Outline of Instruction

Division: Business  Area:  Computer Information Systems
Course Number: CIS 118  Course Name:  Windows Operating Systems
Prerequisite:  None
Corequisite:  None
Hours Required:  Class:  15  Lab:  Credits:  1

Course Description/Purpose
This course will focus on the Windows operating environment. Topics include working with files and folders, customizing the Windows environment, managing programs, using Windows accessories and utility programs, transferring data between applications, managing printing options and performing disk maintenance.

Major Units
C  The Windows Desktop
C  Manipulating a Window
C  Managing Programs
C  Working with Files
C  Organizing Files
C  Windows Accessories
C  Accessing the Web
C  Searching for Information
C  Customizing Windows

Educational/Course Outcomes
Student learning will be assessed by a variety of methods, including, but not limited to, quizzes and tests, journals, essays, papers, projects, laboratory/clinical exercises and examinations, presentations, simulations, portfolios, homework assignments, and instructor observations.

Cognitive  Each student will be expected to Identify/Recognize...
C  the basic components of a computer.
C  the basic components of a window.
C  the basic applications used to manage the Windows environment.
C  definitions from a list of glossary terms relating to Windows.

Performance  Each student will be expected to Demonstrate/Practice...
C  warm booting the computer system.
C  formatting a disk.
C  moving and sizing a window.
C  working with folders and files.
C  obtaining help in any subject in Windows.
C  running multiple programs
C  using Microsoft Explorer
C  using Internet Explorer
C  personalizing the Windows environment
C  searching for information

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