

PALOMAR COLLEGE
COURSE OUTLINE OF RECORD FOR
DEGREE CREDIT COURSE

X Transfer Course X A.A. Degree applicable course
(check all that apply)

COURSE NUMBER AND TITLE: CSIS /RCSIS Windows 170

UNIT VALUE: 1

MINIMUM NUMBER OF SEMESTER HOURS: 32

BASIC SKILLS REQUIREMENTS: Appropriate language and computational skills

ENTRANCE REQUIREMENTS

PREREQUISITE: None

COREQUISITE: None

RECOMMENDED PREPARATION: None

SCOPE OF COURSE:

Fundamentals of Windows Graphical User Interface. Students will develop proficiency in: changing desktop settings; file/folder management at both desktop and Explorer levels; and basic system maintenance.

SPECIFIC COURSE OBJECTIVES:

Upon completion of the course, the successful student will be able to:

1. Identify the objects on the Windows Desktop
2. Perform the basic mouse operations in a Graphical User Interface
3. Open, close, modify, move and manipulate windows
4. Use keyboard shortcuts
5. Start and close application programs
6. Create, save, modify and print documents in a stand-alone and networked environment
7. Modify the Windows Desktop: windows, icons, bars, and properties
8. Create files, folders and utilize accessory programs from the Desktop using the shortcut method
9. Arrange icons on the Windows Desktop
10. Manage files, documents and folders using the Windows Explorer
11. Search for files and folders
12. Perform basic system maintenance

CONTENT IN TERMS OF SPECIFIC BODY OF KNOWLEDGE:

- I. Windows basics
 - A. Proper start up and shut down procedures for Windows
 - B. Windows Help
 - C. Comparing various versions of Windows
 - D. Installation and upgrades
 - E. Patches

- II. The Desktop as a Work Area
 - A. Icon identification
 - B. Using the mouse to access icons
 - C. Manipulating windows
 - D. Creating files at the desktop level
 - E. Opening and creating documents with accessory programs: Notepad, Wordpad, Paint
 - F. Creating folders at the desktop level
 - G. Modifying, saving and printing documents at desktop level
 - H. Copying, moving and deleting files and folders at the desktop level

- III. Modifying Your Desktop Working Environment
 - A. Desktop properties
 - B. Changing the desktop background and appearance
 - C. Screen savers
 - D. Working with the taskbar
 - E. Modifying the start menu
 - F. Creating shortcuts on the desktop
 - G. Arranging icons
 - H. Deleting shortcuts, folders, and documents on the desktop
 - I. Deleting multiple files
 - J. Deleting a folder

- IV. My Computer Window
 - A. Viewing icons
 - B. Viewing additional windows
 - C. Opening a folder window
 - D. Opening a document from a window
 - E. Starting an application program from a window

- V. Viewing Files and Folders in Windows Explorer
 - A. Opening Windows Explorer
 - B. Displaying files and folders
 - C. Displaying drive and folder contents
 - D. Expanding a selected drive or folder
 - E. Opening folders in Explorer

- VI. Copying, Moving, Renaming, and Deleting Files and Folders in Windows Explorer
 - A. Copying files
 - B. Displaying the contents of a floppy disk
 - C. Renaming files and folders

- D. Deleting files
- F. Starting an applications program from Windows Explorer
- G. Closing Windows Explorer

VII. Properties of Objects

- A. Drive properties
- B. File and folder properties

VIII. Searching for Files or Folders

- A. Finding a file or folder by name
- B. Finding a file or folder by date.
- C. Advanced search techniques

IX. System Maintenance/Troubleshooting

- A. Scanning drives
- B. Defragmenting drives
- C. File deletion
- D. Formatting diskettes
- E. Researching and installing virus protection software
- F. Monitoring the system's performance
- G. Printer troubleshooting

REQUIRED READING:

Goldhamer, Robert. *Windows 2000 Complete Course.*, Columbus, OH: 2001, Glencoe/McGraw-Hill. ISBN: 0-02-804897-0.

SUGGESTED READING: Various magazine, journal, and newspaper highlights; also internet articles on Windows and computer hardware and software.

REQUIRED WRITING:

Students will be required to complete six to eight laboratory assignments consisting of a minimum of 2 pages each. These assignments will involve hands-on exercises, including short answer and narrative responses relating to the Windows environment theory and utilization.

OUTSIDE ASSIGNMENTS:

Students are expected to spend a minimum of three hours per unit per week in class and on outside assignments, prorated for short-term classes.

Reading assignments will be given from the text. Additionally, students will complete laboratory assignments outside of class hours. These will include responding to lab questions, and completing hands-on lab assignments.

INSTRUCTIONAL METHODOLOGY:

Check all that apply:

- lecture
- laboratory
- lecture-laboratory combination

_____ directed study

DISTANCE LEARNING:

This course may be offered as a distance learning course and meets Title 5 regulations 55370, 55372, 55374, 55376, 55378, and 55380.

Yes _____ No X

If yes, check all that apply:

- _____ Television Course (Video one-way, e.g. ITV, video cassette, etc.)
- _____ Online Course (Text one-way, e.g. newspaper, correspondence, electronic file, etc.)
- _____ Two-Way Video Conferencing (Two-way interactive video and audio)
- _____ One-Way Video Conferencing (One-way interactive video and two-way interactive audio)
- _____ Computer Assisted Instruction (A specialized form of mediated instruction relying primarily on student access to information and prepared lessons or teaching materials through a computer terminal, but not under immediate supervision of a qualified instructor.)

GRADING POLICY AND STANDARDS (include methods of determining whether the stated objectives have been met by students):

Lab assignments	40%
Midterm	20%
Final Exam	30%
Participation	10%

IS COURSE REPEATABLE FOR REASON(S) OTHER THAN DEFICIENT GRADE?

Yes _____ No X Number of times course may be taken for credit: 1

If yes, identify specific provision of Title 5 Division 2 section(s), 55761-55763 and 58161 which qualifies course as repeatable:

CONTACT PERSON(s):

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SIGNATURES ON FILE: