



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 option and performing disk maintenance.

Major Units

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

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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