COURSE NUMBER: NOS 130 (1)   **INSTRUCTOR:** Gary Copeland

COURSE TITLE: Windows Single User   **OFFICE NO:** Building 4, Room 50A

CREDIT HOURS: 3   **OFFICE/VIRTUAL HOURS:** E-mail Instructor

CONTACT HRS/WK: 4 (2 class, 2 lab)   **PHONE NO:** (252) 792-1521

PREREQUISITES: NOS 110   **FAX:** (252)792-0826

COREQUISITES: None   **E-MAIL:** gcopeland@mcc.martincc.edu

COURSE DESCRIPTION:
     This course introduces operating system concepts for single-user systems. Topics include hardware
     management, file and memory management, system configuration/optimization, and utilities. Upon
     completion, students should be able to perform operating systems functions at the support level in a
     single-user environment.

PROGRAM LEARNING OUTCOMES:
     1. Use application software to produce and edit word processing, spreadsheet, and database files.
     2. Install and configure switches and routers in multiprotocol networks that use LAN and WAN
        interfaces.
     3. Explain the fundamentals of basic PC security.

COURSE LEARNING OUTCOMES:
     1. Install a single-user operating system using proper installation procedures.
     2. Use utilities of a single-user operating system to manage files, directories, devices, and user accounts.
     3. Configure a single-user operating system to connect to a network, connect to peripheral devices,
        configure the user experience, increase file security, backup data, and manage operating-system
        performance.

REQUIRED TEXTBOOKS:
     Zacker, C. (2011). *Windows 7 configuration microsoft certified technology specialist exam 70-680*
     Hobucken, NJ: John Wiley & Sons Inc..
     ISBN-13: 978-0470875094
     ISBN-10: 0470875094

     Zacker, C. (2011). Lab Manual *Windows 7 configuration microsoft certified technology s
          pecialist Exam 70-680* Hobucken, NJ: John Wiley & Sons Inc..
     ISBN-13: 978-0470875100
     ISBN-10: 0470875100

     The bundled versions of the two textbooks above have a different ISBN

SUPPLEMENTAL RESOURCES:
100-page notebook for notes and flash drive containing at least 1 gigabyte of free space

LEARNING/TEACHING METHODS:
The instructor will lecture on each topic, encourage in-class discussion, assign outside reading activities, assign projects during the semester, and assign hands-on activities for each topic and on each examination.

ASSESSMENTS/METHODS OF EVALUATION:
The following table lists the graded assignments and the respective percentage of the student's grade each item composes.

Graded Item	Percentage of Overall Grade
Chapter Tests	50%
Homework/Labs	25%
Outside Reading Assignments	5%
Final Exam	20%

GRADING POLICY
The student will receive a final grade for the class based solely on the weighted grade earned at the end of the semester. This grade will be based on the following 7-point grading scale:

Weighted Final Score	Final Grade
93 – 100	A
85 – 92	B
77 – 84	C
70 – 76	D
0 - 69	F

COURSE OUTLINE:

Week 1	Introduction
Week 2	Lesson 1 - Windows 7 Environment
Week 3	Lesson 2 - Installing Windows 7
Week 4	Lesson 3 - Deploying Windows 7
Week 5	Review Lessons 1-3
Week 6	Lesson 4 - Working with Disks and Devices
Week 7	Lesson 5 – Connecting to a Network
Week 8	Lesson 6 – Sharing Resources
Week 9	Lesson 7 – Working with Applications
Week 10	Review Lessons 4-7
Week 11	Lesson 8 – Managing & Monitoring Performance
Week 12	Lesson 9 – Working with Workgroups & Domains
Week 13	Lesson 10 – Securing Windows 7
Week 14	Review Lessons 8-10
Week 15	Lesson 11 – Administering Windows 7
Week 16	Lesson 12 – Using Mobile Computers
Week 17	Review Lessons 11-12 and final exam review
Week 18	Final Exams

STUDENT ATTENDANCE POLICY:
Martin Community College recognizes that academic success is tied to regular attendance and completion of assigned work and tasks in a timely manner. Students are expected to attend a minimum of 85 percent (55 hours) of the total hours for the course. Missed work may be submitted at the discretion of the instructor.

REQUEST FOR EXCUSED ABSENCES FOR RELIGIOUS OBSERVANCES:
In compliance with G.S. 115D-5, MCC policy permits a student to be excused, with the opportunity to make-up any test or other missed work, a minimum of two excused absences per academic year for religious observances required by the student's faith. The policy limits the excused absences to a maximum of two days per academic year.

Students who wish to be excused for a Religious Observance required by their faith must complete and submit a request form to the instructor(s) prior to the census date of each class. The *Request for Excused Absences for Religious Observances* form can be picked up from Student Services. This does not supersede the college-wide attendance policy as outlined in the college catalog or syllabus, with the exception of a reasonable accommodation for the make-up of missed course work.

COURSE POLICIES:
Students must observe the following policies:

1. Students must not bring children or visitors into the classroom.
2. Students must not turn on computer equipment unless instructed to do so.
3. Students must not play games or surf the Internet in the classroom.
4. Students must not eat or drink any food or drinks in the classroom.
5. Students must set cell phones or pagers to vibrate. A student must leave the classroom to answer a phone call.
6. Students must wear Martin Community College-issued IDs in class at all times.

CONTACT:
If you cannot reach your instructor, you may contact Dr. Phyllis Broughton, Dean of Academic Affairs and Student Services at (252)789-0246 or (252)789-0247 by phone; at pbroughton@martincc.edu by e-mail; or, in person at her office in Building 2, Room 33.

To access the Martin Community College Career Catalog for policies and curriculum requirements, please go online to www.martincc.edu.

If you have a need for a disability-related accommodation, please notify the Student Services counselor at (252) 789-0293.