

North Hennepin Community College

CIS 1400: Windows/Operating Systems

A. COURSE DESCRIPTION

Credits: 3

Lecture Hours/Week: *.*

Lab Hours/Week: *.*

OJT Hours/Week: *.*

Prerequisites: None

Corequisites: None

MnTC Goals: None

This course introduces students to operating systems through hands on experience and covers the basic to advanced features of Windows. Topics will include safeguarding your personal computer, customizing your desktop, using online help, organizing and managing files, creating and customizing your shortcuts, implementing a backup strategy, optimizing disks, troubleshooting computer problems, evaluating system performance, installing and troubleshooting software and hardware, updating the Windows registry. Discussions will also cover other operating systems.

Knowledge of the keyboard is recommended for this course.

B. COURSE EFFECTIVE DATES: 08/20/2001 - Present

C. OUTLINE OF MAJOR CONTENT AREAS

1. Fundamentals of windows operating system
2. Safeguarding your computer,
3. Protecting your privacy
4. Customizing your desktop and the operating system
5. Organizing and managing files and folders
6. Creating and customizing your shortcuts
7. Planning and implementing a file backup strategy
8. Optimizing file storage on disks
9. Troubleshooting computer problems
10. Evaluating system performance
11. Installing and troubleshooting software and hardware
12. Other operating system fundamentals

D. LEARNING OUTCOMES (General)

1. Describe windows operating system technology, functions and features. (NHCC ELOs 1, 2, 3)
2. Understand the uses and benefits of operating systems, as well as the evolution of operating systems and solve operating system problems. (NHCC ELOs 1, 2, 3, 4)
3. Use windows environment technology to organize and maintain directories and files and understand topics related to file management. (NHCC ELOs 1, 2, 3)
4. Obtain help on topics related to operating system functions. (NHCC ELOs 1, 2, 3, 4)
5. Customize the GUI of the operating system. (NHCC ELOs 1, 2, 3)
6. Back up a hard disk and understand the topics related to backing up files. (NHCC ELOs 1, 2, 3, 4)
7. Optimize the storage of files on disks. (NHCC ELOs 1, 2, 3, 4)
8. Establish safeguard systems for the computer. (NHCC ELOs 1, 2, 3, 4)
9. Use diagnostic tools for troubleshooting. (NHCC ELOs 1, 2, 3, 4)
10. Evaluate system performance. (NHCC ELOs 1, 2, 3, 4)

E. Minnesota Transfer Curriculum Goal Area(s) and Competencies

None

F. LEARNER OUTCOMES ASSESSMENT

As noted on course syllabus

G. SPECIAL INFORMATION

1. Knowledge of Human Cultures and the Physical and Natural World--Through study in the sciences, mathematics, social sciences, humanities, histories, languages, the arts, technology and professions.
2. Intellectual and Practical Skills--Including: Inquiry and analysis; Critical and creative thinking; Written and oral communication; Quantitative literacy; Information literacy; Teamwork and problem solving.
3. Personal and Social Responsibility and Engagement--Including: Civic knowledge and involvement--campus, local and global; Intercultural knowledge and competence; Ethical reasoning and action; Foundations and skills for lifelong learning.
4. Integrative and Applied Learning--Including: Synthesis and advanced accomplishment across general education, liberal studies, specialized studies and activities in the broader campus community.