

I. CATALOG DESCRIPTION:

- A. Department Information:
Division: Business & Information Technology
Department: Computer Information Technology
Course ID: CIT 105
Course Title: Introduction to Windows
Units: 2
Lecture: 1.5 hours
Lab: 1.5 hours
Prerequisite: None
- B. Catalog and Schedule Descriptions:
Course will provide the necessary background to understand the graphical user interface of the most widely used operating system. An introduction to the computer operating system that simplifies the process of working with documents and applications, transferring data between documents, and organizing the manner in which one interacts with a computer. (Formerly MIS 181)

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

III. EXPECTED OUTCOMES FOR STUDENTS:

- Upon successful completion of the course, the student should be able to:
- A. perform multiple-tasking by working with several software applications simultaneously;
 - B. perform modifications to the desktop working environment, properties, and appearance;
 - C. create, save, modify, print, and close documents;
 - D. install new hardware and solve hardware problems using a Help Troubleshooter;
 - E. demonstrate advanced file and document management techniques by transferring and synchronizing files using My Briefcase;
 - F. communicate with other computers via the Internet;
 - G. access and manage the print queue to streamline print jobs;
 - H. operate the keyboard and mouse, and understand shortcuts and context sensitive menus.

IV. CONTENT:

- A. Fundamentals of Using Windows
 - 1. Communicating with Microsoft Windows
 - 2. Using the keyboard and keyboard shortcuts
 - 3. Creating a document by starting an application program
 - 4. Modifying a document
 - 5. Using Windows Help menu
 - 6. Shutting down Windows
- B. Working on and Modifying the Windows Desktop
 - 1. Creating and naming documents on the Desktop
 - 2. Storing documents in a Folder on the Desktop
 - 3. Modifying and printing documents within a Folder
 - 4. Modifying the Desktop Working Environment
- C. File, Document, and Folder Management and Windows 98 Explorer
 - 1. Working within my Computer Window
 - 2. Managing open windows
 - 3. Copying, moving, renaming, and deleting files
 - 4. Properties of objects

5. Finding files or folders
6. Using the Run Command
- D. Describe and use the graphical user interface
- E. Customizing Your Computer Using Control Panel
 1. Customizing the keyboard, mouse, date and time
 2. Customizing for disabilities
 3. Adding new hardware
 4. Solving hardware problems using a Help Troubleshooter
 5. Adding and controlling a printer
 6. Viewing hardware properties
 7. Adding and removing programs
- F. Advanced File and Document Management and My Briefcase
 1. Finding files or folders
 2. Using Quick View
 3. Using the Send To command
 4. Storing items in the Recycle Bin
 5. Using My Briefcase
 6. Opening a document using the Documents Command
 7. Restoring the Desktop to its Original Configuration
- G. Communicating with Other Computers
 1. Using a modem to communicate with other computers
 2. Accessing an Online Service
 3. Entering a Uniform Resource Language Address
 4. Using Search Engines
 5. Opening and reading E-mail Messages.

V. METHODS OF INSTRUCTION:

- A. Lecture
- B. Handouts
- C. Teacher demonstration
- D. Data Show
- E. Directed discussion and discovery
- F. Computer assisted instruction
- G. Overhead transparencies

VI. TYPICAL ASSIGNMENTS:

- A. Reading
 1. Read chapter on organizing your disk. Be prepared to discuss the relationship between application programs and data files. Why would a user copy program files to a hard disk rather than install the program? Why would it be important to group your files in a logical manner? Explain why it is important to organize a disk.
- B. Writing, critical thinking, problem-solving, or performance:
 1. Compare and contrast moving and copying files and folders. Copy and/or move files and folders. Be prepared to explain when you would choose copy files and folders and when you would choose to move files and folders.

VII. EVALUATION:

- A. Methods of Evaluation: Objective and Essay
 1. Examination and quizzes: Objective and Essay
 - a. Typical examination question: List and explain two ways that the Calculator can be used.
 - b. Typical essay question: Compare and contrast WordPad and Notepad. Describe what features you prefer in each. When would you want to use Notepad? Justify your decision.
 2. Projects:

- a. Typical project topics: You have been asked to write an article for a senior Citizens newsletter about aspects of My Computer in Windows 2000. You have been using several view options, such as large icons, small icons, list, and details. You decide that you will differentiate among them and explain when each option might be useful. In addition, you want to discuss and describe the various types of icons that appear in the My Computer window. Create and print the article.
- B. Frequency of Evaluation:
 1. Minimum of two examinations (objective and/or essay);
 2. Quizzes as deemed appropriate at the end of each topic covered;
 3. Maximum three (3) projects;

VIII. TYPICAL TEXT(S)

Ecklund, Eric. Windows XP, Woodland Hills, CA: Glencoe/McGraw-Hill, 2002

Hollingsworth, C. Norman and Hollingsworth, Mary Carole. Microsoft Windows XP Professional. St. Paul, MN: EMCParadigm, 2003.

Parsons, June and Oja, Dan and Carey, Patrick and Ruffolo, Lisa. Perspectives on Microsoft Windows XP-Comprehensive, Boston MA: Glencoe/McGraw-Hill, 2002.

IX. OTHER SUPPLIES REQUIRED OF STUDENTS:

One Zip Disk.