TAFT COLLEGE
West Kern Community College District

Prepared by: R. Wiltrout
Reviewed by: A. Agundez
Reviewed by: J. Eigenauer
Reviewed by: L. West
Date prepared: November, 2004
Text Update: April 3, 2014

Computer Science (COSC) 2002 Computer Operating Systems (1.5 Units) CSU
[formerly Computer Science 42E]

Advisory: Eligibility for English 1000 and Reading 1005 strongly recommended

Total hours per week: 16 hours lecture; 24 hours lab (40 hours total)

Catalog Description: This course is an introduction to the Microsoft Windows XP Operating System. Both fundamental and advanced skills necessary to use Windows XP will be covered. The course will provide a solid foundation of knowledge upon which students can build. Real world examples prepare students to be skilled users of Windows XP.

Type of class/course: Degree credit

Text: Freund, Steve, Raymond Enger, and Corinne Hosington. *Microsoft Windows 8: Complete.* 1st ed. Boston: Cengage Learning, 2014. Print.

Course Objectives:

By the end of the course, a successful student will be able to

1.   manage and explain the user interface,
2.   work with and explain the function of the desktop,
3.   navigate the file structure and manage files,
4.   use the control panel to customize the computer, and
5.   execute advanced file and web searches.

Course Scope, Content, and Learning Outcomes:

Unit I   Fundamentals of Using Microsoft Windows XP

Learning Outcomes	Assessment
Add an Icon to the Desktop	Lab Exercise, Exam
Bookmark a Help Topic	Lab Exercise, Exam
Browse for Help Topics in the Table of contents	Lab Exercise, Exam
Close a Window	Lab Exercise, Exam
Close the Help and Support Center	Lab Exercise, Exam
Collapse an Area	Lab Exercise, Exam
Delete a Desktop Icon by Right-Dragging	Lab Exercise, Exam
Display a Bookmarked Topic	Lab Exercise, Exam
Display the Start Menu	Lab Exercise, Exam

Launch Help and Support	Lab Exercise, Exam
Log Off from the Computer	Lab Exercise, Exam
Log On to the Computer	Lab Exercise, Exam
Maximize and Restore a Window	Lab Exercise, Exam
Minimize and Redisplay a Window	Lab Exercise, Exam
Move a Window by Dragging	Lab Exercise, Exam
Open a Window Using a Desktop Icon	Lab Exercise, Exam
Open a Window Using the Start Menu	Lab Exercise, Exam
Remove a Bookmark	Lab Exercise, Exam
Resize a Window	Lab Exercise, Exam
Scroll by Dragging the Scroll Box	Lab Exercise, Exam
Scroll Using the Scroll Arrows	Lab Exercise, Exam
Scroll Using the Scroll Bar	Lab Exercise, Exam
Search for Help Topics Using the Index	Lab Exercise, Exam
Search the Help and Support Center	Lab Exercise, Exam
Size a Window by Dragging	Lab Exercise, Exam
Turn Off the Computer	Lab Exercise, Exam

Unit II   Working on the Windows XP Desktop

Learning Outcomes	Assessment
Add a Shortcut on the Start Menu	Lab Exercise, Exam
Arrange the Icons in a Folder by File Type	Lab Exercise, Exam
Arrange the Icons in a Folder in Groups	Lab Exercise, Exam
Change a Password	Lab Exercise, Exam
Change a User Picture	Lab Exercise, Exam
Close a Document	Lab Exercise, Exam
Close and Save a Modified Document on the Desktop	Lab Exercise, Exam
Close Open Windows and Save Changes from the Taskbar	Lab Exercise, Exam
Copy a Folder onto a Floppy Disk	Lab Exercise, Exam
Create a Blank Document on the Desktop	Lab Exercise, Exam
Create a Shortcut on the Desktop	Lab Exercise, Exam
Create and Name a Folder in the My Documents Folder	Lab Exercise, Exam
Delete a Folder from the My Documents Folder	Lab Exercise, Exam
Delete a Shortcut from the Desktop	Lab Exercise, Exam
Delete Multiple Files from a Folder	Lab Exercise, Exam
Enter Data into a Blank Document on the Desktop	Lab Exercise, Exam
Launch a Program and Create a Document	Lab Exercise, Exam
Log Off from the Computer	Lab Exercise, Exam
Log Off the Guest Account from the Computer	Lab Exercise, Exam
Minimize All Open Windows	Lab Exercise, Exam
Move a Document into a Folder	Lab Exercise, Exam
Move Multiple Documents to the My Documents Folder	Lab Exercise, Exam
Name a Document on the Desktop	Lab Exercise, Exam
Open a Document on the Desktop	Lab Exercise, Exam
Open a Folder Stored on a Floppy Disk	Lab Exercise, Exam
Open a Folder Using a Shortcut on the Desktop	Lab Exercise, Exam

Open a Folder Using a Shortcut on the Start Menu	Lab Exercise, Exam
Open an Inactive Window	Lab Exercise, Exam
Open and Modify a Document in a Folder	Lab Exercise, Exam
Open and Modify Multiple Documents	Lab Exercise, Exam
Open the My Documents Folder	Lab Exercise, Exam
Print a Document from an Application Program	Lab Exercise, Exam
Print Multiple Documents from within a Folder	Lab Exercise, Exam
Remove a Shortcut from the Start Menu	Lab Exercise, Exam
Save a Document on the Desktop	Lab Exercise, Exam
Switch between User Accounts	Lab Exercise, Exam
Turn Off the Computer	Lab Exercise, Exam

Unit III   File, Document, and Folder Management and Windows XP Explorer

Learning Outcomes	Assessment
Cascade Open Windows	Lab Exercise, Exam
Changing the Format if the Icons in a Window	Lab Exercise, Exam
Close Expanded Folders	Lab Exercise, Exam
Close Open Windows	Lab Exercise, Exam
Close the Exploring Windows	Lab Exercise, Exam
Copy a File in Explorer by Right-Dragging	Lab Exercise, Exam
Copy Files to the My Pictures Folder	Lab Exercise, Exam
Create a Folder in My Pictures Folder	Lab Exercise, Exam
Delete a File by Right –Dragging to the Recycle Bin	Lab Exercise, Exam
Delete a Folder from My Pictures Folder	Lab Exercise, Exam
Display Folder Properties	Lab Exercise, Exam
Display Hard Disk Properties	Lab Exercise, Exam
Display the Contents of a Folder	Lab Exercise, Exam
Display the Contents of an Expanded drive	Lab Exercise, Exam
Display the Status Bar in a Window	Lab Exercise, Exam
E-Mail a Picture	Lab Exercise, Exam
Expand a Drive	Lab Exercise, Exam
Expand a Folder	Lab Exercise, Exam
Launch an Application Program from a Window	Lab Exercise, Exam
Launch an Application Program from Explorer	Lab Exercise, Exam
Launch an Application Program Using the Run Command	Lab Exercise, Exam
Launch Windows Explorer	Lab Exercise, Exam
Log Off from the Computer	Lab Exercise, Exam
Make a Window the Active Window	Lab Exercise, Exam
Move a file into a Folder	Lab Exercise, Exam
Open a Document from a Window	Lab Exercise, Exam
Open and Maximize the My Computer Window	Lab Exercise, Exam
Quit an Application Program	Lab Exercise, Exam
Refresh an Image on a Folder	Lab Exercise, Exam
Remove Sharing from a Folder	Lab Exercise, Exam
Remove the Status Bar	Lab Exercise, Exam
Rename a file	Lab Exercise, Exam
Search for a File	Lab Exercise, Exam

Share a Folder	Lab Exercise, Exam
Tile Open Windows	Lab Exercise, Exam
Turn Off the Computer	Lab Exercise, Exam
Undo Cascading	Lab Exercise, Exam
Undo Tiling	Lab Exercise, Exam
View Bitmap Images in Filmstrip View	Lab Exercise, Exam
View Icons in Thumbnails View and Display the My Pictures Window	Lab Exercise, Exam
View Images in Slide Show	Lab Exercise, Exam
View the Contents of a Drive	Lab Exercise, Exam
View the Contents Of a Folder	Lab Exercise, Exam

Unit IV Modifying Your Desktop Work Environment

Learning Outcomes	Assessment
Add a Toolbar to the Taskbar	Lab Exercise, Exam
Add an Active Desktop Item to the Desktop	Lab Exercise, Exam
Add Icons to the Desktop	Lab Exercise, Exam
Change the Desktop Background	Lab Exercise, Exam
Change the Font Size	Lab Exercise, Exam
Change the Screen Saver	Lab Exercise, Exam
Delete a Desktop Theme	Lab Exercise, Exam
Delete Permanently a Desktop Item	Lab Exercise, Exam
Display a Web Page Using the Address Toolbar	Lab Exercise, Exam
Display Smaller Icons on the Start Menu	Lab Exercise, Exam
Display the Contents of a Folder Using the Address Toolbar	Lab Exercise, Exam
Display the Folder Options Dialog Box	Lab Exercise, Exam
Expand a Toolbar	Lab Exercise, Exam
Hide and Redisplay the Taskbar	Lab Exercise, Exam
Launch an Application on a Toolbar Using the Double Chevron	Lab Exercise, Exam
Lock the Taskbar	Lab Exercise, Exam
Log Off from the Computer	Lab Exercise, Exam
Move the Taskbar	Lab Exercise, Exam
Open a Folder in its Own Window	Lab Exercise, Exam
Open the Display Properties Dialog Box	Lab Exercise, Exam
Place a Shortcut on a Toolbar	Lab Exercise, Exam
Remove a Shortcut from a Toolbar and Resize a Toolbar	Lab Exercise, Exam
Remove a Toolbar from the Taskbar	Lab Exercise, Exam
Remove Desktop Icons	Lab Exercise, Exam
Reset the Desktop Theme	Lab Exercise, Exam
Reset the Icon Size and Number of Programs	Lab Exercise, Exam
Resize a Toolbar	Lab Exercise, Exam
Resize the Taskbar	Lab Exercise, Exam
Restore the Default Notification Behaviors	Lab Exercise, Exam
Restore the Folders Options to the Default Folder Options	Lab Exercise, Exam
Return the Taskbar to its Original Location	Lab Exercise, Exam
Save a Desktop Theme	Lab Exercise, Exam
Search for Information on the Internet Using the Address	Lab Exercise, Exam

Toolbar	
Select a New Desktop Theme	Lab Exercise, Exam Lab Exercise, Exam
Select an Icon in a Folder and Open its Window	Lab Exercise, Exam
Select an Icon on the Desktop and Open its Window	Lab Exercise, Exam
Select and Copy Multiple Files	Lab Exercise, Exam
Set the Maximum Number of Frequently Used Programs	Lab Exercise, Exam
Set the Notification Behavior of a Notification Item	Lab Exercise, Exam
Turn off the Computer	Lab Exercise, Exam
Turn on and Open Each Folder in Its Own Window Option	Lab Exercise, Exam
Turn on the Single-Click to Open an Item (Point to Select) Option	Lab Exercise, Exam
Turn On the Use Windows Classic Folders Option	Lab Exercise, Exam
Unlock the Taskbar	Lab Exercise, Exam

Unit V   Customizing Your Computer Using Control Panel

Learning Outcomes	Assessment
Add a Printer	Lab Exercise, Exam
Add a Program	Lab Exercise, Exam
Add a USB Device	Lab Exercise, Exam
Adjust the Cursor Blink Rate	Lab Exercise, Exam
Adjust the Double-Click Speed	Lab Exercise, Exam
Adjust the Keyboard Repeat Delay	Lab Exercise, Exam
Adjust the Keyboard Repeat Rate	Lab Exercise, Exam
Adjust the Pointer Speed	Lab Exercise, Exam
Change the Date, Time, and Time Zone	Lab Exercise, Exam
Change the Mouse Configuration	Lab Exercise, Exam
Change the Mouse Pointer Scheme	Lab Exercise, Exam
Close the Printers and Faxes Window	Lab Exercise, Exam
Delete the Text Document and Turn Off ClickLock	Lab Exercise, Exam
Display a Pointer trail	Lab Exercise, Exam
Display the Control Panel Window using the Back Button	Lab Exercise, Exam
Open the Control Panel Window	Lab Exercise, Exam
Remove a Printer	Lab Exercise, Exam
Solve a Problem Using a Troubleshooter	Lab Exercise, Exam
Switch to Classic View and Back to Category View	Lab Exercise, Exam
Turn Off High Contrast	Lab Exercise, Exam
Turn On and Use ClickLock	Lab Exercise, Exam
Turn On High Contrast	Lab Exercise, Exam
Turn On MouseKeys	Lab Exercise, Exam
Turn On Snap To	Lab Exercise, Exam
View Account Information	Lab Exercise, Exam
View Hardware Properties	Lab Exercise, Exam
View the Time and Date Formats	Lab Exercise, Exam

Unit VI Advanced File and Web Searching

Learning Outcomes	Assessment
Begin a Classic Internet Search	Lab Exercise, Exam
Begin a New Search	Lab Exercise, Exam
Begin a File Search	Lab Exercise, Exam
Change a Search Preference	Lab Exercise, Exam
Delete a Saved Search File	Lab Exercise, Exam
Delete Multiple Files	Lab Exercise, Exam
Display the Contents of a Picture File	Lab Exercise, Exam
Empty the Recycle Bin	Lab Exercise, Exam
Perform an All Files and Folders Search	Lab Exercise, Exam
Play a Music File	Lab Exercise, Exam
Play a Video File	Lab Exercise, Exam
Reset the Internet Search Behavior	Lab Exercise, Exam
Reset the Search Criteria	Lab Exercise, Exam
Restore a deleted File Using the Recycle Bin	Lab Exercise, Exam
Save a Search	Lab Exercise, Exam
Search for a File Using a Modification Date	Lab Exercise, Exam
Search for a File Using a Word or Phrase in the File	Lab Exercise, Exam
Search for a File Using File Type	Lab Exercise, Exam
Search for a Map	Lab Exercise, Exam
Search for a Web Page Using a Keyword	Lab Exercise, Exam
Search for Document Files	Lab Exercise, Exam
Search for files Using a Saved Search	Lab Exercise, Exam
Search for Music Files	Lab Exercise, Exam
Search for Picture Files	Lab Exercise, Exam
Search for Video Files	Lab Exercise, Exam
Search the Internet for a Mailing Address	Lab Exercise, Exam
Search the Internet Using Search Companion	Lab Exercise, Exam
Send a File to the My Documents Folder	Lab Exercise, Exam
Specify the Starting Point of a Search	Lab Exercise, Exam
View a Restored File	Lab Exercise, Exam
View the Contents of the Recycle Bin	Lab Exercise, Exam
View the Recycle Bin Properties	Lab Exercise, Exam

Learning Activities Required Outside of Class:

The students in this class will spend a minimum of 3 hours per week outside of the regular class time doing the following

1.   reading trade and informational magazines,
2.   practicing skills with a computer, and
3.   answering assigned questions.

Methods of Instruction:

1.   Lecture, demonstration, class discussion, and problem solving.
2.   Assigned reading from the texts and references.
3.   Assigned problems from the texts.

Methods of Evaluation:

1. Computational or non-computational problem-solving demonstrations, including:
    a. Exams
    b. Quizzes
    c. Hands on demonstration

2. Other examinations, including:
    a. Multiple choice
    b. True/false
    c. Completion