

# ILLINOIS VALLEY COMMUNITY COLLEGE



## COURSE OUTLINE

DIVISION: Workforce Development

COURSE: CSO 1202; Microsoft Windows

Date: Spring 2015

Credit Hours: 2

Prerequisite(s): None

Delivery Method:  **Lecture**                      **1 Contact Hours** (1 contact = 1 credit hour)  
 **Seminar**                              **0 Contact Hours** (1 contact = 1 credit hour)  
 **Lab**    **2 Contact Hours** (2 contact = 1 credit hour)  
 **Clinical**                                      **0 Contact Hours** (3 contact = 1 credit hour)  
 **Online**  
 **Blended**

Offered:  **Fall**     **Spring**     **Summer**

IAI Equivalent –**Only for Transfer Courses**–go to <http://www.itransfer.org>:

### CATALOG DESCRIPTION:

This course provides students with an overview of the Windows 7 desktop operating system. Students will explore introductory tools and features. Topics will include desktop components, file management, system settings, control panel, security, and maintenance.

## GENERAL EDUCATION GOALS ADDRESSED

*[See the last page of this form for more information.]*

### Upon completion of the course, the student will be able:

[Choose those goals that apply to this course.]

- To apply analytical and problem solving skills to personal, social and professional issues and situations.
- To communicate orally and in writing, socially and interpersonally.
- To develop an awareness of the contributions made to civilization by the diverse cultures of the world.
- To understand and use contemporary technology effectively and to understand its impact on the individual and society.
- To work and study effectively both individually and in collaboration with others.
- To understand what it means to act ethically and responsibly as an individual in one's career and as a member of society.
- To develop and maintain a healthy lifestyle physically, mentally, and spiritually.
- To appreciate the ongoing values of learning, self-improvement, and career planning.

### EXPECTED LEARNING OUTCOMES AND RELATED COMPETENCIES:

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

1. Understand purpose of Windows 7 operating system
2. Manage files
3. Manage Desktop and Start Menu
4. Change System Settings
5. Customize Control Panel features
6. Secure Windows 7
7. Troubleshoot and maintain operating system

#### **Outcome 1 – Upon completion of the course, the student will be able to understand the purpose of Windows 7 operating system.**

Competency 1.1 – The student will be able to identify differences between operating system and software applications.

Competency 1.2 – The student will be able to understand log on and log off process.

Competency 1.3 – The student will be able to describe purpose of user accounts.

Competency 1.4 – The student will be able to open and close program windows.

Competency 1.5 – The student will be able to manage multiple program windows.

Competency 1.6 – The student will be able to create screen captures.

Competency 1.7 – The student will be able to switch between program windows.

Competency 1.8 – The student will be able to use Ribbon to perform tasks.

Competency 1.9 – The student will be able to use Help and Support.

Competency 1.10 – The student will be able to use print features.

#### **Outcome 2 – Upon completion of the course, the student will be able to manage files.**

Competency 2.1 – The student will be able to work with computer folder.

Competency 2.2 – The student will be able to filter, sort and group files.

Competency 2.3 – The student will be able to create folders and copy files.

Competency 2.4 – The student will be able to move and name files.

Competency 2.5 – The student will be able to create new libraries and add folders to libraries.

Competency 2.6 – The student will be able to delete and restore files.

Competency 2.7 – The student will be able to search from the start menu.

Competency 2.8 – The student will be able to search folder window.

Competency 2.9 – The student will be able to send files to other drives.

Competency 2.10 – The student will be able to show file extensions.

Competency 2.11 – The student will be able to customize folders.

Competency 2.12 – The student will be able to burn files to CDs.

Competency 2.13 – The student will be able to add index Locations.

Competency 2.14— The student will be able to create compressed folders.

Competency 2.15— The student will be able to use file sharing.

### **Outcome 3 – Upon completion of the course, the student will be able to manage the desktop and start menu.**

Competency 3.1 – The student will be able to pin programs to start menu & jump list.

Competency 3.2 – The student will be able to customize start menu.

Competency 3.3 – The student will be able to manage desktop.

Competency 3.4 - The student will be able to customize toolbars.

Competency 3.5 - The student will be able to modify the taskbar.

Competency 3.6 – The student will be able to manage notification area.

Competency 3.7 – The student will be able to reset system settings.

Competency 3.8 – The student will be able to use Windows keyboard shortcuts.

### **Outcome 4 – Upon completion of the course, the student will be able to change system settings.**

Competency 4.1 – The student will be able to turn features on or off.

Competency 4.2 – The student will be able to change date and time.

Competency 4.3 – The student will be able to set international formats.

Competency 4.4 – The student will be able to modify sound schemes.

Competency 4.5 – The student will be able to change power plans.

Competency 4.6 – The student will be able to work with file extensions.

Competency 4.7 – The student will be able to view disk information.

Competency 4.8 – The student will be able to view system information.

Competency 4.9 – The student will be able to customize visual effects.

Competency 4.10—The student will be able to manage fonts.

Competency 4.11 – The student will be able to change default programs.

### **Outcome 5 – Upon completion of the course, the student will be able to customize with control panel.**

Competency 5.1— The student will be able to configure keyboards.

Competency 5.2 – The student will be able to configure mice.

Competency 5.3 – The student will be able to configure monitors.

Competency 5.4 – The student will be able to configure audio devices.

Competency 5.5 – The student will be able to configure speech recognition.

Competency 5.6 – The student will be able to install printers.

Competency 5.7 – The student will be able to set up wired networks.

Competency 5.8 – The student will be able to connect to wireless networks.

Competency 5.9 – The student will be able to set up wireless routers.

Competency 5.10 – The student will be able to connect to the Internet.

Competency 5.11 – The student will be able to share printers and Internet connections.

**Outcome 6 – Upon completion of the course, the student will be able to secure Windows 7.**

Competency 6.1 - The student will be able to use Action Center to check for problems.

Competency 6.2 – The student will be able to install security software.

Competency 6.3 - The student will be able to work with Microsoft Security Essentials.

Competency 6.4 – The student will be able to configure user account control.

Competency 6.5 – The student will be able to manage Windows update.

Competency 6.6 – The student will be able to configure Windows Firewall.

Competency 6.7 – The student will be able to create standard user account.

Competency 6.8 – The student will be able to set up/test controls.

Competency 6.9 – The student will be able to create backup plan.

Competency 6.10—The student will be able to encrypt files and folders.

Competency 6.11—The student will be able to manage startup programs.

Competency 6.12—The student will be able to use Task Manager.

**Outcome 7 – Upon completion of the course, the student will be able to maintain Windows 7.**

Competency 7.1 – The student will be able to work with non-responsive programs.

Competency 7.2 – The student will be able to monitor performance.

Competency 7.3 – The student will be able to monitor resources.

Competency 7.4 – The student will be able to monitor reliability.

Competency 7.5 – The student will be able to use the troubleshooting window.

Competency 7.6 – The student will be able to adjust program compatibility.

Competency 7.7 -- The student will be able to clean up disks.

Competency 7.8 – The student will be able to defragment disks.

Competency 7.9 – The student will be able to check for drive errors.

Competency 7.10 – The student will be able to schedule tasks.

Competency 7.11 – The student will be able to change and repair programs.

Competency 7.12 - The student will be able to troubleshoot network problems.

Competency 7.13 – The student will be able to restore Computer.

**COURSE TOPICS AND CONTENT REQUIREMENTS:**

Customize features of the Windows 7 environment

Control user settings

File, folder and document management

Configure peripheral devices in control panel

Change default programs and file extensions

Connect to networks and wireless devices

Use Windows troubleshooting guides

Create backup plan, use restore

Monitor and manage system performance

**INSTRUCTIONAL METHODS:**

Lecture  
Demonstration  
Discussion

**INSTRUCTIONAL MATERIALS:**

Computer lab with projection device  
Computer running a Microsoft Windows 7, with no software or hardware locks  
User Account must have Administrative rights  
Internet and Printer access

**STUDENT REQUIREMENTS AND METHODS OF EVALUATION:**

Attend lecture and lab on regular basis  
Hands-on lab assignments  
Written exams  
Hand-on exams

Approximately seventy-five percent of the course grade will be from lab, class assignments and quizzes. Approximately twenty-five percent of the course grade will be from a final exam.

**OTHER REFERENCES**

# Course Competency/Assessment Methods Matrix

CSO 1202; Microsoft Windows		Assessment Options																															
For each competency/outcome place an "X" below the method of assessment to be used.	Assessment of Student Learning	Article Review	Case Studies	Group Projects	Lab Work	Oral Presentations	Pre-Post Tests	Quizzes	Written Exams	Artifact Self Reflection of Growth	Capstone Projects	Comprehensive Written Exit Exam	Course Embedded Questions	Multi-Media Projects	Observation	Writing Samples	Portfolio Evaluation	Real World Projects	Reflective Journals	Applied Application (skills) Test	Oral Exit Interviews	Accreditation Reviews/Reports	Advisory Council Feedback	Employer Surveys	Graduate Surveys	Internship/Practicum /Site Supervisor Evaluation	Licensing Exam	In Class Feedback	Simulation	Interview	Written Report	Assignment	
	Direct/ Indirect	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	D	I	I	I	I	D	D							
Assessment Measures – Are direct or indirect as indicated. List competencies/outcomes below.																																	
Understand purpose of Windows 7 operating system					X			X	X						X																		X
Manage files					X			X	X						X																		X
Manage Desktop and Start Menu					X			X	X						X																		X
Change System Settings					X			X	X						X																		X
Customize Control Panel features					X			X	X						X																		X
Secure Windows 7					X			X	X						X																		X
Troubleshoot and maintain operating system					X			X	X						X																		X
					X			X	X						X																		X