

**Lake Tahoe Community College - Summer 2005  
CAO 152 Introduction to Windows for the PC**



**INSTRUCTOR:** Janine Bouyssounouse  
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**CLASS DATES:** 6/28/05 - 8/02/05  
**CLASS TIME:** Tuesday 6:00 - 9:50 pm  
**CLASSROOM:** Room D-121

**COURSE DESCRIPTION:**

This is a beginning course in the Windows XP operating system for the IBM PC and compatibles. Topics include working in the Windows graphical user interface, managing (creating, copying, deleting, moving, renaming) files and folders on diskettes and hard drives, and customizing the Windows desktop. This course provides an essential foundation for all subsequent microcomputer software courses.

**ADVISORY:** CAO 151 Introduction to Personal Computers or equivalent

**TEXTBOOK:**

Microsoft Windows XP Complete Concepts and Techniques  
by Shelly, Cashman, and Forsythe  
published by Course Technology ©2002  
ISBN 0-7895-6417-3

**REQUIRED MATERIALS:** Two 3 1/2" diskettes

**STUDENT LEARNING OUTCOMES**

Demonstrate familiarity with:

- Basic computer concepts and terminology
- Windows operating environment
- File management in the Windows environment

**ATTENDANCE:**

Students are expected to attend all class meetings. There will be no make up quizzes except in the event of an emergency or illness, in which case the student must contact the instructor before the quiz is held.

**Any students needing accommodations should inform the instructor.**

Students with disabilities who may need accommodations for this class are encouraged to notify the instructor and contact the Disability Resource Center (DRC) early in the quarter so that reasonable accommodations may be implemented as soon as possible. Students may contact the DRC by visiting the Center (located in room A205) or by phoning 541-4660, ext. 249 (voice) or 542-1870 (TTY for deaf students). All information will remain confidential.

**HOMEWORK ASSIGNMENTS:**

Homework assignments are designed to reinforce the learning that takes place in the classroom. Students are expected to spend several hours per week outside of class working on hands-on homework assignments. These assignments should be completed in the college computer labs or off-campus if students have their own access to computers and software. Homework assignments must be turned in to the instructor at the beginning of class on the due date. Late assignments will not be accepted, except in the event of emergency or illness.

**QUIZZES:**

There will be two written quizzes given during this course. The quizzes will test the student's understanding of important concepts and skills learned in the classroom.

**GRADING:**

Final grades will be determined by points earned on homework assignments and quizzes. Course points will be distributed as follows:

Homework Assignments (10 points each):	50
Quizzes:	<u>50</u>
Total points:	100 points

<u>Final Grading Scale:</u>	A	90-100	points
	B	80-89	points
	C	70-79	points
	D	60-69	points
	F	below 60	points

This course can be taken for Credit/No Credit.

The deadline for declaring Credit/No Credit is FRI 7/8/05.

## OUTLINE OF TOPICS

Windows basics

Windows accessories

Formatting a disk

Saving and opening a file

Files and folders

Moving, copying, renaming, and deleting files and folders using My Computer

Moving, copying, renaming, and deleting files and folders using Windows Explorer

Creating document icons on the Desktop

Creating shortcuts to objects

Changing the desktop settings

Using the Control Panel

### EMPHASIS WILL BE PLACED ON:

- operating systems vs. applications software
- starting and exiting Windows
- starting and exiting programs
- manipulating windows
- formatting a diskette
- creating, saving, and renaming files and folders (in My Computer and Windows Explorer)
- moving, copying, and deleting files and folders (in My Computer and Windows Explorer)
- managing files and folders between a diskette and hard drive
- creating shortcuts to files, folders, and devices
- customizing the desktop

Tentative Class Schedule

Date	Class Content	Homework Assignment
6/28/05	<ul style="list-style-type: none"> <li>• Input, output, storage, processing</li> <li>• RAM</li> <li>• Keyboard: typing</li> <li>• Mouse: point, click (Select), double-click (open), right-click (shortcut menu)</li> <li>• Desktop, icons, Taskbar, Quick Launch Toolbar</li> <li>• Starting a program from the Start button</li> <li>• Windows: minimize, maximize, restore, resizing, closing</li> <li>• Closing a program</li> <li>• Multitasking</li> <li>• Switching between programs Alt-Tab</li> <li>• Formatting a disk</li> <li>• Files</li> <li>• Creating a file</li> <li>• Saving a file: SAVE, SAVE AS</li> <li>• Opening a file</li> </ul>	Read sections 1.01-1.18, 1.21-1.47 HW #1
7/5/05	<ul style="list-style-type: none"> <li>• HW #1 Due</li> <li>• Quiz #1</li> <li>• My Computer – copy, move, rename, delete files and folders</li> <li>• Copy Disk</li> </ul>	Read sections 2.01-2.49 HW #2
7/12/05	<ul style="list-style-type: none"> <li>• HW #2 Due</li> <li>• More My Computer</li> <li>• File management on different drives</li> <li>• Recycle Bin</li> <li>• Copying and moving a file to the desktop</li> <li>• Creating a shortcut to a file</li> </ul>	Read sections 3.01-3.28, 3.44-3.53, 3.58-3.62 HW #3
7/19/05	<ul style="list-style-type: none"> <li>• HW #3 Due</li> <li>• Quiz #2</li> <li>• Creating a shortcut to a drive and device shortcut</li> <li>• File management</li> <li>• Changing the desktop (right click on Desktop)</li> <li>• Shortcuts and file management</li> </ul>	Read sections 4.01-4.19 HW #4
7/26/05	<ul style="list-style-type: none"> <li>• HW #4 Due</li> <li>• Control Panel: power management, customizing the mouse, accessibility options</li> <li>• Accessories: Games, Calculator, Notepad, WordPad, Address Book, Paint</li> </ul>	Read sections 5.01-5.18, 5.21-5.28, 6.49-6.53 HW #5
8/2/05	<ul style="list-style-type: none"> <li>• HW #5 Due</li> <li>• Quiz #3</li> </ul>	