EMPORIA STATE UNIVERSITY  
SCHOOL OF BUSINESS  
Department of Business Administration & Education  
Course Syllabus – Fall 2010  

COURSE NUMBER AND TITLE: BE 721 Windows for Teachers, 1 credit hour  

CLASS MEETING TIME: Online Course  

PREREQUISITES: Graduate Standing  

INSTRUCTOR: Dr. Nancy Groneman Hite  

OFFICE: Cremer Hall 310  

OFFICE HOURS: Online office hours 9-12 am Wednesdays and Thursdays  

TELEPHONE NUMBER(S): 316-341-5415, E-MAIL: nhite@emporia.edu  
FAX: 316-341-6345  

REQUIRED TEXTS:  
For Windows XP operating system users only:  
For Windows Vista operating system users only:  

SUPPLEMENTAL MATERIALS: Data files for the Windows XP textbook can be downloaded from the www.courseilt.com/instructor_tools.html web site (see steps 7, 8, and 9 on p. x of the textbook. If needed, you may have to go through steps 1-4 and steps 5-6 on pp. ix and x of the textbook especially if you have firewalls preventing access to that web site.  
Data files are available for download from the course.com web site by following the instructions on the inside of the back cover of the Windows Vista textbook.  

COURSE DESCRIPTION: Provides teachers with the understanding of the basic functions of Windows software and appropriate content to teach their students. Through hands-on instructions, students will learn to create and manage files and folders, use the taskbar and notification, use the control panel and My Computer, delete temporary files, defragment a hard disk drive, create shortcut icons, and use Windows accessories. Compare and contrast Windows XP, Vista, and Windows 7. Provide reasons for schools to switch operating systems in computer labs.  

COURSE OBJECTIVES:
At the completion of this course, students will be able to:

* Use the desktop features, icons, and windows
* Find files and open files using My Computer, Windows Explorer, and the Search command
* Add shortcuts to the Start menu,
* Customize the date, time, display, mouse, and keyboard
* Use the control panel
* Change background themes and colors
* Move and copy files and folders
* Use accessory programs
* Use disk cleanup tools
* Delete a user account
* Use standby and hibernate modes
* Display properties
* Change various settings
* Change pinned items list
* Use the notification area
* Display multiple windows
* Compare Windows XP, Vista, and Windows 7 features/capabilities
* Make recommendations for switching operating systems in school computer labs

**SPECIAL FEATURES OF THE COURSE:** Students will turn in their assignments by creating screen prints of the various assignments by pressing the Print Screen key, copying that screen into the Paint Accessory program, saving the file, and turning it in via Blackboard software.

**COURSE EVALUATION PROCESS:** Five points will be given to each assigned activity that requires a screen print showing the process has been completed accurately. 5 pts. per textbook assignment. A report will be required that compares three Windows operating systems and reasons schools should or should not switch to Windows 7. The report will be worth 16 points.

A = 90% + of total points possible, B = 80-89% of points possible, C=70-79% of points possible, D=60-69% of points possible.

**ATTENDANCE POLICY:** Students must complete the assignments by the due date posted in the Assignments section.

**ACADEMIC DISHONESTY:** Students who are caught cheating will fail the class.

**COURSE TOPICS:**

I. Introducing Windows
II. Using Help and Support Center
III. Working with My Computer
IV. Working with Files
V. Customizing your workstation
VI. Comparing Windows XP, Vista, and Windows 7 features
VII. Reasons for and against switching operating systems in a computer lab in school systems