

Common Course Outline
CINS 140
Using Windows
3 Semester Hours
Community College of Baltimore County

Description:

Using Windows

Examines the relationship between microcomputer operating systems, hardware and application software; covers the commands and features of the windows operating systems, disk and file management, system configuration and customization, memory management, utility products, and Windows Web technology.

3 credits: 3 lecture hours (this course is delivered in a combination lecture and hands-on format).

Prerequisite: CINS 101 or consent of the Program Director or Academic Dean

Overall Course Objectives:

At the completion of this course the student will be able to:

1. Explain the relationship between a microcomputer operating system, hardware and application software.
2. Use DOS commands to manage files, organize disks, and create data backups.
3. Discuss the concept of multi-tasking and its advantages in a microcomputer environment.
4. Describe the types of memory available in a microcomputer, their purposes and limitations, and the functions of a memory manager.
5. Discuss the relationship between DOS and the Windows operating environment.
6. Use Windows to manage programs and files, create documents and graphics, transfer data between applications, and manage printing.
7. Identify the major elements of a computer system and explain their functions.
8. Compare and contrast operating system and application system software.
9. Analyze a situation to determine the problem and find a solution.
10. Understand how to customize the desktop using Windows.
11. Understand how to work with disk drive, files, and folders.

12. Understand how to use Find and Windows Explorer.

Major Topics:

Windows Operating System
Customizing Windows
Exploring the Windows Filing system
Implementing Shortcut Strategies
Using OLE Technologies
Utilizing Windows Web Technology
Disk Backup
Optimizing Disks
Safeguarding the Computer
Using Trouble Shooting Tools

Other Course Information:

This course is required in CIS: IT Support and is a CIS elective.
This course is taught in a computerized environment.

Revised 6/8/2000 C. G. Mallonee