

**AUSTIN COMMUNITY COLLEGE
CONTINUING EDUCATION**

WINDOWS AND FILE MANGEMENT

(8 hours)

ITSW 3091

COURSE SYLLABUS

Course Description: Learn how to navigate in the Windows environment, understand the Windows components and selection techniques; access and use online help; understand and use the Windows Explorer, My Computer, accessories, including Paint and WordPad. Learn how to find missing files; delete, copy and move files and folders, work with the recycle bin, organize, maintain and troubleshoot your hard disk, add and remove items from your start button, work with the startup group, and create desktop icons and shortcuts to programs and documents.

Objectives: Every student will be able to:

- Identify parts of the Windows screen
- Make changes to the desktop
- Modify mouse settings
- Move, resize, and organize windows
- Create, save, move and delete folders and files
- Use Windows Explorer
- Delete and restore files and folders
- Copy and move files
- Use Windows Accessories (Notepad, WordPad, Paint, etc.)
- Locate files
- Customize the Start button

Rationale: Windows is one of the most popular operating systems used in the business community. This course will enable students to efficiently use computers with Windows.

Required Material: None

Type of Course: Short Course

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Evaluation: Students will be evaluated on their competency in performing a variety of hands-on exercises throughout the course. In order to grant CEU credit for a course the students must be able to complete assessment exercises for each part of the course given by the instructor. The instructor will validate each participant's achievement of the course objectives by signing and awarding individual certificates of completion.

Course Outline:

- I. What is Windows (2 hour)
 - A. Windows Desktop
 - B. Creating shortcuts, change desktop
 - C. Open and close windows
 - D. Resize, move and organize windows
 - E. Using menus and toolbars
- II. Using the Mouse (½ hour)
 - A. Click, Secondary Click, Double Click
 - B. Modifying Mouse Settings
- III. Working with folders and files (2 ½ hour)
 - A. Create, save, rename and delete files
 - B. Create, name, rename and delete folders
 - C. Use Windows Explorer
 - D. Recycle Bin
- IV. Windows Accessories (2 hour)
 - A. Notepad
 - B. WordPad
 - C. Paint
 - D. Calculator
- V. Using Windows Help (½ hour)
- VI. Customize the Start button (½ hour)