

Minnesota State College Southeast

COMC 1723: Windows Operating System

A. COURSE DESCRIPTION

Credits: 3

Lecture Hours/Week: 3

Lab Hours/Week: *.*

OJT Hours/Week: *.*

Prerequisites: None

Corequisites: None

MnTC Goals: None

Understanding of the operating system is essential for anyone who plans to do more than the very basics when working on a computer. Students will learn the purpose and function of the operating system. The use and purpose of folders and directories will be examined. Students will learn to keep track of and find documents that have been saved on the computer. Search options, including indexing and file organization will be used. Some of the many applications that are included in the Windows Vista operating system will be examined. Networks and network models will be explored. Students will learn the hows and whys of backing up data. Plus security issues will be covered. Even a few basic hardware issues will be explored. The look and feel of Windows Vista will be explored and utilized. (Prerequisites: None) (3 Credits: 3 lecture/0 lab)

B. COURSE EFFECTIVE DATES: 02/26/2009 - Present

C. OUTLINE OF MAJOR CONTENT AREAS

D. LEARNING OUTCOMES (General)

1. Explore the Fundamentals of Windows Vista
2. Utilize Help and Support
3. Examine Windows Desktop, Wordpad, Documents folder, USP drives, Recycle bin, and sidebar
4. Manage files and folders including backing up files and folders
5. Utilize e-mail, calendar, contacts, Internet Newsgroups, RSS Feeds, and other features
6. Personalize desktop, taskbar, notification area, start menu, and change folder options
7. Utilize the Control Panel including: system and maintenance; hardware and sound; install and uninstall programs; user accounts and family safety; clock, language, and region; plus ease of access tools
8. Perform advanced searching techniques: explore indexing; saved searches; search for events, etc.
9. Work with Windows Photo Gallery, DVD Maker, and Media Player
10. Utilize Windows Movie Maker
11. Learn about Windows Vista Security, Networking and maintaining your computer (Backups and performance issues)

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

None

F. LEARNER OUTCOMES ASSESSMENT

As noted on course syllabus

G. SPECIAL INFORMATION

None noted