**CS 80.11 Course Outline as of Fall 2025**

# 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

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|---|---|
| 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:
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: |

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|---|---|---|
| **CSU Transfer:** | Effective: | Inactive: |
| **UC Transfer:** | Effective: | Inactive: |

**CID:**

**Certificate/Major Applicable:**
Certificate Applicable Course

## COURSE CONTENT

**Student Learning Outcomes:**
At the conclusion of this course, the student should 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:**
At the conclusion of this course, the student should 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.

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| 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<br>0 - 0% |

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

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| Weekly lab assignments | Problem solving<br>35 - 65% |

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

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| None | Skill Demonstrations<br>0 - 0% |

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

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| Midterms and a final exam | Exams<br>35 - 65% |

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

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| None | Other Category<br>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