

**SAN DIEGO COMMUNITY COLLEGE DISTRICT  
CITY, MESA, AND MIRAMAR COLLEGES  
ASSOCIATE DEGREE COURSE OUTLINE**

**SECTION I****SUBJECT AREA AND COURSE NUMBER:** Computer Business Technology 114**COURSE TITLE:** Introduction to Microsoft Windows**Units: -**  
Grade Only**CATALOG COURSE DESCRIPTION:**

This basic course presents an overview of the features of the Microsoft Windows operating system and the components of managing files and folders in the Windows environment. In this hands-on course, students learn to use and customize the start menu; work with Windows accessory programs; open data files; manage disks, folders and files; create shortcuts; and customize the desktop. This course is designed for those students planning to major in this field and may also be useful to students who wish to upgrade their computing skills.

**REQUISITES:****Advisory:**

ENGL 049 with a grade of "C" or better, or equivalent or Assessment Skill Level W5  
&  
ENGL 048 with a grade of "C" or better, or equivalent or Assessment Skill Level R5  
&  
CBTE 103 with a grade of "C" or better, or equivalent

**FIELD TRIP REQUIREMENTS:** May be required**TRANSFER APPLICABILITY:** Associate Degree Credit & transfer to CSU and/or private colleges and universities**TOTAL LECTURE HOURS:****TOTAL LAB HOURS:****STUDENT LEARNING OBJECTIVES:**

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

1. Identify the components of the Windows desktop and the elements of an open Window.
2. Explain and give examples of the features of the Windows operating system.
3. Manipulate files and folders in Windows Explorer.
4. Choose Control Panel settings.
5. Examine and use the My Computer Window to perform disk, folder, subfolder and file management.
6. Create a document with a Windows application program.
7. Manage open Windows on the Desktop through the use of windows control buttons.
8. Compare and contrast the features of Windows Explorer and My Computer.

**SECTION II**

## 1. COURSE OUTLINE AND SCOPE:

### A. Outline Of Topics:

The following topics are included in the framework of the course but are not intended as limits on content. The order of presentation and relative emphasis will vary with each instructor.

- I. Overview of Microsoft Windows
- II. Components of the Windows Desktop, including:
  - A. icons
  - B. mouse pointer
  - C. start menu
  - D. taskbar
- III. Features of Microsoft Windows, including:
  - A. multitasking
  - B. graphical user interface
  - C. copying and moving information among applications
  - D. linking or embedding objects from one application to another

Using the mouse to work with Microsoft Windows

Point, click, double-click, right-click, drag

Left-pointing arrow, hourglass, I-beam, hand

Elements of a window, including:

Address bar, minimize, maximize, and restore buttons, close button, launch Internet Explorer button, status bar, scroll bar

Moving a window, sizing a window, arranging icons, cascading and tiling open windows

Working with Menus

Identifying menu elements: highlighting, colors, ellipses, selection letters, shortcut keys, right-pointing arrow

Selecting an option from a menu

Using Windows Help

Starting the Help system

Getting Help using the Table of Contents, the Help Index and the Search text box

Using My Computer

Understanding file management concepts

identifying the icons in the My Computer window

Setting My Computer options using the View menu

Accessing disk drives

Viewing the contents of a drive or folder.

Working with Disks

Formatting and labeling disks

Managing disks

Working with Folders and Subfolders

Naming folders and files

Deleting a folder

Working with Files

Selecting files

Changing the order of files listed in the display window

Copying and Moving files

Recognizing application file icons and document file icons

Using the Run command

Using Windows Explorer

Managing files and folders

Using Explorer's Find feature

Launching an application program from Explorer

Using Shortcuts

Creating shortcuts

activating a shortcut

deleting a shortcut

Accessory Applications

Notepad

Calculator

WordPad

creating a document

editing and formatting WordPad documents

inserting objects in a WordPad document

Paint

Control Panel

Setting Accessibility options

Customizing the Desktop

Changing other Display properties

Working with Printer settings

Sharing Data

Using Cut and Paste

Embedding objects

Linking objects

Using Network Neighborhood

Multimedia Accessories

Using Windows Media Player

Using Windows Movie Maker

Internet Explorer

Browsing the World Wide Web  
Working with favorite Web Pages  
Sending and receiving electronic mail  
Using Internet search tools  
Downloading files

**B. Appropriate Outside Assignments:**

Outside assignments may include, but are not limited to, the following:

- I. 1. Practicing the features of Windows on a home or Office computer.
- II. 2. Developing a portfolio of documents created on Windows programs.
- III. 3. Using the Internet to locate websites that relate to the course.

**C. Writing Assignments:**

Writing assignments are required and may include, but are not limited to, the following:

- I. 1. Summaries of the components of the Windows desktop, such as the Start button, taskbar and desktop icons.
- II. 2. Letters and memos using the WordPad accessory program.
- III. 3. Summaries on the importance of file management and how to organize files using the Windows environment.

**D. Reading Assignments:**

Reading assignments are required and may include but, are not limited to, the following:

- I. 1. Read relevant and timely articles in periodicals such as:
  - II. PC Computing - [www.pccomputing.com](http://www.pccomputing.com)
  - III. Byte - [www.Byte.com](http://www.Byte.com)
  - IV. PC Magazine - [www.pcmagazine.com](http://www.pcmagazine.com)
  - V. Computer Link - [www.computerlinkmag.com](http://www.computerlinkmag.com)
  - VI. Smart Business - [www.smartbusinessmag.com](http://www.smartbusinessmag.com)
  - VII. PC Today - [www.pctoday.com](http://www.pctoday.com)
  - VIII. <http://www.cnet.com>
  - IX. <http://www.eweek.com>
  - X. <http://zdnet.co.uk.pcmag>
- XI. 2. Understand, recall and implement information from articles distributed by the instructor or found on the Internet, such as:
  - XII. "Windows Quick Tips" can be accessed at <http://www.computerlinkmag.com/articles.cfm?getarticle=214&go=0.75713775>
  - XIII. "Windows Tips: Right-Click for Faster Windows Navigation" can be accessed at: <http://www.pcworld.com/howto/article/0,aid,65157,00.asp>
  - XIV. "Get Windows XP Professional Support" can be accessed at: <http://www.microsoft.com/windowsxp/pro/using/howto/gettingstarted/guide/support.asp>
  - XV. "Customize Your Computer, Get Started Customizing Your Computer" can be accessed at: <http://www.microsoft.com/windowsxp/pro/using/howto/customize/overview/default.asp>
  - XVI. "Customize Your Mouse and Pointer" can be accessed at: <http://www.microsoft.com/windowsxp/pro/using/howto/customize/overview/mouse.asp>
  - XVII. "Personalize Your Computer, Customize the Start Menu" can be accessed at: <http://www.microsoft.com/windowsxp/pro/using/howto/customize/overview/startmenu.asp>
  - XVIII. "Copy Files and Folders to CDs" can be accessed at: <http://www.microsoft.com/windowsxp/pro/using/howto/gettingstarted/copytocds.asp>

**E. Appropriate Assignments that Demonstrate Critical Thinking:**

Critical thinking assignments are required and may include, but are not limited to, the following:

- I. 1. Compare and contrast the use of My Computer for file and disk management with Windows

Explorer.

II. 2. Evaluate and critique various settings in the Windows Control Panel.

III. 3. Assess the usefulness of WordPad, Paint and other Windows accessory programs.

IV. 4. Evaluate the similarities and differences, orally or in writing, between the WordPad and Notepad programs, when used to create documents.

## **2. METHODS OF EVALUATION:**

A student's grade will be based on multiple measures of performance unless the course requires no grade. Multiple measures may include, but are not limited to, the following:

I. A. Responses to objective item, mid-term and final examinations that test for identification of components and features of Microsoft Windows.

II. B. Responses on unit review short-answer questions.

III. C. Performance on hands-on exercises.

IV. D. Documents produced with WordPad.

V. E. Written evaluations of the features of My Computer and Windows Explorer.

VI. F. Written solutions to case problems involving customizing the Start menu.

VII. G. Written description of chosen Control Panel settings.

## **3. METHODS OF INSTRUCTION:**

Methods of instruction may include, but are not limited to, the following:

\* Lecture-Lab Combination

\* Distance Education

## **4. REQUIRED TEXTS AND SUPPLIES:**

Textbooks may include, but are not limited to:

### **TEXTBOOKS:**

1. Johnson, Steve.. Microsoft Windows XP Introductory Concepts and Techniques, 1st ed. Course Technology, Cambridge, MA, 2002, ISBN: 0619057017

2. Johnson, Steve.. CourseGuide: Microsoft Windows XP-BASIC, 1st ed. Course Technology, Cambridge, MA, 2002, ISBN: 0619057033

3. Laudon, Kenneth.. The Interactive Computing Series: Windows XP - Introductory, 1st ed. McGraw-Hill/Irwin, New York, NY, 2002, ISBN: 007247176

4. Parsons, June; Oja, Dan and Ruffolo, Lisa.. New Perspectives on Windows XP - Introductory, 1st ed. Course Technology, Cambridge, MA, 2002, ISBN: 0619044616

5. Shelly, Gary B.; Cashman, Thomas J. and Forsythe, Steven.. Microsoft Windows XP Introductory Concepts and Techniques, 1st ed. Course Technology, Cambridge, MA, 2002, ISBN: 0789564181

### **MANUALS:**

### **PERIODICALS:**

### **SOFTWARE:**

### **SUPPLIES:**

1. Distance learning students require access to a computer running Microsoft Windows, the current version being used in the course, and Internet Service Provider, and an e-mail account.

**ORIGINATOR:** Helen Webb

**ORIGINATION DATE:** 09/08/2003

**PROPOSAL ORIGINATOR:** Helen Webb

**CO-CONTRIBUTOR(S)**  
**PROPOSAL DATE: 05/03/2004**