



**MASSASOIT COMMUNITY COLLEGE**  
**Business Division**  
**Department of Computer Technology and Information Management**

**Course Syllabus for Fall 2009**

Course Title: Beginning Windows  
Course No.: CTIM101-04, CRN 10524  
Time: Tuesday, Thursday, 12:30—1:45  
Date: September 8—October 6, 2009  
Room: B545  
Credits: 1  
Prerequisites: None  
Instructor: Professor Marilyn R. Sherry  
Office: B330  
Office Hours: Tuesday, Thursday 11—12:30  
(Other times by appointment)  
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**Course Description: (catalog)**

This course is designed as a practical, step-by-step introduction to beginning concepts of the Microsoft Windows operating system. Students learn how to use the mouse and special keys; control window size and display; and use the start menu, dialog boxes, and other features of Windows. The Windows accessories Notepad, WordPad, and Paint are used to learn elementary features of Windows, including editing, copying and moving text, selecting from menus, and using the Clipboard. Students will learn to save and retrieve files from storage devices and the basics of the Windows Help feature.

**Objectives:**

The student will be able to use efficiently Windows XP and its various components.

**Textbook:**

*Windows XP: A Tutorial to Accompany Peter Norton's Introduction to Computers*, Peter Norton, Glencoe McGraw-Hill, Fourth Edition, ISBN 0-07-829795-8

**Supplies:**

Flash drive, notebook, and pen. You must have your textbook, notebook, flash drive, and pen with you in class.



assigned texts, to answer questions, or to quiz students on both material from homework or from class work.

It is necessary to attend all classes and to realize that one must make time to complete the assignments during outside laboratory time. The computer lab located in SC190 has 60 computers for student use. The following are the hours for this semester:

Monday – Thursday:	8 a.m. until 9 p.m.
Friday:	8 a.m. until 4:30 p.m.
Saturday:	8:30 a.m. until 4:30 p.m.

All homework will be due at the beginning of class. I may not always ask for it, but it is your responsibility to put it in my homework envelope or folder. No late work accepted. Homework should be printed before class starts. There will be no printing of homework during class time.

### Office Hours:

My office hours are on Tuesdays and Thursdays from 11 until 12:30. I also am available online and you may email me at [msherry@massasoit.mass.edu](mailto:msherry@massasoit.mass.edu). When you email me, include the name of the course and time it meets in the Subject Line. Also, make sure you include your full name. I do not open email that does not have a name that I recognize or an appropriate subject line.

If you need to see me at another time, please make an appointment. Class time is not the appropriate time to ask for assignments that are missed, to explain why you were absent, etc.

## Tentative Schedule

### Week 1:

Introduction to course

Lesson 1: Exploring the Windows XP Desktop (pages 4-35)

Lecture, Class work, and Homework

- Introducing Operating System Software
- Starting the Computer with Windows XP
- Using the Windows XP Desktop
- Using the Mouse
- Using the Right Mouse Button
- Working with a Graphical User Interface
- Turning Off Windows XP

Self check (pages 29-35)

### Week 2:

Lesson 2: Working with Windows (pages 38-67)

Lecture, Class work, and Homework

- Common Window Elements
- Positioning and Sizing a Window
- Arranging Multiple Windows with the Taskbar Menu
- Arranging Icons
- Using Scroll Bars
- Closing All Open Windows
- Getting Help on Screen

Self Check (pages 61-67)

### Quiz 1

### Week 3:

Lesson 3: Investigating Your Computer  
Lesson 4: Exploring Disk Organization

Lecture, Class work, and Homework

- Working Inside the My Computer Window
- Examining System Properties
- Using the Printers Folder
- Self Check (pages 85-91)

- Using Windows Explorer
- Customizing Explorer Window
- Using Window Panes
- Formatting Disks
- Creating Folders and Subfolders
- Manipulating Folders
- On the Web: Switching from One Explorer to Another

Summary and Exercises (pages 116-119)

### Project and Quiz 2

### Week 4:

Lesson 5: Managing Your Files

Lecture, Class work, and Homework

- Managing Files
- Creating Files

- Working with File Types
- Copying Files
- Moving Files
- Deleting Files
- Restoring Deleted Files
- Renaming Files
- Searching for Files

Self Check (pages 143-149)

### **Quiz 3**

### **Week 5:**

Lesson 6: Windows XP Accessories

Lecture, Class work, and Homework

- Exploring Accessories
- Using the Calculator
- Using Text Applets
- Using WordPad
- Using Paint
- Understanding Communications Accessories

Self Check (pages 174-181)

### **Quiz 4**

### **Test**

Other assignments may be added as time allows.