

Course Outline

COURSE: CSIS 124 **DIVISION:** 50 **ALSO LISTED AS:**

TERM EFFECTIVE: Fall 2017 **CURRICULUM APPROVAL DATE:** 11/28/2016

SHORT TITLE: WINDOWS FUNDAMENTAL

LONG TITLE: Windows Fundamentals

<u>Units</u>	<u>Number of Weeks</u>	<u>Type</u>	<u>Contact Hours/Week</u>	<u>Total Contact Hours</u>
1	18	Lecture:	1	18
		Lab:	0	0
		Other:	0	0
		Total:	1	18

COURSE DESCRIPTION:

This course provides fundamental information on the Windows environment for the computer. Introductory Windows operations and file management are covered. This is a pass/no pass course. **ADVISORY:** Basic keyboarding skill.

PREREQUISITES:

COREQUISITES:

CREDIT STATUS: D - Credit - Degree Applicable

GRADING MODES

P - Pass/No Pass

REPEATABILITY: N - Course may not be repeated

SCHEDULE TYPES:

02 - Lecture and/or discussion

72 - Dist. Ed Internet Delayed

STUDENT LEARNING OUTCOMES:

1. Create, search for, modify, save, and delete folders and files.

Measure of assessment: quiz, performance, demonstration

Institution Outcome Map

2. Use Help to find information

Measure of assessment: quiz, performance, demonstration

CONTENT, STUDENT PERFORMANCE OBJECTIVES, OUT-OF-CLASS ASSIGNMENTS

Curriculum Approval Date: 11/28/2016

WEEK 1-3 1-3 HOURS

Starting and shutting down Windows

The Windows desktop

Pointing, clicking, and selecting.

Double clicking and right clicking

Starting and closing programs

Running multiple programs

Switching between programs

Homework:

Start, shutdown, and restart Windows.

Use mouse for pointing, clicking, and selecting.

Start and run multiple programs

Performance objectives:

The students start, shutdown, and restart Windows.

The students use mouse for pointing, clicking, and selecting.

The students start and run multiple programs

WEEK 4-6 1-3 HOURS

Anatomy of a window

Manipulating windows.

Minimizing, maximizing and redisplaying a window.

Moving and changing the size of a window.

Using program menus, and selecting options

Using toolbars

Homework:

Manipulate windows, doing minimizing, maximizing and redisplaying a window.

Move and change the size of a window.

Use program menus, selecting options, and toolbars.

Performance objectives:

The students manipulate windows, minimizing and maximizing windows

The students change the size of windows and move windows.

The students use program menus, selecting options, and toolbars.

WEEK 7-9 1-3

HOURS

Using list boxes and scroll bars

Using dialog box controls

Using Help

View topics and searching Help pages

Selecting a topic from the index

Homework:

Use list boxes, scroll bars, and dialog box controls

Use Help to find information about commands.

Use the Help index and Help search

Performance objectives:

The students use list boxes, scroll bars, and dialog box controls

The students use Help to find information about commands

The students use the Help index and Help search

Midterm quiz and projects.

WEEK 10-12 1-3 HOURS

Working with files

Formatting a disk.

Working with text

Selecting text and inserting text

Opening and saving files.

Homework:

Format a disk

Save files on the disk, use files, rename files, and delete files.

Select, insert, and modify text

Performance objectives:

The students select, insert, and modify text

The students format a disk

The students save files on disk, rename the files, open and use the files.

WEEK 13-15 1-3 HOURS

Printing

documents

Previewing documents and using page setup

Sending your document to the printer

Using My Computer

Selecting and finding devices

Changing the appearance of the My Computer

Window

Controlling the toolbar and icon display.

Homework:

Preview

documents and use page setup before printing documents.

Use My Computer to find and use files.

Change the appearance of the My Computer window

Performance objectives:

The students preview documents and use page setup before printing documents.

The students use My Computer to find and use files.

The students change the appearance of the My Computer window

WEEK 16-17 1-2 HOURS

Working with folders and directories

Creating a folder

Navigating through the hierarchy

Working with files

Moving, copying, and renaming files

Moving and renaming folders

Deleting files and folders

Copy an entire floppy disk or folder.

Homework:

Create, use, rename, and delete folders.

Create, use, rename, and delete files.

Move files and folders

Copy an entire floppy disk or folder.

Performance objectives:

The students create, use, rename, and delete files and folders.

The students move files and folders

The students copy an entire floppy disk or folder.

WEEK 18 2

HOURS

Final quiz and projects

ASSIGNMENTS:

METHODS OF INSTRUCTION:

Lecture, demonstration

METHODS OF EVALUATION:

Writing assignments

Percent of total grade: 0.00 %

This is a degree-applicable course, but substantial writing assignments are NOT appropriate, because the course primarily: Is computational

Problem-solving assignments

Percent of total grade: 5.00 %

5% - 20% Homework problems; Lab reports; Quizzes; Exams

Skill demonstrations

Percent of total grade: 60.00 %

60% - 90% Class performance; Performance exams

Objective examinations

Percent of total grade: 5.00 %

5% - 20% Multiple choice; True/false; Matching items; Completion

OUT OF CLASS ASSIGNMENTS:

Assignment Description: Start, shutdown, and restart Windows.

Use mouse for pointing, clicking, and selecting.

Start and run multiple programs

Assignment Description: <p>Manipulate windows, doing minimizing, maximizing and redisplaying a window. Move and change the size of a window. Use program menus, selecting options, and toolbars.</p>

Assignment Description: Use list boxes, scroll bars, and dialog box controls. Use Help to find information about commands. Use the Help index and Help search.

Assignment Description: Format a disk. Save files on the disk, use files, rename files, and delete files. Select, insert, and modify text.

REPRESENTATIVE TEXTBOOKS:

Required Representative Textbooks

Lisa Ruffolo. New Perspectives on Microsoft Windows 10. Course Technology,2016.

ISBN: ISBN: 978-1305579385

Reading Level of Text, Grade: Reading level of text: 11 Verified by: Verified by:ev

ARTICULATION and CERTIFICATE INFORMATION

Associate Degree:

CSU GE:

IGETC:

CSU TRANSFER:

Transferable CSU, effective 200530

UC TRANSFER:

Not Transferable

SUPPLEMENTAL DATA:

Basic Skills: N

Classification: Y

Noncredit Category: Y

Cooperative Education:

Program Status: 1 Program Applicable

Special Class Status: N

CAN:

CAN Sequence:

CSU Crosswalk Course Department: CSIS

CSU Crosswalk Course Number: 124

Prior to College Level: Y

Non Credit Enhanced Funding: N

Funding Agency Code: Y

In-Service: N

Occupational Course: D

Maximum Hours:

Minimum Hours:

Course Control Number: CCC000132513

Sports/Physical Education Course: N

Taxonomy of Program: 051400