**I. COURSE TITLE:** Windows 7

**COURSE NUMBER:** 2231 **CATALOG PREFIX:** OFIT

**II. PREREQUISITE(S):** None

**III. CREDIT HOURS:** 3.0 **LECTURE HOURS:** 2.5

**LABORATORY HOURS:** .5 (1 contact) **OBSERVATION HOURS:** 0

**IV. COURSE DESCRIPTION:**

Understanding Windows Operating System basics as it pertains to files, folders, programs, desktop customization, adding software and hardware, troubleshooting and repair, security, and sharing of information.

**V. ADOPTED TEXT(S):**

*Windows 7 – Text – Print Version = ISBN: 978-0-76383-732-7*

*Windows 7 – eBook – 180 day online access code sent via email = ISBN: 978-0-76384-672-5*

Author(s): Faithe Wempen and Lisa Bucki

[Publisher: Paradigm Publishing](http://paradigm.emcpublishingllc.com/windows-7.html)

Copyright: 2011

Pages: 560

**VI. COURSE OBJECTIVES:**

Upon successful completion of the course, the student will be able to:

1. Understand user accounts.

2. Get Windows operating system help and support.

3. Work with disks and other removable media.

4. Create folders, save files, and understand libraries.

5. Protect electronic information.

6. Show familiarity with Windows 7 programs.

7. Customize the desktop.

8. Create browser tabs.

9. Develop and organize favorites.

10. Create RSS feeds.

11. Adjust security settings.

12. Configure Privacy preferences.

13. Understand windows live mail.

14. Work with digital photos and music.

15. Understand network locations.

16. Develop a system maintenance schedule.

17. Add software and hardware to the system.

18. Troubleshoot basic printing and application problems.

19. Understand how user accounts are set up and how to encrypt and secure files.

20. Basic understanding of remote connections.

**VII. COURSE METHODOLOGY:**

Can include any of the following:

1. Portfolio of documentation representing skills and knowledge gained
2. Hands on textbook applications and exercises for creating and working within word processing documents.
3. May include but not limited to: lecture, independent and group projects, in-class and at-home assignments, discussions, portfolios, tests and quizzes.

**VIII. GRADING:**

A = 90 – 100

B = 80 – 89

C = 70 – 79

D = 60 – 69

F = 0 – 59

1. **COURSE OUTLINE: SAMPLE WORK SCHEDULE**

Week 1 – Chapter 1 - Learning Windows 7 Basics

Week 2 – Chapter 2 - Working with Disks and Other Removable Media

Week 3 – Chapter 3 - Learning about Files, Folders, and Libraries

Week 4 – Chapter 4 - Organizing and Protecting Information

Week 5 – Chapter 5 - Using Windows 7 Programs

Week 6 – Chapter 6 – Customizing the Desktop

Week 7 – Chapter 7 – Browsing with Internet Explorer

Week 8 – Chapter 8 – Ensuring Your Safety and Privacy on the Internet

Week 9 – Chapter 9 – Using Windows Live Mail

Week 10 – Chapter 10 – Working with Digital Photographs and Music

Week 11 – Chapter 11 – Using Your System on a Network

Week 12 – Chapter 12 – Maintaining Your System

Week 13 – Chapter 13 – Adding Software and Hardware

Week 14 – Chapter 14 – Troubleshooting and Repairing Your System.

Week 15 – Chapter 15 – Securing and Monitoring and Chapter 16 – Sharing Information.

**Week 16 – Final Exam**

\**Instructor will reserve the right to organize work to meet objectives of the course*.

1. **OTHER REQUIRED TEXTS, SOFTWARE, AND MATERIALS:**
2. Current adopted version of operating system Microsoft Windows 7

2. Student data files provided by publisher.

1. **EVALUATION:**
2. Students will complete multiple exercises in Microsoft Word application format.
3. Other assignments, projects, exercises, discussions, portfolios and quizzes may be assigned and graded at the discretion of the instructor.
4. **SPECIFIC MANAGEMENT REQUIREMENTS:**

Assignments will be evaluated according to instructor directives.

1. **OTHER INFORMATION:**

**FERPA:** Students need to understand that your work may be seen by others. Others may see your work when being distributed, during group project work, or if it is chosen for demonstration purposes.

Students also need to know that there is a strong possibility that your work may be submitted to other entities for the purpose of plagiarism checks.

**DISABILITIES:** Students with disabilities may contact the Disabilities Service Office, Central Campus, at 800-628-7722 or 937-393-3431.