

Common Course Outline

CSIT 136

Using Windows

3 Semester Hours

The Community College of Baltimore County

Description

CSIT 136 - 3 Credits – Using Windows examines the relationship between microcomputer operating systems, hardware and application software; covers the commands and features of the windows operating systems,-storage and file management, system configuration and customization, memory management, utility products, and Windows Web technology.

3 credits: 3 lecture hours

Prerequisite: Any General Education CSIT Course or consent of the Program Director

Overall Course Objectives:

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

1. use the controls in windows and dialog boxes;
2. explore libraries, folders, and files and find files and folders quickly;
3. utilize file management techniques to create folders, copy and move files and folders, name and delete files and folders and compress and extract files;
4. personalize the windows environment by customizing the desktop and using the control panel;
5. use the Internet for communications;
6. protect the computer by managing security;
7. set up Windows update;
8. manage Internet Explorer security;
9. develop search strategies for locating files and programs on the computer and the Internet;
10. create and edit graphics;
11. create a multimedia slide show;
12. manage mobile computing devices;
13. create backups and restore files;
14. optimize computer performance by maintaining hard disks and using utilities such as disk cleanup and defragmenter;
15. install and update device drivers; and
16. install and set up printers.

Major Topics:

- I. Exploring Windows
- II. Organizing Files
- III. Personalizing the Environment
- IV. Protecting your Computer
- V. Searching for Information
- VI. Mobile Computing
- VII. Managing Multimedia Files
- VIII. Maintaining Hardware and Software
- IX. Improving the Computers Performance

Course Requirements

Grading/exams: Grading procedures will be determined by the individual faculty member but will include the following:

- A minimum of 5 projects, one of which is a comprehensive Final Project
- Midterm Exam
- Comprehensive Final Exam

Other Course Information:

This course is an elective Information Technology Elective option.

This course is taught in a computerized environment.

Individual faculty members may include additional course objectives, major topics, and other course requirements to the minimum expectations stated in the Common Course Outline.