Course Outline for CIS 84

WINDOWS

Effective: Spring 2018

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

Hands-on class introducing Microsoft Windows operations. Topics include: logging in, the Windows Desktop, launching applications, working with multiple applications windows, proper shutdown techniques, and using Microsoft Edge to browse the web. File and folder management are also covered including creating folders, copying and moving files and folders, searching for specific files, and navigating drives and folders.

 0.50 Units Lecture 0.50 Units Lab

Grading Methods:
Letter or P/NP

Discipline:
  • Computer Information Systems

	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. Use the Start menu to launch programs;
  D. Create, copy, move, delete files and folders;
  E. Use Microsoft Edge to browse the web.

V. CONTENT:
  A. Introduction to Windows
    1. Computer components
      a. Hardware
      b. Software
      c. Operating system vs. applications
    2. Logging on
    3. Windows desktop
    4. Techniques of using the mouse
    5. Shut down Windows
  B. Working with Windows
    1. The Start button and menu
    2. Icons, the Taskbar, Live Tiles, and Menus
    3. Size and position windows
    4. Getting Help
    5. System properties
  C. Manage files and folders
    1. Understanding storage devices
    2. Difference between Files and Folders
    3. Starting File Explorer
    4. Plugging and unplugging flash drives
    5. Create folders and subfolders
    6. Move, copy, delete and rename folders
    7. Managing files, move, copy, delete and rename
  D. Using Settings and Help
    1. Use Cortana to talk to computer
    2. Change screen resolutions and desktop background
    3. Change power options

E. Exploring the Internet with Microsoft Edge
   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. Read Chapter 1--Getting Your First Look, pages 3-29. Complete the hand-on steps within in the chapter. Answer the Concept Review questions on page 30.
   B. Hands-on Lab
      1. Complete Skill Builder 2.1 Resize and Move Apps.
      2. Complete Skill Builder 7.1 Find and Copy Files

VIII. EVALUATION:
   A. **Methods**

      1. Quizzes
      2. Lab Activities
   B. **Frequency**

      1. Chapter concept review quizzes
      2. Hands-on lab assignments to reinforce chapter concepts

IX. TYPICAL TEXTS:
   1. Marshall, Greg. *Welcome to Computer Basics: Windows 10 and Office Online.* 1st ed., Labyrinth Learning, 2017.
   2. Clemens, Barbara. *Illustrated Microsoft® Windows® 10: Introductory.* 1st ed., Cengage Learning, 2017.
   3. Ruffolo, Lisa. *New Perspectives Microsoft® Windows 10: Introductory.* 1st ed., Cengage Learning, 2016.

X. OTHER MATERIALS REQUIRED OF STUDENTS:
   A. Storage media, e.g., USB flash memory drive, external hard drive, cloud storage
   B. Go Print card