CIS 070 : INTRODUCTION TO COMPUTERS: WINDOWS

Transcript title

Intro to Computers: Windows

Credits

2

Grading mode

Pass/No Pass grades

Total contact hours

30

Lecture hours

10

Other hours

20

Course Description

Gain confidence in the use of personal computers and the Windows operating system. Topics include fundamental computer terminology, introductory use of a graphic user interface including mouse usage, windows, menus, icons and dialog boxes. Also includes file management and an introduction to word processing, Web browsing and email. P/NP grading.

Course learning outcomes

1. Identify and manipulate key elements of the Windows interface.
2. Use the web effectively to find information and complete work.
3. Demonstrate mastery of communication systems, including email.
4. Organize files and folders within Windows and cloud storage.
5. Create documents while utilizing the most common word processing features.

Content outline

• Windows interface • Customize windows appearance and settings • Navigate the web and use web browsers • Email and features • Online accounts • Productivity apps • Media files • Word processing • File management and organization • Safe computer usage

Required materials

Internet access for learning resources is required.