

**NorthWest Arkansas Community College
Business and Computer Information Course Outline**

CISM 1303 OPERATING SYSTEMS WINDOWS (F,S)

Catalog Description

This course is a basic overview of the practical use and basic management of the Windows operating system. Covered topics include customization, storage management, application installation and removal, file manipulation, maintaining and optimizing the computer, and basic troubleshooting. Other topics such as using a scanner or digital camera with your computer may be covered. (Outside lab time will be required.)

Prerequisite: CISM 1003 or equivalent.

Credit Hours: 3

Target Audience & Transfer

This course is for students seeking training in programming languages, applicable to students seeking self-improvement or an AAS degree in Computer Information.

General Course Objectives

Knowledge:

- Demonstrate knowledge of operating system concepts.
- Correctly install and remove software.

Critical Thinking:

- Maintain, modify and know how to organize the file structure of Windows software.
- Correctly diagnose and correct common operating system problems.
- Design and implement strategies for backing up critical files on a personal computer.

Cultural Awareness:

- Appreciate the ability of operating systems to aid personal computers in proper operation.

Required Text(s)

Microsoft Windows XP Comprehensive Concepts and Techniques: Service Pack 2, 2nd Ed., Shelly, Cashman, Forsythe. TL/Course Technology: 2006. ISBN 0-619-25497-1.

Optional Text(s)

None.

Topics/Software

Software: Windows operating system, and various freeware/shareware applications

Required Topics:

Customizing Windows	Safeguarding the Computer
Windows XP Filing System	DOS Sessions
Shortcut Strategies	Installing/Removing Software
Windows XP Web Technology	Evaluating System Performance
Backing up Drives, Folders, and/or Files	Troubleshooting the Computer
Optimizing the Computer	The Windows XP Registry
Using Supplied Programs/Utilities	Monitoring System Performance

Instructional Activities

- It is required that all instructors who teach this course cover all topics listed above. If difficulties arise, early contact must be made with the lead faculty to find and share ideas to deliver remaining content. Naturally, no optional section can be done in lieu of required sections.
- Individual instructor's syllabi must contain required components. The upper portion of this course outline may be distributed but is not sufficient alone as a syllabus.

- Laboratory exercises should average 3 hours per week.
- Outside lab time will be required.

Computer Lab:

Students will require additional time in the computer lab to complete assigned projects.

Projects/Assignments:

Homework assignments for each chapter plus a final project assignment.

Required Assessment:

Chapter quizzes (optional)

Tests

Resources

Open access computer lab