

COURSE TITLE AND NUMBER: Introduction to Windows CAP 105

# North Central Michigan College

NCMC MASTER COURSE SYLLABUS  
Last Date Revised: January 2003

DIVISION/AREA: Business and Technology

DEPARTMENT:

DIVISION DIRECTOR: Robert J. Marsh, Ph.D., P.E.

ORIGINATOR:

DEAN OF INSTRUCTION: Timothy Dykstra, Ph.D.

TOTAL HOURS OF INSTRUCTION: 3 LECTURE: 2 LAB: 1 TOTAL CONTACT HOURS: 52.8

COURSE NUMBER: CAP 105

CREDIT HOURS: 3

COURSE TITLE: Introduction to Windows

TRANSFERABLE YES: NO: X TO:

PREREQUISITE(S)/COREQUISITE(S)/ADVISORY:

## CATALOG DESCRIPTION:

This course is a basic introduction to Microsoft's Windows operating system. Students will learn what an operating system is as well as how to use Explorer, accessories, online help, fonts and printers as well as to do data exchange between Windows' applications, to manage files and folders, to organize a disk and perform other system functions within Windows. Advising note: Students must already have minimal Windows skills as well as keyboard and a mouse experience prior to enrolling in this course. This can be accomplished by taking CAP 100.

## GENERAL EDUCATION OUTCOMES:

- Think critically and analytically
- Independently acquire knowledge

## COURSE OBJECTIVES &amp; OUTCOMES:

Upon successful completion of the course, the student will:

- Understand the Windows operating file management system
- Understand how to change Control Panel settings
- Understand the basics of an Internet browser and how to retrieve information
- Understand how to format and print various types of documents

METHODS OF INSTRUCTION: Lecture and in class lab exercises

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METHODS OF EVALUATION:

<b>Course Grade</b>	<b>Points</b>	<b>Approximate % of Grade</b>
Announced examination	300	66
Homework and Laboratory exercises	150	33
Extra credit	25	

**Point System:** 450 total assigned points; 475 total possible points with extra credit.

**A > 405   B > 360   C > 315   D > 270**

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REQUIRED TEXTS: *Windows XP: Concepts & Examples, Gillay (ISBN:1-887902-81-3)*

OPTIONAL SUPPLEMENTARY MATERIALS:

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Reasonable accommodations may be provided for students with documented physical, sensory, cognitive, systemic, and/or psychiatric disabilities. Please contact the Education Opportunity Program (EOP) at (231) 348-6687 to arrange services for this course.

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 TIME ALLOWANCE AND SEQUENCE OF INSTRUCTION:

<b>Week</b>	<b>Material to Cover</b>
1	Introduction to Class Introduction to Computer Hardware
2	Introduction to Computer Software- operating systems Exploring Windows XP- Chapter 1
3	Chapters 2, 3, 4 Paint and Wordpad
4	Chapter 5- Files and Folders, Creating a file system Chapter 6- My Computer/Windows Explorer
5	Chapter 6, cont'd Chapter 7- Managing Files
6	Chapter 7- Managing File Continued Internet Usage Basics
7	Internet Resources for Windows
8	Exam #1 Chapter 8- Organizing your disk
9	Chapter 9- Fonts and Printers Chapter 10- Customizing your system
10	Chapter 10, continued Chapter 11- File and Disk Management
11	File and Disk Management, cont'd Chapter 12- Connectivity
12	Connectivity, continued Windows highlights- Tools
13	Windows highlights- System Health Managing the Windows environment
14	Computer/technology purchases Special topics- additional uses for computers
15	Special topics- additional uses for computers Review for exam
16	Exam

APPROVED FOR ADOPTION BY THE CRD/AP COMMITTEE ON \_\_\_\_\_