

**Tompkins Cortland Community College**  
**Master Course Syllabus**

**Course Discipline and Number: CAPS 101**  
**Course Title: Introduction to Windows**

**Year: 2024-2025**  
**Credits: 1**

**Attendance Policy:** *To maintain good grades, regular attendance in class is necessary. Absence from class is considered a serious matter and absence never excuses a student from class work. It is the responsibility of all instructors to distribute reasonable attendance policies in writing during the first week of class. Students are required to comply with the attendance policy set by each of their instructors. Students are not penalized if they are unable to attend classes or participate in exams on particular days because of religious beliefs, in accordance with Chapter 161, Section 224-a of the Education Law of the State of New York. Students who plan to be absent from classroom activity for religious reasons should discuss the absence in advance with their instructors. See college catalog for more information.*

**Services for Students with Disabilities:** *It is the College's policy to provide, on an individual basis, appropriate academic adjustments for students with disabilities, which may affect their ability to fully participate in program or course activities or to meet course requirements. Students with disabilities should contact the Coordinator of Access and Equity Services, to discuss their particular need for accommodations. All course materials are available in alternate formats upon request.*

**Course Description**

An introduction to the use and workings of a Windows Desktop environment. Topics include navigation, organization of the desktop, key aspects of the operating system, storage of data, and file structure. Basic components and operation of the computer are covered. Prerequisite: prior completion or concurrent enrollment in RDNG 099 if required by placement testing. 1 Cr. (2 Lec., 2 Lab. for 5 weeks) Occasionally.

**Course Context/Audience**

This is an introductory course in the use of the computer and of the Windows operating system. It can be used to satisfy a CAPS elective requirement in most degree programs and should be acceptable as a transfer computer literacy elective.

**Basic Skills/Entry Level Expectations**

**Writing:** W0 Course requires very limited or no writing.  
**Math:** M0 Course requires very little or no math.  
**Reading:** R1 Course may be taken concurrently with RDNG 099.

**Course Goals**

1. Students will have a basic introduction to the parts of a computer and to the operation of the Windows operating system.
2. Students should be able to boot a computer, launch a software application, and navigate within the Windows operating system.

**Course Objectives/Topics**

Objective/Topic	# Hours
Introduction to the Computer a) Terminology b) Parts of the Computer c) Operation and Booting	2 Hours
Windows a) Desktop b) Icons c) Shortcuts d) Applications e) Customizing a Desktop	4 Hours
Start Menu a) Using b) Understanding c) Properties d) Customizing	2 Hours
Desktop a) Understanding b) Customizing c) Using	2 Hours
My Computer a) Control Panel b) Setting Defaults c) Printers d) Internet e) Sounds	4 Hours
File Management a) Windows Explorer Files: definition, creation, naming, deleting, renaming, using, and properties. b) Folders: definition, creating, naming, deleting, renaming, using, and properties c) Customizing Windows Explorer	4 Hours

Reviewed Spr 14

**General Education Goals - Critical Thinking & Social/Global Awareness**

<b>CRITICAL THINKING OUTCOMES</b>	<b>HOW DOES THE COURSE ADDRESS THE OUTCOMES</b> (Include required or recommended instructional resources, strategies, learning activities, assignments, etc., that must or could be used to address the goal/outcomes)
<p>Students will be able to</p> <ul style="list-style-type: none"> <li>➤ develop meaningful questions to address problems or issues.</li> <li>➤ gather, interpret, and evaluate relevant sources of information.</li> <li>➤ reach informed conclusions and solutions.</li> <li>➤ consider analytically the viewpoints of self and others.</li> </ul>	Not Addressed
<b>SOCIAL/GLOBAL AWARENESS OUTCOMES</b>	<b>HOW DOES THE COURSE ADDRESS THE OUTCOMES</b> (Include required or recommended instructional resources, strategies, learning activities, assignments, etc., that must or could be used to address the goal/outcomes)
<ul style="list-style-type: none"> <li>➤ Students will begin to understand how their lives are shaped by the complex world in which they live.</li> <li>➤ Students will understand that their actions have social, economic and environmental consequences.</li> </ul>	Not Addressed

**Instructional Methods**

The class is designed to be taught over five weeks in a lecture/lab format with approximately 2 hours per week of lecture and 2 hours of lab. The instructor should interact with students and assist them with problems they may encounter in completing the assignments.

Web-based sections require that the instructor is available for questions and student interaction. Instructors should post and maintain regular "virtual" office hours each week when they can respond to student questions.

**Methods of Assessment/Evaluation**

<b>Method</b>	<b>% Course Grade</b>
Quizzes (optional)	<= 20%
Lab Problems/Exercises	40 - 60%
Final Exam	40 - 50%

**Text(s)**

Introduction to Computers, 4<sup>th</sup> edition, Norton, McGraw-Hill 2003.

**Bibliography**

Microsoft Office 2003, A Professional Approach. Hinkle, Deborah, © 2005: McGraw Hill Pub. Co.

Benchmark Series: Microsoft Windows Professional XP, C. Norman Hollingsworth, Mary Carole Hollingsworth, and Diane Koers, © 2003: EMC/Paradigm Publishing

Microsoft Windows XP: Comprehensive Concepts and Techniques, Service Pack 2, Gary B. Shelly, Thomas J. Cashman, and Steven G. Forsythe, © 2005: Thomson Course Technology.

**Other Learning Resources****Audiovisual**

No resources specified

**Electronic**

World Wide Web

**Other**

No resources specified