Course Outline for CIS 84

WINDOWS

Effective: Fall 2005

I. CATALOG DESCRIPTION:
   CIS 84 — WINDOWS — 1.00 units

   Self-paced, hands-on class introducing Microsoft Windows operations. Participants will become familiar with the windows environment. Learn techniques to manage files and folders, use Microsoft Windows' accessories programs, such as WordPad, Calculator, and Paint, and share data between programs.

   0.50 Units Lecture 0.50 Units Lab

   Grading Methods:
   Letter or P/NP

   Discipline:

	MIN
Lecture Hours:	9.00
Lab Hours:	27.00
Total Hours:	36.00

II. NUMBER OF TIMES COURSE MAY BE TAKEN FOR CREDIT: 1

III. PREREQUISITE AND/OR ADVISORY SKILLS:

IV. MEASURABLE OBJECTIVES:
   Upon completion of this course, the student should be able to:
   A. Start and shut down Windows;
   B. Manage the windows, size, move, and arrange multiple windows;
   C. Copy, move, delete files and folders using My Computer icon and the Windows Explorer program;
   D. Create files using Wordpad and Paint;
   E. Share data between Wordpad, Paint, and Calculator.

V. CONTENT:
   A. Lesson - Introduction to Windows
       1. What are the computer components?
       2. Parts of the Windows desktop
       3. Techniques of using the mouse
       4. Icons, toolbars and Menus
       5. Shut down Windows
   B. Lesson - Working with Windows
       1. Parts of the Window
       2. Position and sizing the window
       3. Arranging multiple windows on the screen
       4. Managing the icons on the desktop
       5. Getting Help on screen
       6. Opening My Computer
       7. Understanding the storage devices
       8. Difference between Files and Folders
       9. What are the system properties
   C. Lesson - Managing files and folders
       1. Starting Windows Explorer
       2. Part of the screen, Folders Pane, Contents Pane
       3. Formatting a disk
       4. Creating folders and subfolders
       5. Move, copy, delete and rename folders
       6. Managing files, move, copy, delete and rename
       7. Understanding the difference in using My Computer and Windows Explorer
   D. Lesson - Windows Accessories
       1. Use the Calculator
       2. Type in Wordpad
       3. Edit text, save and print a document in Wordpad
       4. Create, edit, save and print a picture in Paint

E. Lesson - Multitasking, sharing and exchanging data
   1. Copy data from one Wordpad document to another Wordpad document
   2. Link a picture from Paint in the Wordpad document
   3. Embed a picture from Paint into the Wordpad document
   4. Control printing using the print spooler
   5. Manage your printer
F. Lesson - Customizing Your Work Environment
   1. Customizing the Desktop
   2. Setting Accessibility Options
   3. Changing Other Display Properties
G. Exploring the Internet with Microsoft Internet Explorer
   1. Navigating the Web
   2. Searching for Information

VI. METHODS OF INSTRUCTION:
   A. **Lecture** -
   B. Hands-on lab
   C. **Demonstration** -
   D. **Discussion** -

VII. TYPICAL ASSIGNMENTS:
   A. Readings 1. Lesson 1 – "Exploring the Windows Desktop" B. Chapter Activities 1. Complete each activity in the chapter "Exploring the Windows Desktop" 2. Complete Matching Exercise, Completion Exercise and Short-Answer Questions #2, 4, 6, 7, 8,10 3. Complete Application Project

VIII. EVALUATION:
   A. **Methods**

        1. Exams/Tests
        2. Quizzes
        3. Papers
        4. Home Work
        5. Other:
   B. **Frequency**

IX. TYPICAL TEXTS:
   1. Bergerud/Busche *Microsoft Windows XP BASICS.*, Course Technology, 2002.
   2. Haag/Perry/ Sosinsky/ Estevez *The I-Series MS Windows XP Brief.* 1st ed., McGraw-Hill/Irwin, 2003.

X. OTHER MATERIALS REQUIRED OF STUDENTS:
   A. Storage media, e.g., floppy disks, USB flash memory drive, zip disk, CD-RW
   B. Go Print card