CS 80.11 Course Outline as of Fall 2018

CATALOG INFORMATION

Dept and Nbr: CS 80.11 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	3.00	17.5	Lecture Scheduled	52.50
Minimum	3.00	Lab Scheduled	0	4	Lab Scheduled	0
		Contact DHR	0		Contact DHR	0
		Contact Total	3.00		Contact Total	52.50
		Non-contact DHR	0		Non-contact DHR	0

Total Out of Class Hours: 105.00 Total Student Learning Hours: 157.50

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 50.91

Catalog Description:
Introduces the student to the basics of working with Microsoft Windows. Topics covered will include: customizing Windows, optimizing a hard drive, using File Explorer for file management, enhancing computer security, troubleshooting Windows, evaluating system performance, editing the Windows registry and using the command line environment.

Prerequisites/Corequisites:

Recommended Preparation:
Eligibility for ENGL 100 or ESL 100 and Course Completion of CS 5

Limits on Enrollment:

Schedule of Classes Information:
Description: Introduces the student to the basics of working with Microsoft Windows. Topics covered will include: customizing Windows, optimizing a hard drive, using File Explorer for file management, enhancing computer security, troubleshooting Windows, evaluating system performance, editing the Windows registry and using the command line environment. (Grade or P/NP)

Prerequisites/Corequisites:
Recommended: Eligibility for ENGL 100 or ESL 100 and Course Completion of CS 5
Limits on Enrollment:
Transfer Credit: CSU;
Repeatability: Two Repeats if Grade was D, F, NC, or NP

ARTICULATION, MAJOR, and CERTIFICATION INFORMATION:

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

Approval and Dates

Version:	08	Course Created/Approved:	10/13/1995
Version Created:	1/24/2017	Course Last Modified:	3/22/2021
Submitter:	Scott Rosen	Course last full review:	5/8/2017
Version Status:	Approved (Changed Course)	Prereq Created/Approved:	5/8/2017
Version Status Date:	5/8/2017	Semester Last Taught:	Fall 2020
Version Term Effective:	Fall 2018	Term Inactive:	

COURSE CONTENT

Student Learning Outcomes:
Upon completion of the course, students will be able to:
1. Demonstrate proficiency with file and folder management.
2. Prevent and troubleshoot hardware problems by using Windows utility programs.
3. Make changes to the Windows registry
4. Give commands in the command line environment

Objectives:
Upon completion of the class, the student will be able to:
1. Identify and describe important features of the Microsoft Windows operating system.
2. Create and navigate the folder structure of a disk, search for folders and files, and organize files efficiently by folder.
3. Prevent and troubleshoot hardware problems by using Windows utility programs such as System Monitor and Task Manager.
4. Work with tools for safeguarding and restoring a computer such as boot disks and the System Restore utility.
5. Open a command prompt and give commands at the command line.
6. Use the RegEdit program to edit and export the Windows registry.

Topics and Scope:

I. Microsoft Windows
   A. Operating system features and functions
   B. The Windows Graphical User Interface
   C. The Windows desktop and desktop components
II. Customizing Windows
   A. Customizing the desktop, taskbar, and start menu
   B. Customizing and creating toolbars
   C. Power management settings
III. Windows File Systems
   A. NTFS
   B. FAT 32
   C. FAT 16
IV. File Management
   A. Navigating a computer's disk and folder structure
   B. Drive, folder, and filenames
   C. Working with registered files
   D. Organizing files into folders
V. Optimizing Disks
   A. Disk Cleanup
   B. Check Disk
   C. Magnetic hard drives vs. solid state drives
VI. Safeguarding a Computer
   A. Using the BIOS (basic input/output system) setup utility
   B. Overview of boot disks, startup disks, setup disks
   C. System restore utility and Windows firewall
VII. Troubleshooting Tools
   A. Using Windows task manager
   B. Using the boot options on the Window advanced options menu
VIII. Evaluating System Performance
   A. Concept and use of virtual memory and the page file
   B. Evaluate system performance with Resource Monitor
   C. View system performance with Task Manager
IX. Installing and Troubleshooting Hardware
   A. Plug-and-Play vs. legacy hardware
   B. Using Device Manager to document hardware and troubleshoot hardware problems
X. Working at the Command Line
   A. Using the Run command
   B. Giving commands at a command prompt
XI. Working with the Registry
   A. The Regedit program
   B. Editing, importing and exporting registry files

Assignment:

1. Weekly reading of approximately 40 pages from the text book
2. Weekly lab assignments which include tutorials, tutorial assignments, and case problems
3. One to two midterms and a final exam

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.

Weekly lab assignments	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.

Midterms and a final exam	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:
Windows 10 Inside Out. 2nd ed. Bott, Ed and Siechert, Carl and Stinson, Craig. Microsoft Press 2016
Microsoft Specialist Guide to Microsoft Windows 10 (Exam 70-697, Configuring Windows Devices). Wright, Byron and Plesniarski, Leon. Course Technology. 2016
Instructor prepared materials

OTHER REQUIRED ELEMENTS

STUDENT PREPARATION

Matric Assessment Required:	E	Requires English Assessment
Prerequisites-generate description:	NP	No Prerequisite
Advisories-generate description:	U	User-Generated Text
Prereq-provisional:	N	NO
Prereq/coreq-registration check:	N	No Prerequisite Rules Exist
Requires instructor signature:	N	Instructor's Signature Not Required

BASIC INFORMATION, HOURS/UNITS & REPEATABILITY

Method of instruction:	02	Lecture
	72	Internet-Based, Delayed Interaction
	71	Internet-Based, Simultaneous Interaction
Area department:	CS	Computer Studies
Division:	72	Arts & Humanities
Special topic course:	N	Not a Special Topic Course
Program status:	1	Certificate Applicable Course
Repeatability:	00	Two Repeats if Grade was D, F, NC, or NP
Repeat group id:		

SCHEDULING

Audit allowed:	N	Not Auditable
Open entry/exit:	N	Not Open Entry/Open Exit
Credit by exam:	N	Credit by examination not allowed
Budget code: Program:	0000	Unrestricted
Budget code: Activity:	0701	Computer & Information Science

OTHER CODES

Discipline:	Computer Information Systems	
Basic skills:	N	Not a Basic Skills Course
Level below transfer:	Y	Not Applicable
CVU/CVC status:	Y	Distance Ed, Not CVU/CVC Developed
Distance Ed Approved:	Y	Excl usively online or other technology based instruction
Emergency Distance Ed Approved:	N	None
Non-credit category:	Y	Not Applicable, Credit Course
Classification:	Y	Career-Technical Education
SAM classification:	C	Clearly Occupational
TOP code:	0701.00	Information Technology, General
Work-based learning:	N	Does Not Include Work-Based Learning
DSPS course:	N	Not a DSPS Course
In-service:	N	Not an in-Service Course