CS 166.12 Course Outline as of Spring 2011

CATALOG INFORMATION

Dept and Nbr: CS 166.12   Title: INTRO TO WINDOWS
Full Title: Introduction to Windows
Last Reviewed: 1/24/2000

Units			Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	0.50		Lecture Scheduled	8.00	4	Lecture Scheduled	32.00
Minimum	0.50		Lab Scheduled	0	1	Lab Scheduled	0
			Contact DHR	0		Contact DHR	0
			Contact Total	8.00		Contact Total	32.00
			Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 64.00   Total Student Learning Hours: 96.00

Title 5 Category: AA Degree Applicable
Grading: P/NP Only
Repeatability: 34 - 4 Enrollments Total
Also Listed As:
Formerly: BOT 161.2

Catalog Description:
Introductory course designed to present beginning concepts of Windows. Students will get started in Windows, work with desktop, use online help, use My Computer and Windows Explorer, work with folders, files, and shortcuts, use control panel and other accessories, use Internet Explorer, and use Web integration with active desktop. (Formerly BOT 86.72).

Prerequisites/Corequisites:

Recommended Preparation:

Limits on Enrollment:

Schedule of Classes Information:
Description: Introductory course designed to present beginning concepts of Windows. Students will work with desktop, use online help, use My Computer and Windows Explorer, work with folders, files and shortcuts, use the control panel and other accessories, use Internet Explorer, and use Web integration with the active desktop. (Formerly BOT 86.72) (P/NP Only)
Prerequisites/Corequisites:

Recommended:
Limits on Enrollment:
Transfer Credit:
Repeatability: 4 Enrollments Total

ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:

AS Degree: **Area**   Effective: Inactive:
CSU GE: **Transfer Area**   Effective: Inactive:

IGETC: **Transfer Area**   Effective: Inactive:

CSU Transfer: Effective: Inactive:

UC Transfer: Effective: Inactive:

CID:

Certificate/Major Applicable:
Not Certificate/Major Applicable

COURSE CONTENT

Outcomes and Objectives:
The student will:
1. Perform basic Windows skills by touring desktop, using the Start menu, opening and closing windows, manipulating the taskbar and Quick Launch bar, and shutting down Windows.
2. Work with the Desktop by using desktop icons, opening menus and dialog boxes.
3. Use Online Help by opening Help Contents, using the Help Index, and locating topics with Help Search.
4. Compare My Computer and Windows Explorer by starting each; viewing the resources, folders, and files; and starting applications and accessing resources.
5. Work with folders and files by making new folders, using floppy disks, and locating files and folders.
6. Create shortcuts to the Start menu, desktop, and Quick Launch; copy and move shortcuts; and delete shortcuts.
7. Use the control panel by setting properties, changing the desktop display, and using desktop themes.
8. Use Windows accessories such as WordPad, Paint, and Solitaire.
9. Use Internet Explorer to identify the elements of web pages such as URL.
10. Use Window Active Desktop to view channels and Web content.

Topics and Scope:

1. Getting started with Windows
    A. Touring the desktop
    B. Using the Start Menu

C. Opening and closing Windows
D. Working with the taskbar
E. Working with the Quick Launch Bar
F. Shutting down Windows
2. Working with the Desktop
A. Using desktop icons
B. Working with Windows: selecting objects, moving and sizing Windows, switching between open Windows
C. Working with menus and dialog boxes
3. Using Online Help
A. Using Help contents
B. Using the Help Index
C. Locating topics with Help Search
4. Using My Computer vs Windows Explorer
A. Starting My Computer and Windows Explorer
B. Using Toolbar Buttons
C. Viewing resources, folders, and files
D. Starting applications and accessing resources
5. Working with Folders and Files
A. Using folders: creating folders, copying and moving files, deleting files and folders, restoring files and folders.
B. Using floppy disks: formatting floppy disks, copying and Deleting floppy disk files.
6. Working with Shortcuts
A. Create Start Menu shortcuts: add folders and files to the Start Menu; create and use custom Start Menu folders.
B. Create desktop shortcuts
C. Copy and move shortcuts
D. Delete shortcuts
7. Using the Control Panel
A. Setting properties for keyboard, mouse, and printer.
B. Change the desktop display: change desktop background, use a Screensaver, change the desktop color scheme
C. Use desktop themes
8. Using Windows Accessories
A. Use WordPad to create, edit, preview, and print documents
B. Use Paint to create, save, and print a drawing
9. Use Internet Explorer
A. View online and offline
B. Use URLs to view web pages
C. Navigate web pages using hyperlinks, toolbar, and Explorer bar
10. Use Web Integration and the Active Desktop
A. Explore Web integration features by adding toolbars to the Taskbar or desktop
B. Make the computer look and work like the Web
C. Work with Channels
D. Display web content on the active desktop

Assignment:

Completion of exercises and drills.

Methods of Evaluation/Basis of Grade:

Writing: Assessment tools that demonstrate writing skills and/or require students to select, organize and explain ideas in writing.

None, This is a degree applicable course but assessment tools based on writing are not included because problem solving assessments and skill demonstrations are more appropriate for this course.

Writing 0 - 0%

Problem Solving: Assessment tools, other than exams, that demonstrate competence in computational or non-computational problem solving skills.

Application problems.

Problem solving 20 - 50%

Skill Demonstrations: All skill-based and physical demonstrations used for assessment purposes including skill performance exams.

Software functions.

Skill Demonstrations 20 - 75%

Exams: All forms of formal testing, other than skill performance exams.

None

Exams 0 - 0%

Other: Includes any assessment tools that do not logically fit into the above categories.

Attendance, class participation, staying on task.

Other Category 5 - 30%

Representative Textbooks and Materials:
Windows, Learning Guide, ComputerPREP, Inc., 1998