

## CIS 170 Windows 7 Administration

<b>Instructor</b>	Phone	e-mail	Office Hours
Jose Luis Rueda	(408)864-8264	<a href="mailto:Ruedajose@fhda.edu">Ruedajose@fhda.edu</a>	By appointment

**Advisory: English Writing 200 (or Language Arts 200) or English as a second language 261, 262 and 263**

<b>BOOK</b>	Zacker, Craig. Windows 7 Configuration, Exam (70-680). Hoboken, N.J.: Wiley, 2011. Print.  Optional: Zacker, Craig. <i>Configuring Windows 8.1: Exam 70-687</i> . Print
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**OBJECTIVES**

In this course, students will learn about:

- Install Windows 7
- Configure and troubleshoot post-installation system settings.
- Configure Windows 7 security features
- Configure network connectivity
- Configure applications included in Windows 7
- Maintain and optimize systems that run Windows 7
- Configure and troubleshoot mobile computing.

Course notes	Four hours lecture, one and one-half hours laboratory (66 hours total per quarter).
Cell phones	No texting allowed during class time, cell phones in silent mode.

<b>ATTENDANCE</b>	You are expected to be in class every day. If you have 3 recorded absences, you may be dropped from the course. However it is <i>your responsibility to drop the class before the deadline in the Schedule of Classes</i> .  Last Day for Adds                      April 18, 2015 Census Date                              April 20, 2015 Last Day for Refund                      April 19, 2015 Last Day for Drops w/o W              April 19, 2015 Last Day for Drops                      May 29, 2015
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<b>Student code of conduct</b>	<p><b>Students are expected to treat others with courtesy and respect, refer to the student code of conduct.</b>  <a href="http://www.deanza.edu/dsps/dish/appendix/conducts.html">http://www.deanza.edu/dsps/dish/appendix/conducts.html</a></p> <ol style="list-style-type: none"> <li>1. Academic dishonesty, such as cheating, plagiarism (including plagiarism included in student publications), or knowingly furnishing false information to the Colleges, or District;</li> <li>19 • Theft or abuse of computer time, including but not limited to:                         <ol style="list-style-type: none"> <li>a. unauthorized entry into a file, to use, read or change the contents or for any other purpose;</li> <li>b. unauthorized transfer of a file;</li> <li>c. unauthorized use of another persons identification and password;</li> <li>d. use of computing facilities to interfere with the work of another student, faculty member or college official;</li> <li>e. use of computing facilities to send obscene or abusive messages, or to</li> </ol> </li> </ol>
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	defame or intentionally harm other persons; f. use of computing facilities to interfere with normal operation of the college computing system; g. use of computing facilities for student's personal benefit;
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<b>LAB ASSIGNMENTS</b>	The lab assignments measure your ability to apply course concepts to hands-on skills in using commonly used software. You can do the lab assignments with ANY computer, or the computer lab. <b>10% will be deducted when turned in late.</b>
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<b>MIDTERM EXAM</b>	One midterm, will be given during the quarter covering course terms and concepts during the first half of the course, mostly multiple choice but perhaps with some fill-in the blanks, and short paragraph questions. <b>No make-ups, no exceptions.</b> You must make arrangements ahead of time if you are not going to be here. If for some reason you must take an exam late. <b>15% of the points obtained will be deducted as a penalty.</b>
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<b>FINAL EXAM</b>	The final exam will be administered at the end of the quarter. It will cover all the material in the course. You must take the final exam in order to pass the course. <b>No make-ups, no exceptions.</b> You must make arrangements ahead of time if you are not going to be here. If for some reason you must take an exam late. <b>15% of the points obtained will be deducted as a penalty.</b>
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Term Paper(s)	Two term papers for the class, one due at midterm and the second due the week prior to finals week. The term papers are to include a single sheet double spaced 12 font paper describing what you have learned about Win 7 and Win 8
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### POINTS

ACTIVITY	Information	Weight
Class participation		10%
Homework	For every chapter	10%
Midterm Exam	Hands on, questions	20%
Lab Assignments	Turned in every week	20%
Term Project	Term Paper and Presentation	20%
Final Exam	Hands on, questions	20%

<b>GRADES</b>	<b>A</b> = 93-100%	<b>B+</b> = 87-89%	<b>C+</b> = 77-79%	<b>D+</b> = 63-68%	<b>F</b> = 0-56%
	<b>A-</b> = 90 - 92%	<b>B</b> = 83-86%	<b>C</b> = 70-76%	<b>D</b> = 60-62%	
		<b>B-</b> = 80-82%	<b>C-</b> = 67-69%	<b>D-</b> = 57-59%	

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### TENTATIVE SCHEDULE –

<i>Week</i>	<b>TOPICS</b>	<i>Monday</i>	<i>Tuesday</i>	<i>Wednesday</i>	<i>Thursday</i>
<b>Week 1</b> 4/6 -4/9	Introduction Lab Introduction How to use lab equipment		<i>Introduction, go over syllabus Informal quiz</i>		<i>Chapter one Introduction How to install Windows 7</i>
<b>Week 2</b> 4/13 – 4/16	<b>Chapter two Installing Windows</b>		<i>Installing Windows, drivers,</i>		Follow up and installing Windows 8
<b>Week 3</b> 4/20 – 4/23	Working with disk and devices		Chapter 4		Chapter 4 continued
<b>Week 4</b> 4/27 – 4/30	Connecting to a network		<i>Chapter 5</i>		Chapter 5 continued
<b>Week 5</b> 5/4 – 5/7	Sharing resources		<i>Chapter 6</i>		Chapter 6 continued
<b>Week 6</b> 5/11 – 5/14	Working with applications		<i>Chapter 7 Review material for midterm</i>		<b>Mid Term First term paper due</b>
<b>Week 7</b> 5/18 – 5/21	Managing and monitoring Windows 7 performance		<i>Chapter 8</i>		Chapter 8 continued
<b>Week 8</b> 5/25 – 5/28	Working with workgroups and domains		<i>Chapter 9</i>		Chapter 9 continued
<b>Week 9</b> 6/1 – 6-4	Securing Windows		<i>Chapter 10</i>		Chapter 10 continued
<b>Week 10</b> 6/8 – 6/11	Administering Windows 7		<i>Chapter 11</i>		Chapter 11 continued
<b>Week 11</b> 6/15 – 6/18	Using Mobile computing		<i>Chapter 12</i>		<b>Chapter 12 Continued Second term paper due</b>
<b>Week 12</b> 6/22 – 6/25			<i>Review material for final exam</i>		<b>Final</b>

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629 – 6/30					
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