Common Course Outline
CSIT 136
Using Windows
3 Semester Hours

The Community College of Baltimore County

Description
CSIT 136 - 3 Credits – Using Windows examines the relationship between microcomputer operating systems, hardware and application software; covers the commands and features of the windows operating systems,-storage and file management, system configuration and customization, memory management, utility products, and Windows Web technology.

3 credits: 3 lecture hours
Prerequisite: Any General Education CSIT Course or consent of the Program Director

Overall Course Objectives:

At the completion of this course the student will be able to:

1. use the controls in windows and dialog boxes;
2. explore libraries, folders, and files and find files and folders ~~quickly~~;
3. utilize file management techniques to create folders, copy and move files and folders, name and delete files and folders and compress and extract files;
4. personalize the windows environment by customizing the desktop and using the control panel;
5. use the Internet for communications;
6. protect the computer by managing security;
7. set up Windows update;
8. manage Internet Explorer security;
9. develop search strategies for locating files and programs on the computer and the Internet;
10. create and edit graphics;
11. create a multimedia slide show;
12. manage mobile computing devices;
13. create backups and restore files;
14. optimize computer performance by maintaining hard disks and using utilities such as disk cleanup and defragmenter;
15. install and update device drivers; and
16. install and set up printers.

Major Topics:

    I.   Exploring Windows
    II.   Organizing Files
    III.   Personalizing the Environment
    IV.   Protecting your Computer
    V.   Searching for Information
    VI.   Mobile Computing
    VII.   Managing Multimedia Files
    VIII. Maintaining Hardware and Software
    IX.   Improving the Computers Performance

Course Requirements

Grading/exams: Grading procedures will be determined by the individual faculty member but will include the following:

- A minimum of 5 projects, one of which is a comprehensive Final Project
- Midterm Exam
- Comprehensive Final Exam

Other Course Information:

This course is an elective Information Technology Elective option.

This course is taught in a computerized environment.

Individual faculty members may include additional course objectives, major topics, and other course requirements to the minimum expectations stated in the Common Course Outline.