CIS 50.91 Course Outline as of Fall 2005

CATALOG INFORMATION

Dept and Nbr: CIS 50.91   Title: EXPLORING MS WINDOWS
Full Title: Exploring Microsoft Windows
Last Reviewed: 5/8/2017

Units		Course Hours per Week		Nbr of Weeks	Course Hours Total	
Maximum	3.00	Lecture Scheduled	2.00	17.5	Lecture Scheduled	35.00
Minimum	3.00	Lab Scheduled	0	17	Lab Scheduled	0
		Contact DHR	3.50		Contact DHR	61.25
		Contact Total	5.50		Contact Total	96.25
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 70.00   Total Student Learning Hours: 166.25

Title 5 Category: AA Degree Applicable
Grading: Grade or P/NP
Repeatability: 00 - Two Repeats if Grade was D, F, NC, or NP
Also Listed As:
Formerly: CIS 84.95

Catalog Description:
Exploring Windows is a class designed to introduce the student to the basics of working with Microsoft Windows. Topics covered will include: what is a Graphical User Interface (GUI), installing Windows, the Windows desktop, My Computer, Windows Explorer, using Windows applications, and using DOS applications under Windows.

Prerequisites/Corequisites:
Course Completion of CS 101B (or CIS 101B) OR Course Completion of CS 105B (or CIS 105B or CIS 81.5B or BDP 81.5B) OR Course Completion of CS 5 (or CIS 5 or BDP 5 or BDP 51)

Recommended Preparation:
Eligibility for ENGL 100 or ESL 100

Limits on Enrollment:

Schedule of Classes Information:
Description: Class is designed to introduce the student to the basics of working with Microsoft Windows. Topics covered will include: defining a Graphical User Interface (GUI), installing Windows, the Windows desktop, My Computer, Windows Explorer, using Windows

applications, and using DOS applications under Windows. (Grade or P/NP)
Prerequisites/Corequisites: Course Completion of CS 101B (or CIS 101B) OR Course
Completion of CS 105B (or CIS 105B or CIS 81.5B or BDP 81.5B) OR Course Completion of
CS 5 (or CIS 5 or BDP 5 or BDP 51)
Recommended: Eligibility for ENGL 100 or ESL 100
Limits on Enrollment:
Transfer Credit: CSU;
Repeatability: Two Repeats if Grade was D, F, NC, or NP

ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:

			Effective:	Inactive:
AS Degree:	**Area**		Effective:	Inactive:
CSU GE:	**Transfer Area**		Effective:	Inactive:
IGETC:	**Transfer Area**		Effective:	Inactive:
CSU Transfer:	Transferable	Effective: Fall 1995	Inactive:	
UC Transfer:		Effective:	Inactive:	

CID:

Certificate/Major Applicable:
Certificate Applicable Course

COURSE CONTENT

Outcomes and Objectives:
Upon completion of the class, the student will:
1. Identify the major functions of operating system software and compare
   differences between Windows XP and earlier Windows versions.
2. Customize elements of the Windows graphical user interface, including
   the Desktop and Start menu.
3. Create and navigate the folder structure of a disk, search for folders
   and files, and organize files efficiently by folder.
4. Compare and contrast the features and efficacy of the FAT16, FAT32,
   and NTFS file systems.
5. Create shortcuts and customize shortcut paths for system tools,
   applications, folders, files on a local or network computer as well as
   create shortcuts to Web sites.
6. Create compound documents using OLE (object linking and embedding) and
   use the OLE properties of the taskbar and other objects to work more
   efficiently.
7. Use disk analysis repair and defragmenting utilities to optimize the
   hard disk.
8. Work with tools for safeguarding and restoring a computer, such as
   boot disks and the System Restore utility.
9. Examine different Windows boot options, and use the System
   Configuration Utility to evaluate and determine which background
   programs to load during booting.
10. Use System Monitor to evaluate the performance and memory usage of a

work session and identify performance problems.
11. Examine how to install and upgrade software, install and uninstall hardware, and use Device Manager to document hardware settings and identify and troubleshoot hardware problems.

Topics and Scope:

1. Microsoft Windows
   a. Operating system features & functions
   b. Comparison with MS-DOS operating system
2. The Windows Graphical User Interface
   a. The Windows desktop and desktop components
   b. Using an object-oriented operating system and applications
   c. Navigating a computer's disk and folder structure
   d. Drive names, folder names, and filenames
   e. Working with registered files
   f. Organizing files into folders
3. Customizing Windows
   a. Customizing the desktop, taskbar, and start menu
   b. Customizing and creating toolbars
   c. Desktop resolution, color settings, and refresh rate
   d. Power management settings
4. Windows file systems: comparison of NTFS, FAT32, and FAT 16
5. Shortcuts
   a. Concept and use of the path
   b. Creating and customizing shortcuts
   c. Customizing the Start menu and Send To menu
6. Object linking and embedding (OLE)
   a. Concept and use of object linking and embedding
   b. Creating compound documents
   c. Using OLE properties of Windows
7. Optimizing disks with Disk Cleanup, Check Disk, and Disk Defragmenter Utilities
8. Safeguarding your computer
   a. Using the BIOS (basic input/output system) setup utility
   b. Overview of boot disks, startup disks, setup disks, and other features for repairing, troubleshooting, and restoring a computer
   c. System restore utility and Windows firewall
9. Troubleshooting tools
   a. Using Windows task manager
   b. Using the system configuration utility to control the loading of background programs
   c. Using boot options on the Windows XP advanced options menu
10. Evaluating system performance
    a. Concept and use of virtual memory and paging
    b. Using system monitor to evaluate memory usage
11. Installing and uninstalling software
    a. Installing and upgrading Windows
    b. Installing and uninstalling applications and Windows components
12. Installing and troubleshooting hardware
    a. Plug-and-Play vs. legacy hardware
    b. Installing and uninstalling hardware

    c. Hardware resources and ports
    d. Using Device Manager to document hardware and troubleshoot hardware
       problems

Assignment:

1. Weekly reading of 40 pages or more from the text book
2. Weekly lab assignments which include tutorials, tutorial assignments,
   and case problems
3. Objective midterm and final exams

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 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.

Tutorial assignments and case problems	Problem solving 35 - 65%

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

None	Skill Demonstrations 0 - 0%

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

Multiple choice, True/false, Matching items, Completion	Exams 35 - 65%

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

None	Other Category 0 - 0%

Representative Textbooks and Materials:
"Microsoft Windows XP For Power Users" by Harry Phillips, Thomson/Course
Technology, Inc., 2003