

**Course Outline**

**COURSE:** CSIS 142                      **DIVISION:** 50                      **ALSO LISTED AS:**

**TERM EFFECTIVE:** Fall 2011                      **Inactive Course**

**SHORT TITLE:** WINDOWS VISTA

**LONG TITLE:** Windows Vista

<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 new Windows Vista environment for the computer. Introductory Windows Vista operations and file management are covered. This course has the option of a letter grade or pass/no pass. May be repeated three times for credit.

**PREREQUISITES:**

**COREQUISITES:**

**CREDIT STATUS:** D - Credit - Degree Applicable

**GRADING MODES**

L - Standard Letter Grade

P - Pass/No Pass

**REPEATABILITY:** R - Course may be repeated

Maximum of 3 times

**SCHEDULE TYPES:**

02 - Lecture and/or discussion

**STUDENT LEARNING OUTCOMES:**

1. Students will use and compare Vista File, Edit, View, and Tools menus.

ILO: 7,3,2,1

Measure: homework, projects, tests

2. Students will create, use, rename, delete, manipulate, and examine Vista folders.

ILO: 7,2,3,1

Measure: homework, projects, tests

3. Students will create, use, rename, delete, manipulate, and examine Vista files.

ILO: 7,2,3,1

Measure: homework, projects, tests

4. Students will use, assess, and examine Control Panel to customize their Vista Windows.

ILO: 7,5,3,2,1

Measure: homework, projects, tests

5. Students will use, select, and inspect Vista sidebars and gadgets.

ILO: 3,7,2,1

Measure: homework, projects, tests

6. Students will use, choose, and contrast Vista Windows applications for word processing and the Internet.

ILO: 7,1,3,2,4

Measure: homework, projects, tests

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

Inactive Course: 09/26/2011

Note: Students that repeat this class will learn new Vista skills and new Vista modifications.

14.0 Hours

An Overview of Windows Vista

Customizing and Troubleshooting the Windows Vista Startup

Accessing and populating the Windows Vista Sidebar

Homework:

Read the chapters covered in the class lectures, and do the homework at the end of the chapters.

Performance objectives:

Students will do homework assignments from each chapter and be tested on their skill on the topics covered.

14 Hours

Exploring Expert File and Folder Techniques

Mastering File Types

Customizing the Sidebar with the gadgets

Homework:

Read the chapters covered in the class lectures, and do the homework at the end of the chapters.

Performance objectives:

Students will do homework assignments from each chapter and be tested on their skill on the topics covered

13 Hours

Installing and Running Applications

Working with Digital Media

Vista's Tools for Business: Contacts, Calendar, and Faxing

Protecting your computer and data

Homework:

Read the chapters covered in the class lectures, and do the homework at the end of the chapters.

Performance objectives:

Students will do homework assignments from each chapter and be tested on their skill on the topics covered.

11 Hours

Customizing the Windows Vista Interface

Exploring the Web with Internet Explorer

Communicating with Windows Mail

Windows Vista Keyboard Shortcuts

Homework:

Read the chapters covered in the class lectures, and do the homework at the end of the chapters.

Performance objectives:

Students will do homework assignments from each chapter and be tested on their skill on the topics covered.

2 Hours

Final projects and exam.

**ASSIGNMENTS:**

Included in content section.

**METHODS OF INSTRUCTION:**

Lecture, homework, projects, demonstrations, tests.

**METHODS OF EVALUATION:**

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

Involves skill demonstrations or problem solving

The problem-solving assignments required:

Homework problems

Exams

The types of skill demonstrations required:

Class performance

Performance exams

The types of objective examinations used in the course:

Multiple choice

True/false

Matching items

Completion

Other category:

None

The basis for assigning students grades in the course:

Writing assignments: 0% - 0%

Problem-solving demonstrations: 20% - 40%

Skill demonstrations: 30% - 90%

Objective examinations: 5% - 20%  
Other methods of evaluation: 0% - 0%

**REPRESENTATIVE TEXTBOOKS:**

Joan Preppernau and Joyce Cox, "Windows Vista Step by Step",  
Microsoft Press, 2007, or other appropriate college level text.

Reading level of text: 11 grade. Verified by: dvt

Other Materials Required to be Purchased by the Student: storage media

**ARTICULATION and CERTIFICATE INFORMATION**

Associate Degree:

CSU GE:

IGETC:

CSU TRANSFER:

Transferable CSU, effective 200750

UC TRANSFER:

Not Transferable

**SUPPLEMENTAL DATA:**

Basic Skills: N

Classification: A

Noncredit Category: Y

Cooperative Education:

Program Status: 2 Stand-alone

Special Class Status: N

CAN:

CAN Sequence:

CSU Crosswalk Course Department: CSIS

CSU Crosswalk Course Number: 142

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: CCC000435828

Sports/Physical Education Course: N

Taxonomy of Program: 051400