

Prepared by the Department of Business

Date of Departmental Approval: March 5, 2007

Date approved by Curriculum and Programs: April 9, 2007

Effective: Fall 2007

1. **Course Number:** GIT108
Course Title: Windows Operating System
2. **Description:** This course provides an introduction to the Windows operating system and the hardware of a typical microcomputer system. Basic skills needed to navigate the Windows desktop along with the skills necessary for disk management and use of Windows applications will be explored. The WordPad and Paint programs will be utilized as office tools. Students will also become proficient with the use of pointing devices.
3. **Student Learning Outcomes (instructional objectives; intellectual skills):** Upon successful completion of this course, students are able to do the following:
 - Describe fundamental information about the components of microcomputer systems
 - Explain the basic concepts and techniques of the Windows operating system
 - Demonstrate multitasking
 - Demonstrate use of the Control Panel to customize Windows
 - Describe Windows maintenance and virus checking routines
 - Demonstrate effective use of a pointing device (trackball or mouse)
 - Demonstrate mastery of file management
 - Create documents using WordPad
 - Create graphics using Paint
 - Link and embed graphics in business documents
4. **Credits:** 1 credit
5. **Satisfies General Education Requirement:** No
6. **Prerequisite(s):** None
7. **Semester(s) Offered:** Fall, Spring
8. **Suggested General Guidelines for Evaluation:** The final grade is based on an evaluation of lab assignments, classroom assignments, and a hands-on project.
9. **General Topical Outline (Optional):** The content of the course includes: the Windows interface; My Computer; Explorer; WordPad; Paint; and the Recycle Bin. Special emphasis is placed on preparing business documents and using Windows components in an office environment.