ITIS 099: INTRODUCTION TO MICROSOFT WINDOWS

Citrus College Course Outline of Record

Heading	Value
Effective Term:	Fall 2024
Credits:	2
Total Contact Hours:	54
Lecture Hours :	18
Lab Hours:	36
Hours Arranged:	0
Outside of Class Hours:	36
Total Student Learning Hours:	90
Strongly Recommended:	ENGL 101.
Transferable to CSU:	No
Transferable to UC:	No
Grading Method:	Standard Letter, Pass/No Pass

Catalog Course Description

This is a beginning-level course on Windows OS which introduces the student to the terminology, application, and use of the Windows operating system. Topics include file management, hardware and software maintenance, working with administrative tools, Internet access and communication, and others. The course is designed for students with no previous computer experience. 18 lecture hours, 36 lab hours.

Course Objectives

- demonstrate a fundamental knowledge of the MS Windows operating system including file management and multi-tasking
- implement Windows security and check for security problems
- identify the differences between system software and application software
- identify various hardware components, including input/output devices, storage devices, and CPU
- demonstrate a basic knowledge of the computer processing cycle
- identify the general features of the MS Office suite (MS Word, MS Excel, and MS PowerPoint)

Major Course Content

1. Computer Basics
   a. Define computer systems
      i. Categorize types of computers
      ii. Define the processing cycle
   b. input, storage, processing, output
   c. Identify computer hardware components
   d. input devices
   e. Output devices
   f. Storage devices
2. Software
   a. Identify types of software available
      i. Compare and contrast different operating systems
         1. Windows, Mac OS, DOS, Linux, UNIX
   b. Compare and contrast various kinds of application software
      i. Word processing, spreadsheet, database, and presentation graphics
3. Windows Basics
   a. Develop a fundamental knowledge of the Windows environment
      i. use a pointing device
      ii. start/close a program
      iii. run multiple programs
      iv. create a shortcut icon
      v. do a screen capture
      vi. work with files
      vii. create, save, and manage files
      viii. copy and paste files
4. Windows Accessories
   a. Access the various calculators
   b. Create a word processing document using WordPad
   c. Edit images using Paint
5. Application Software
   a. MS Word
   b. MS Excel
   c. MS PowerPoint

Lab Content

1. System Software
   a. Use File Explorer to create a series of folders based on a given scenario.
   b. .Duplicate folders
   c. Rename folders
   d. Transfer folders from one storage location to another
   e. Move files into specific folders based on various criteria
   f. Rename and duplicate files
   g. Work with images
      i. Navigate the Pictures Library
      ii. Repair an image
      iii. Start a Slide Show
   h. Maintain Windows security
      i. Identify security issues
      ii. Check security problems
      iii. Create a picture password
      iv. Create a Windows Firewall
      v. Browse the web privately
2. Application Software
   a. Identify and use those tools commonly found in the MS Office program (Word, PowerPoint, Excel).
   b. Create a document in MS Word
      i. Format the document
      ii. Add an image to the document
   c. Create a spreadsheet
      i. Format the spreadsheet
      ii. Use basic formulas to calculate answers
      iii. Use basic functions (SUM, MAX, MIN, AVERAGE, COUNT) to calculate answers
   d. Create a presentation
      i. Format the text in the presentation
         1. Add a slide theme

    ii. Add images to the presentation
   iii. Use Slide Sorter to move the slides

Suggested Reading Other Than Required Textbook

www.microsoft.com

Examples of Required Writing Assignments

Compare and contrast the Windows interface with another popular OS such as Mac OS, Chrome OS, or Linux OS. What advantages does Windows OS have over the other operating systems?

Examples of Outside Assignments

Demonstrate the ability to copy, paste and delete multiple files using File Explorer.

Instruction Type(s)

Lab, Lecture