Microsoft Windows
Course Design
2005-2006

Course Information

Organization	EASTERN ARIZONA COLLEGE
Division	Business
Course Number	CMP 115
Title	Microsoft Windows
Credits	2
Developed by	Janice Lawhorn
Lecture/Lab Ratio	1 Lecture/2 Lab
Transfer Status	Non-transferable
Activity Course	No
CIP Code	11.0100
Assessment Mode	Pre/Post Test (40 Questions/40 Points)
Semester Taught	Upon Request
GE Category	None
Separate Lab	No
Awareness Course	No
Intensive Writing Course	No

Prerequisites

None

Educational Value

This course serves as a program requirement/personal interest course, which introduces the student to the fundamental principles of a desktop operating system.

Description

In this course, the rationale behind operating systems will be examined. Hands-on experience will be gained using operating systems, including the interaction of operating system commands with hardware facilities (e.g., secondary storage/hard drive) and file manipulation. It is recommended that one introductory course in computers be completed prior to enrolling in this course.

Supplies

3 ½" floppy or other storage media.

Competencies and Performance Standards

1. **Demonstrate the fundamental operating procedures needed to use Windows.**

   ### *Learning objectives*

   What you will learn as you master the competency:

   a. start up and shut down Windows correctly.

   b. identify objects on the Windows desktop.

   c. perform basic mouse operations.

   d. practice basic windowing operations on the desktop.

   e. apply different styles to the desktop.

   ### *Performance Standards*

   Competence will be demonstrated:

   - When the learner completes the knowledge test with a satisfactory score.
   - When the learner completes the "In the Lab" exercises with a satisfactory score.

   Performance will be satisfactory when:

   - learner starts up and shuts down Windows correctly.
   - learner identifies objects on the Windows desktop.
   - learner performs basic mouse operations.
   - learner practices basic windowing operations on the desktop.
   - learner applies different styles to the desktop.

2. **Manipulate Windows desktop elements.**

   ### *Learning objectives*

   What you will learn as you master the competency:

   a. create, open, name, move, add documents to and delete a folder on the desktop.

   b. create, name, modify, save, move, print and delete a text document on the desktop.

   c. create, add, and delete shortcuts on the desktop.

   d. start and turn off the Active Desktop.

   e. describe Active Web content and subscriptions.

   ### *Performance Standards*

   Competence will be demonstrated:

   - When the learner completes the knowledge test with a satisfactory score.
   - When the learner completes the "In the Lab" exercises with a satisfactory score.

   Performance will be satisfactory when:

   - learner will create, name, modify, save, move, print and delete a text document on the desktop.
   - learner will create, open, name, move, add documents to and delete a folder on the desktop.
   - learner will create, add, and delete shortcuts on the desktop.
   - learner will start and turn off the Active Desktop.

learner will describe Active Web content and subscriptions.

3. **Manage files, documents, and folders using Windows Explorer.**
    Learning objectives

    What you will learn as you master the competency:
    a. utilize Windows Explorer to display files folders and drives in various ways.
    b. utilize Windows Explorer to copy, move, rename, and delete files.
    c. utilize the desktop to start applications in their own windows and display those application windows in various ways.
    d. launch an application using Windows Explorer.
    e. search a computers drives using the Find utility.

    Performance Standards

    Competence will be demonstrated:
    - When the learner completes the knowledge test with a satisfactory score.
    - When the learner completes the "In the Lab" exercises with a satisfactory score.

    Performance will be satisfactory when:
    - learner will utilize Windows Explorer to display files folders and drives in various ways.
    - learner will utilize Windows Explorer to copy, move, rename, and delete files.
    - learner will utilize the desktop to start applications in their own windows and display those application windows in various ways.
    - learner will launch an application using Windows Explorer.
    - learner will search a computers drives using the Find utility.

4. **Modify the Windows desktop environment.**
    Learning objectives

    What you will learn as you master the competency:
    a. modify the appearance of the desktop.
    b. modify the taskbar.
    c. modify toolbars in taskbar and folders.
    d. change the desktop style.
    e. display a folder as a webpage.

    Performance Standards

    Competence will be demonstrated:
    - When the learner completes the knowledge test with a satisfactory score.
    - When the learner completes the "In the Lab" exercises with a satisfactory score.

    Performance will be satisfactory when:
    - learner will modify the appearance of the desktop.
    - learner will modify the taskbar.

- learner will modify toolbars in taskbar and folders.
- learner will change the desktop style.
- learner will display a folder as a webpage.

5. Customize the Windows computer using Control Panels.

Learning objectives

What you will learn as you master the competency:

    a. adjust keyboard properties using control panel.

    b. adjust pointer properties using control panel.

    c. change time and date properties using control panel.

    d. add and remove a hardware device.

    e. add a printer using a wizard.

    f. add and remove a program.

Performance Standards

Competence will be demonstrated:

- When the learner completes the knowledge test with a satisfactory score.
- When the learner completes the "In the Lab" exercises with a satisfactory score.

Performance will be satisfactory when:

- learner will adjust keyboard properties using control panel.
- learner will adjust pointer properties using control panel.
- learner will change time and date properties using control panel.
- learner will add and remove a hardware device.
- learner will add a printer using a wizard.
- learner will add and remove a program.

6. Use advanced file and web searching tools.

Learning objectives

What you will learn as you master the competency:

    a. begin a new file or folder search, save a search, and find a file.

    b. practice the advanced features of the search utility.

    c. search for and display music, video, and picture files.

    d. search the Internet for Web pages, e-mail addresses, business information, and maps.

    e. examine the properties of the recycle bin.

Performance Standards

Competence will be demonstrated:

- When the learner completes the knowledge test with a satisfactory score.
- When the learner completes the "In the Lab" exercises with a satisfactory score.

Performance will be satisfactory when:

- learner will utilize Find to search for files using several different criteria.
- learner will practice the advanced features of the search utility.
- learner will search for and display music, video, and picture files.
- learner will search the Internet for Web pages, e-mail addresses, business information, and maps.
- learner will examine the properties of the recycle bin.

Types of Instruction

Classroom Presentation

Lab Exercises

Grading Information

Grading Rationale

Windows Class work/Knowledge tests are 90% of the grade.

Post Test is 10% of the grade.

Grading Scale

A   90-100%

B   80-89%

C   70-79%

D   60-69%

F   <60%