

**JOLIET JUNIOR COLLEGE
DEPARTMENT OF COMPUTER INFORMATION
AND OFFICE SYSTEMS**

COURSE SYLLABUS

Course Prefix and Number	CIS 105 (Previously CIS 164)
Course Title	Introduction to Windows
Curriculum	Computer Information Systems
Semester Hours	1
Lecture	1
Lab	0
Prerequisites	None

Catalog Description

This course introduces the basic concepts of windows. The concept of viewing multiple applications on screen, file and folder creations are presented, and in-class exercises are performed to display various unique features of windows. The latest version of Windows is used.

Course Objectives: See attached.

Prepared by:

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Date

Revised 3/06
Revised 8/02
Revised 8/01
Updated 12/00
Revised 9/97
Revised 10/93
Revised 8/93
Revised 9/92

STUDENT MATERIALS

A. Textbook:

Title: Windows XP Complete Concepts & Techniques w/Service Pak 2

Author: Shelly

Publisher: Course Technology

-or-

B. Other Required Materials

3 1/2 high density disk.

Other Course Requirements

None.

Student Evaluation (Type of Grading)

Evaluation, grading, and attendance policies are established by the individual instructor. A comprehensive final exam will be given.

<u>Week/Days</u> <u>Instruction</u>	<u>Topic or Class Activity</u>	<u>Teaching Aids or</u> <u>Special</u>
1*	Introduction to Windows Concept of GUI Windows	
2	The Desktop Using the Mouse Command Selection Working with Windows Using On-line Help Customizing Windows Creating Shortcuts	
3	WordPad Accessory Paint Accessory Other Windows Accessories Cardfile, Notepad, Calculator, Clock	
4	Managing Files and Folders My Computer File Operations Windows Explorer Find Command	
5	Networking Internet World Wide Web E-Mail	

*This schedule is for a one-day-a-week, three-contact-hours-per-day, five-week course.

OBJECTIVES

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

1. Understand the functions and the purpose of a GUI;
2. Work with the mouse;
3. Create icons;
4. Know the concepts of multi-tasking;
5. Use various accessories;
6. Manage files and directories;
7. Work with Window-based applications.