

SAN DIEGO COMMUNITY COLLEGE DISTRICT  
CONTINUING EDUCATION  
COURSE OUTLINE

**SECTION I**

SUBJECT AREA AND COURSE NUMBER

OFSY 527

COURSE TITLE

MICROSOFT WINDOWS

TYPE COURSE

NON-FEE

VOCATIONAL

CATALOG COURSE DESCRIPTION

This course introduces Windows' software and various application programs using Windows' Graphical User Environment. Students will utilize the program's ability to interface or create an environment in which they can communicate with the computers' hardware, software and peripherals. (FT)

LECTURE/LABORATORY HOURS

24

ADVISORIES

NONE

RECOMMENDED SKILL LEVEL

Eighth grade reading level, ability to communicate effectively in the English language.

INSTITUTIONAL STUDENT LEARNING OUTCOMES

1. Social Responsibility  
SDCE students demonstrate interpersonal skills by learning and working cooperatively in a diverse environment.
2. Effective Communication  
SDCE students demonstrate effective communication skills.
3. Critical Thinking  
SDCE students critically process information, make decisions, and solve problems independently or cooperatively.

## INSTITUTIONAL STUDENT LEARNING OUTCOMES (CONTINUED)

### 4. Personal and Professional Development

SDCE students pursue short term and life-long learning goals, mastering necessary skills and using resource management and self advocacy skills to cope with changing situations in their lives.

## COURSE GOALS

Introduce computer hardware, peripherals and software functions, terminology, and how information is processed using graphical user environment. Demonstrate and provide hands-on training with computer hardware, peripherals, Windows' accessories, installing and linking software application packages, customizing programs' environment, internal functions, such as managing the computer memory and coordinating input/output, and provides a series of utilities to maintain your system, files and disks. Enhance the students' reading, writing, math, problem solving and implement a solution so that they may interact successfully with technical information. To provide students opportunities to set goals and obtain employment skills.

## COURSE OBJECTIVES

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

1. Describe and work with the computer hardware, peripherals, local area networks, operating systems and personal computer application software packages.
2. Identify different types of application software packages that are created to run under Windows' environment.
3. Demonstrate an ability to work with a graphical user interface, which uses pictures, symbols, windows, and words that are controlled with the mouse or key controls.
4. Use Windows to install hardware components and personal computer application software packages.
5. Maintain directories, files and disks.
6. Use Windows' built-in accessories.
7. Customize Windows' displays and control equipment.
8. Link, cut, copy and paste information between accessories or application programs.
9. Demonstrate use of a variety of resource materials such as software manuals, tutorials, on-line help, and industry periodicals to find solutions.
10. Use Windows as an operating system.

## **SECTION II**

### COURSE CONTENT AND SCOPE

1. Overview of Computers
  - 1.1. Information processing: input, output
  - 1.2. Types of computers
  - 1.3. Network or stand-a-lone
  - 1.4. Security: virus infections, theft, licensing agreements, and copyright laws
  - 1.5. Career opportunities

COURSE CONTENT AND SCOPE (CONTINUED)

2. Hardware
  - 2.1. CPU, monitor, printers, mouse, disk drives, and other peripherals
  - 2.2. Information input/output using keyboard, mouse, modem, printers, diskettes, monitors, fax, scanners, audio equipment, and other peripherals
  - 2.3. Advantages of windows
  - 2.4. Accessing computer equipment and loading windows
  - 2.5. Program manager
3. Windows Software
  - 3.1. IBM DOS operating system working with windows or windows as an operating system
    - 3.1.1. Window elements
    - 3.1.2. Opening the main window
    - 3.1.3. Opening the accessories and games windows
    - 3.1.4. Tiling and cascading group windows
    - 3.1.5. Scrolling
    - 3.1.6. Maximizing, minimizing, and restoring groups, accessories, and application programs
    - 3.1.7. Saving or quitting without saving desktop changes
  - 3.2. Groups and icons
    - 3.2.1. Adding a program item icon
    - 3.2.2. Arranging icons
    - 3.2.3. Deleting icons
    - 3.2.4. Adding group window
    - 3.2.5. Removing group window
    - 3.2.6. Changing window properties
  - 3.3. Online help feature and choosing a help topic
  - 3.4. File and disk management
    - 3.4.1. Starting the file manager
    - 3.4.2. Directories
      - 3.4.2.1. Collapsing, tree and expanding
    - 3.4.3. Displaying, sorting, searching, selecting, moving, copying, creating, deleting, and renaming files
    - 3.4.4. Changing disk drives
  - 3.5. Accessories
    - 3.5.1. Opening a new document window or retrieving multiple documents
    - 3.5.2. Creating document files
    - 3.5.3. Exploring commands and functions
    - 3.5.4. Cut, copy, and paste
    - 3.5.5. Linking and embedding
    - 3.5.6. Saving document files
  - 3.6. Windows displays and equipment environment
    - 3.6.1. Customizing screens
    - 3.6.2. Setting up equipment
4. Installing and Using Different Types of Application Programs Such as Word Processing, Spreadsheets, Databases, Presentation Graphics, and Communications using Windows Environment
  - 4.1. Install information
  - 4.2. Opening a new document window or retrieving multiple documents

COURSE CONTENT AND SCOPE (CONTINUED)

- 4.3. Creating document files
- 4.4. Exploring commands and functions
- 4.5. Cut, copy, and paste
- 4.6. Linking and embedding
- 4.7. Saving document files

APPROPRIATE READINGS

Appropriate readings may include, but are not limited to, texts, professional journals, software manuals, on-line help, reference books, tutorials, and handouts of topical material to reinforce concepts.

WRITING ASSIGNMENTS

Writing assignments may include, but are not limited to, compiling a report based upon information, providing written answers to assigned questions related to Windows, composing documents using accessories or application programs, keeping a notebook of class assignments and projects.

OUTSIDE ASSIGNMENTS

Outside assignments may include, but are not limited to, studying, practicing, researching, designing, analyzing computer/program applications that work under Windows environment, and completing assigned projects alone or with a group.

APPROPRIATE ASSIGNMENTS THAT DEMONSTRATE CRITICAL THINKING

Critical thinking assignments may include, but are not limited to, written and oral analysis and evaluation of classroom material, and/or class discussions on selecting and using appropriate methods, materials, equipment, Windows' functions, application programs, ethics, lectures, comments, and researching ideas to solve a problem.

EVALUATION

Evaluation will be based on performance in a variety of activities and assignments, such as in-class projects and practical assignments, attendance, punctuality, out-of-class projects, and writing assignments, quizzes, and concept/theory examinations, and group/class participation to instill team work.

Upon successful completion of each individual course a Certificate of Course Completion will be issued. Upon successful completion of all courses included in the program a Certificate of Program Completion will be issued.

METHOD OF INSTRUCTION

Methods of instruction will include, but are not limited to, tutorials, lecture/discussion, computer- assisted instruction, practical assignments, laboratory, audio-visual, modules, competency based methods, field trips and other unique instructional strategies.

This course, or sections of this course, may be offered through distance education.

TEXTS AND SUPPLIES

Texts must be current and relevant to the course such as:

*Microsoft Windows*, Microsoft Press, latest edition

Microsoft Windows XP: Comprehensive Concepts and Techniques, Course Technology, latest edition

Supplies:

Storage media (i.e. a Zip disk, flash or thumbnail drive)

PREPARED BY Sandy Shaffer DATE September 15, 1995

REVISED BY Sharian Lott DATE February 22, 2007

REVISED BY Instructional Services/SLO's Added DATE April 25, 2013

REVISED BY Sharian Lott DATE May 6, 2020

Instructors must meet all requirements stated in Policy 3100 (Student Rights, Responsibilities and Administrative Due Process), and the Attendance Policy set forth in the Continuing Education Catalog.

REFERENCES:

San Diego Community College District Policy 3100  
California Community Colleges, Title 5, Section 55002  
Continuing Education Catalog