

Date Adopted: October, 1996

Date Reviewed: Aug 2015

Date Revised: Aug 2015

OAD 110 NAVIGATING WINDOWS

I. OAD 110 NAVIGATING WINDOWS- 3 Semester Hours

II. Course Description

This course is designed to introduce the student to the Windows environment through classroom instruction and outside lab. Emphasis is on Windows as a graphical user interface and includes operations and applications that use the Windows environment. Upon completion, the student should be able to demonstrate proficiency in the operation and management of hardware and software as defined by the course syllabus.

III. Prerequisite

OAD 101 /or CIS 130 /or permission of instructor

IV. Textbook

Textbook: Microsoft Windows 7 Comprehensive Edition

Publisher: Cengage

Author: Shelly, Freund, Enger

V. Course Objectives

1. The student will review introductory information about the personal computer.
2. The student will understand the function and role of Windows as a graphical user interface.
3. The student will learn efficient procedures for disk and file management.
4. The student will learn to execute operations and programs in the Windows environment

VI. Course Outline of Topics

1. The student will be able to list and describe the principal components of the computer.
 1. The student will be able to define computer hardware and software terminology.
 2. The student will learn information necessary to purchase a personal computer.
2. The student will understand the function and role of Windows as a graphical user interface.
 1. The student will define a user interface and identify the elements of a window.
 2. The student will perform basic mouse operations and understand keyboard shortcuts.
 3. The student will learn the menu structure and respond to dialog boxes.
 4. The student will define and use directory structures and directory paths.
3. The student will learn efficient procedures for disk and file management.
 1. The student will learn to organize and work with a hard disk and diskettes.
 2. The student will learn to efficiently create sub-directories.
 3. The student will be able to efficiently find, sort, list and move directory contents.
4. The student will learn to execute operations and programs in the Windows environment.
 1. The student will learn to execute Windows applications.
 2. The student will be able to execute multi-tasking applications under Windows.

VII. Evaluation and Assessment

Evaluation and assessment will be determined by the instructor and specified on the instructor's class syllabus. Grades will be based upon following scale: A = 90 – 100%, B = 80 – 89%, C = 70 – 79%, D = 60 – 69%, and F = below 60%.

VIII. Attendance

Students are expected to attend all classes for which they are registered. Students who are unable to attend class regularly, regardless of the reason or circumstance, should withdraw from that class before poor attendance interferes with the student's ability to achieve the objectives required in the course. Withdrawal from class can affect eligibility for federal financial aid.

IX. Statement on Discrimination/Harassment

The College and the Alabama State Board of Education are committed to providing both employment and educational environments free of harassment or discrimination related to an individual's race, color, gender, religion, national origin, age, or disability. Such harassment is a violation of State Board of Education policy. Any practice or behavior that constitutes harassment or discrimination will not be tolerated.

X. Americans with Disabilities

The Rehabilitation Act of 1973 (Section 504) and the Americans with Disabilities Act of 1990 state that qualified students with disabilities who meet the essential functions and academic requirements are entitled to reasonable accommodations. It is the student's responsibility to provide appropriate disability documentation to the College. The ADA Accommodations Office is in FSC 305 (205-856-7731).