

COCONINO COMMUNITY COLLEGE

COURSE OUTLINE

Prepared by: Barbara Cress
Revised by: Jeff Rhode
Revised by: Bob E. Runke
Revised By: D. Bowman
Reviewed By: D. Bowman
Status: Permanent

Date: May 27, 1992
Date: October 16, 1996
Date: November 11, 1999
Spring 2003
Date: Fall 2010

A. Identification:

1. Subject Area: Computer Information Systems
2. Course Number: CIS 112
3. Course Title: INTRODUCTION TO WINDOWS
4. Credit Hrs: 2
5. Catalog Description:

Basic operations and components of Windows environment through hands-on experience using many of the Windows tools and accessory applications. Two lecture; .May be taken for S/U credit.

B. Course Goals:

To provide students with knowledge and skills necessary to become comfortable with the basic operations of a microcomputer using Windows environment. Students will learn to use many of the Windows tools and accessory applications.

C. Course Outcomes:

Students will:

1. List various Windows components
2. Use mouse to navigate through screens and dialogue boxes
3. List and illustrate the advantages of working in a Windows environment
4. Use Windows applications to manage files
5. Use Windows applications to create, edit, save, and print documents
6. Use Windows applications to create original artwork
7. Use Windows applications to customize a desktop
8. Multitask applications

D. Course Outcomes Assessment:

Assessment will include:

1. Pre and Post Test assessing terminology
2. Capstone project including all the course content and outcomes

E. Course Content:

Will include:

1. Introduction to Windows Environment
2. Mouse Operations
3. Dialog Boxes and Messages

4. File Management
5. Customizing the desktop
6. Running Applications/multitasking
7. Windows Accessories
8. Optimizing a system