

COURSE OUTLINE

CMSY-132

Introduction to Windows

1 Credit

HOWARD COMMUNITY COLLEGE

Description

After successful completion of this course, the student will be able to understand and use Windows. Emphasis is on managing folders and files and customizing the desktop. This course may be completed in fewer than 14 weeks by attending class more hours per week. This class may be started at any time during the school year. All of the work for this class (except tests) may be done outside of class if the student has Windows.

Prerequisite: Familiarity with a computer is strongly recommended.

Overall Course Objectives

Upon completion of this course, the student will be able to:

1. Resize, move, and close windows.
2. Create a custom Windows environment which includes organizing applications, utilities, accessories, and other program items.
3. Use Windows Help.
4. Create folders; move, copy, delete, and rename files and folders; start applications; and print files.
5. Use Paint to create and edit drawings.
6. Copy and move data.
7. Customize the desktop which includes display settings, screen savers, and the appearance of Windows.

Major Topics

- I. Windows Desktop Components and the Mouse
- II. Working with Windows
 - A. Positioning and Sizing Windows
 - B. Arranging Multiple Windows and Icons
 - C. Using Help
- III. System Properties
- IV. Managing Files with Windows Explorer
 - A. Creating Files, Folders and Subfolders
 - B. Moving, Copying, Deleting, Renaming Files and Folders
 - C. Searching for Files by Name, Date, and Type
 - D. Restoring Deleted Files
- V. Paint
- VI. Customizing the Desktop
 - A. Changing the Appearance of Windows
 - B. Screen Savers
- VII. Running Applications

Course Requirements

Grading/exams: Specific assignments and procedures for evaluating student performance in the class (i.e., grading) will be described in the individual class syllabus, but will include the following:

- Written tests
- Computer hands-on tests
- Projects

Other Course Information

Call 443-518-4876 between 9:00 a.m. and 3:00 p.m. for more information about this course or to register for this course.

Word processing skills as listed in the CMSY102 Beginning Word Processing course outline are strongly recommended.