>F</td>
<td>59.99%</td>
<td>1619.73</td>
<td>0%</td>
<td>0</td>
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</table>

Federal and state regulations require that a Last Date of Attendance be recorded in the grading system for any student who has failed to attend class during a period of 14 consecutive calendar days, without having arranging with the instructor for such an absence. An absence of 14 days will result in a grade of "FW" on a student's transcripts. An "FW" will be included in completion rate calculations, but does not affect Grade Point Average (GPA).

The instructor reserves the right to modify grades for extraordinary reasons.

The grade incomplete is very difficult for students. Students that need this option must discuss an incomplete with the instructor two weeks before the class final.

Classroom Management

This class prepares students for professional work. It is important students learn and practice the norms expected of a working professional in Information Technology. It is important for students to remove inappropriate or offensive images or speech.

The class instructor is responsible for the class environment. This means anything that distracts members of the class from learning could be an issue. If necessary, a meeting with the class instructor or college administrator is scheduled within 48 hours. The result of this meeting must be a written plan to deal with the distractions. The affected parties must approve the plan within 72 hours. Failure to create or follow the plan may result in expulsion.

Stealing is against the law. There are many forms of stealing. Plagiarism is simply stealing. Failure to give proper credit or doing required work could result in loss of points on the assignment(s). Students may help each other. One measure of cheating or not, is both students able to complete the assignment without the other? Students are encouraged to contact the instructor with questions.

Department policy requires student to use email address provided by MSCTC. Students must configure a system to use and at least weekly check for class email. Additional department policies are at http://brazil.minnesota.edu.

Industry practice, MnSCU, and MSCTC policy and procedures do not allow sharing of logons/logins. Each student is the only person using the assigned logon/login. Contact your instructor with any questions or concerns.

Occasionally students will want to make recordings of class lectures. The instructor must give permission to students to
record the class lecture. Normally students will receive permission for recording only to enhance the student's education for the class. Once the school term is complete, students must effectively destroy the recordings. Contact your instructor with any questions. All attending students are aware before the recording of the lecture begins.

Disability Services Statement

M State is committed to providing equal access to education for all students. Students who have a disability or believe they may have a disability may contact the Disability Services office as soon as possible to determine eligibility and/or apply for services.

For questions or to request services, contact Claudia Simon at claudia.Simon@Minnesota.edu or 218.299.6882 (711 for relay service), or stop by room D120 for the M State - Moorhead Disability Services office. For additional information, visit the M State Disability Services website.

Course Schedule

**Week01**
01/14/2014, Tuesday
Introduction
01/16/2014, Thursday
VM Setup
01/17/2014, Friday
Chapter01

**Week02**
01/19/2014, Sunday
Quiz01 opens @ noon over Chapter03
01/21/2014, Tuesday
Chapter03
01/23/2014, Thursday
Lab01
01/24/2014, Friday
Lab01
01/25/2014, Saturday
Quiz01 closes @ 10:00 pm

**Week03**
01/26/2014, Sunday
Quiz02 opens @ noon over Chapter04
01/28/2014, Tuesday
Chapter04
01/30/2014, Thursday
Lab02
01/31/2014, Friday
Lab02
Lab 01 Due @ 4:00 pm
02/01/2014, Saturday
Quiz02 closes @ 10:00 pm

**Week04**
02/02/2014, Sunday
Quiz03 opens @ noon over Chapter05
02/04/2014, Tuesday
Chapter05
02/06/2014, Thursday
Lab03
02/07/2014, Friday
Lab03
02/08/2014, Saturday
<table>
<thead>
<tr>
<th>Week</th>
<th>Date</th>
<th>Event</th>
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</thead>
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<tr>
<td>05</td>
<td>02/09/2014, Sunday</td>
<td>Quiz04 closes @ 10:00 pm</td>
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<tr>
<td></td>
<td>02/11/2014, Tuesday</td>
<td>Quiz04 opens @ 4:00 pm over Chapter06</td>
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<td></td>
<td>02/13/2014, Thursday</td>
<td>Chapter06</td>
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<td>02/14/2014, Friday</td>
<td>Lab04</td>
</tr>
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<td></td>
<td>02/15/2014, Saturday</td>
<td>Quiz04 closes @ 10:00 pm</td>
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<tr>
<td>06</td>
<td>02/18/2014, Tuesday</td>
<td>Faculty In-Service - No Classes</td>
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<td></td>
<td>02/20/2014, Thursday</td>
<td>Article Report 01 in class presentation due</td>
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<td>02/21/2014, Friday</td>
<td>Lab Review</td>
</tr>
<tr>
<td></td>
<td></td>
<td>Lab02, 03, and 04 Due @ 4:00 pm</td>
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<tr>
<td></td>
<td></td>
<td>Article Report 01 online presentation due @ 4:00 pm</td>
</tr>
<tr>
<td>07</td>
<td>02/23/2014, Sunday</td>
<td>Quiz05 opens @ noon over Chapter07</td>
</tr>
<tr>
<td></td>
<td>02/25/2014, Tuesday</td>
<td>Chapter07</td>
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<td>02/27/2014, Thursday</td>
<td>Lab05</td>
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<td>02/28/2014, Friday</td>
<td>Lab05</td>
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<td></td>
<td>03/01/2014, Saturday</td>
<td>Quiz05 closes @ 10:00 pm</td>
</tr>
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<td>08</td>
<td>03/02/2014, Sunday</td>
<td>Quiz06 opens @ noon over Chapter08</td>
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<tr>
<td></td>
<td>03/04/2014, Tuesday</td>
<td>Chapter08</td>
</tr>
<tr>
<td></td>
<td>03/06/2014, Thursday</td>
<td>Lab06</td>
</tr>
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<td></td>
<td>03/07/2014, Friday</td>
<td>Lab06</td>
</tr>
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<td>03/08/2014, Saturday</td>
<td>Quiz06 closes @ 10:00 pm</td>
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<tr>
<td>09</td>
<td>03/11/2014, Tuesday</td>
<td>Spring Break</td>
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<td></td>
<td>03/13/2014, Thursday</td>
<td>Spring Break</td>
</tr>
<tr>
<td></td>
<td>03/14/2014, Friday</td>
<td>Spring Break</td>
</tr>
<tr>
<td>10</td>
<td>03/16/2014, Sunday</td>
<td>Quiz07 opens @ noon over Chapter09</td>
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</table>
03/18/2014, Tuesday
  Chapters 09 & 10
03/20/2014, Thursday
  Lab 07
03/21/2014, Friday
  Lab 07
03/22/2014, Saturday
  Quiz 07 closes @ 10:00

**Week 1**
03/25/2014, Tuesday
  Lab Review
03/27/2014, Thursday
  Article Report 02 in class presentation due
03/28/2014, Friday
  Lab Review
  Labs 05, 06, and 07 Due @ 4:00 pm
  Article Report 02 online presentation due @ 4:00 pm

**Week 12**
03/30/2014, Sunday
  Quiz 08 opens @ noon over Chapters 10 & 11
04/01/2014, Tuesday
  Chapters 10 & 11
04/03/2014, Thursday
  Lab 08
04/04/2014, Friday
  Lab 08
04/05/2014, Saturday
  Quiz 08 closes @ 10:00 pm

**Week 13**
04/06/2014, Sunday
  Quiz 09 opens @ noon over Chapter 12
04/08/2014, Tuesday
  Chapter 12
04/10/2014, Thursday
  Lab 09
04/11/2014, Friday
  Lab 09
04/12/2014, Saturday
  Quiz 09 closes @ 10:00 pm

**Week 14**
04/13/2014, Sunday
  Quiz 10 opens @ noon over Chapter 13
04/15/2014, Tuesday
  Chapter 13
04/17/2014, Thursday
  Faculty In-Service - No Classes
04/18/2014, Friday
  Good Friday Holiday
04/19/2014, Saturday
  Quiz 10 closes @ 10:00 pm

**Week 15**
04/22/2014, Tuesday
  Lab 10
04/24/2014, Thursday
Microcomputer Operating System
CPTR 1148
Page 6 of 7
Week 16
04/29/2014, Tuesday
Lab Review
Final Review
05/01/2014, Thursday
Article Report 03 in class presentation due
05/02/2014, Friday
Labs 08, 09, and 10 Due @ 4:00 pm
Article Report 03 online presentation due @ 4:00 pm

Week 17
05/06/2014, Tuesday
Final Review
05/07/2014, Wednesday
MSCTC Finals
05/08/2014, Thursday
MSCTC Finals
05/09/2014, Friday
MSCTC Finals
Finals Due @ 10:00 pm

Week 18
05/12/2014, Monday
MSCTC Finals
05/13/2014, Tuesday
MSCTC Finals

Developed: August 15, 2001
Revised: January 11, 2014