

CIS 50.91 Course Outline as of Fall 1999**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	8	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, the 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:**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, the 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:

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:
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CSU Transfer:	Transferable	Effective:	Fall 1995	Inactive:
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UC Transfer:	Effective:	Inactive:
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CID:

Certificate/Major Applicable:

Certificate Applicable Course

COURSE CONTENT

Outcomes and Objectives:

The student will:

1. Compare and contrast Operating Environments and Operating Systems, particularly Windows '98, NT, '95, and DOS.
2. Define Object-Oriented Interface.
3. Create a document using OLE.
4. Describe four ways that plug and play is an improvement over previous technology.
5. Identify the elements of the Windows Desktop.
6. Navigate through the document and application windows using, minimizing and maximizing of windows, the taskbar buttons.
7. Describe the difference between the types of dialog boxes.
8. Given a description of a problem installing Windows, solve the problem.
9. Describe the steps necessary to customize the Windows desktop.
10. Given a path, will create a folder and move documents to the new location.
11. Given a description of an application to be installed, correctly describe the steps to successfully install the application within Windows.
12. Describe a DOS session.
13. Create a simple document with Wordpad.
14. Draw a drawing with 8 elements using Paint.
15. List four resources available through the Microsoft On-line Network.

Topics and Scope:

A. Microsoft Windows

1. An Operating System & Operating Environment
2. Comparison with previous version of Windows
3. Comparison with the MS-DOS Operating System

B. Overview of Windows Features

1. Enhanced Graphical User Interface
 - a. Object-oriented Interface
 - b. Document-Oriented Interface
2. Backward Compatibility with Applications
3. Long Filenames
4. Multitasking and Task-Switching
5. Object Linking & Embedding
6. Wizards (i.e., Add Printer Wizard and Add/Remove Programs Wizard)
7. Plug and Play
8. Accessibility Options
9. Network Support
10. Microsoft Exchange: E-Mail and Fax Services
11. Microsoft network: Online Service with Internet Access

C. The Windows Graphical User Interface

1. The Desktop (replaces Program manager)
2. The Start Button
3. The Taskbar
4. My Computer
5. Recycle Bin
6. Network Neighborhood
7. Shortcuts
8. Shortcut Menus
9. Online Help

D. Working with Windows

1. Opening and Closing Windows
2. Minimizing and Maximizing Windows
3. Restoring Windows with Taskbar Buttons
4. Moving and Resizing Windows
5. Using Menus and Toolbars
6. Working with Dialog boxes

E. Shutting Down Windows

F. Installing Windows

1. System Requirements
 - a. Hardware Requirements
 - b. Software Requirements
2. Pre-Installation Preparation
3. Creating a Startup Disk
4. Installing Optional Components

G. Customizing Windows

1. Customizing the Taskbar
2. Customizing the Desktop
 - a. Specifying Desktop Patterns & Colors
 - b. Using a Screen Saver
3. Dynamic Resolution Switching

4. Implementing Energy Savings Features
 5. Specifying Regional Settings
 6. Using Accessibility Options
- H. Using My Computer
1. Drives and Folders
 - a. Drive Windows & Drive Properties
 - b. Selecting & Opening Folders
 - c. Folder Windows & Folder Properties
 - d. Formatting & Copying a Diskette
 2. Printers Folder
 - a. Examining Printer Properties
 - b. Configuring a Printer
 - c. Managing Printing Jobs
 - d. Spooling
- I. Working with Applications
1. Support for DOS, Win16, and Win32 applications
 2. Opening Applications
 3. Multitasking Applications
 4. Installing Applications
 - a. Customizing the Start Menu
 - b. Creating Application Shortcuts
 5. Uninstalling Applications
- J. Working with Folders
1. Creating & Naming Folders
 2. Folder Cut, Copy & Paste Operations
 3. File Cut, Copy & Paste Operations
 4. Using Drag and Drop for Folder & File Operations
 5. Undoing folder & File Operations
 6. Using Quick View
 7. Window Viewing Options
 8. Creating Shortcuts
- K. The Windows Explorer
1. The Hierarchy of folders
 2. Selecting & Opening Folders
 3. Creating & Naming Folders
 4. Folder Cut, Copy & Paste Operations
 5. File Cut, Copy & Paste Operations
 6. Using Drag and Drop for Folder & File Options
 7. Undoing Folder & File Operations
 8. Using Quick View
 9. Window Viewing Options
 10. Creating Shortcuts
- L. Using Find
1. The Concept and Importance of Folder & File Paths
 2. Partial Folder & File Name Searches
 3. Searching for Text within Documents
 4. Advanced Date Searches
 5. Saving Searches
 6. Opening Found folders & Files

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

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:

"Windows 95 - New Perspectives Advanced", by Harry Phillips - Course Technology, Inc. Feb. 1996