SAULT COLLEGE OF APPLIED ARTS & TECHNOLOGY

SAULT STE. MARIE, ONTARIO

COURSE OUTLINE

COURSE TITLE: UNDERSTANDING AND USING WINDOWS 3.1

CODE NO. ISA101 **SEMESTER:** ONE

PROGRAM: INTERMEDIATE SOFTWARE APPLICATIONS

AUTHOR: R.D. LAILEY

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PREVIOUS OUTLINE DATED:

New: X Revision:

APPROVED:
_____ _____
DEAN, SCHOOL OF BUSINESS &   **DATE**
HOSPITALITY

UNDERSTANDING & USING WINDOWS 3.1   **ISA-101**

      COURSE NAME   COURSE CODE

PREREQUISITE(S): NONE

I.   <u>**PHILOSOPHY/GOALS**</u>

This course is designed to teach the student to utilize the powerful features contained within the Microsoft Windows operation environment.

The student is expected to develop a range of skills in the utilization of Windows 3.1 features. The student is presented with detailed written explanations which focus on a specific portion of the Windows environment. These written explanations are followed by comprehensive hands-on tutorials which reinforce the concepts using realistic case studies. The course instructor will provide an explanation of technical content as well as assist with any questions which may arise.

A number of additional questions, tutorial assignments and case problems are found throughout the text. The student will be required to complete a selection of this material.

This course is intended to be covered at a pace that is suited to and controlled by the individual learner. The amount of time needed to complete the identified learning outcomes will vary.

II.   <u>**IDENTIFIED LEARNING OUTCOMES**</u>

In this course the student will achieve the outcomes identified below:

(1) <u>Essential Computer Concepts</u>

learn to identify or explain....

. the major components of a computer system
. the terms used to specify the capacity and the speed of
  computer memory, processors, and storage
. how data are represented by the binary number system and
  the ASCII code
. the common types of network cards and network software
. how peripheral devices are connected to a computer system
. the basic concepts of data communications
. the difference between systems software and applications
  software

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(2) <u>Essential Window Skills</u>

learn how to...

. start your computer
. launch and exit Windows
. use the mouse and the keyboard
. identify the components of the Windows desktop
. use the Windows controls
. launch and exit applications
. organize your screen-based desktop
. switch tasks in a multi-tasking environment
(3) <u>Menus, Dialog Boxes, Toolbars, and Help</u>
learn how to....
. use Windows menus, dialog boxes and toolbars
. use the Print dialog box
. launch and use the Paintbrush application
. use the Windows Help facility
. experiment with new Windows applications
(4) <u>Effective File Management</u>

learn how to....

. open and close the File Manager
. format a diskette
. make your Student Diskette containing practice files
. change the current drive
. identify the components of the File Manager window
. create directories
. change the current directory
. move, rename and delete files

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(5) <u>Using the File Manager, Microsoft Write and the Print
     Manager</u>

learn how to....

. copy files
. make a diskette backup
. use wildcards to search for files
. create, edit, save and print a memo using the Microsoft Write
  word processor
. use the Print Manager to control the print queue
. find out the options for hard disk backup
. protect your data from hardware failures and viruses

(6) <u>Windows Applications</u>

learn how to....

. put the clock on the desktop
. use the cardfile to view product information
. use the notepad for a phone log
. set an appointment alarm
. use the calendar application to maintain an appointment book
. use the calculator for currency conversions
. use the clipboard to cut and paste between applications
. paste special characters in your documents
. open, close and save files

(7) <u>Object Linking and Embedding</u>

learn how to....

. create a multimedia document
. use the sound recorder
. embed a sound object icon into a Write document
. modify object icons
. link a graphic object into a Write document
. manage links
. edit linked or embedded objects
. paste a graphic into a Write object
. apply basic concepts of object linking and embedding (OLE)
. identify client and server applications

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(8) <u>Customizing Windows</u>

learn how to....

. set up a left-handed mouse, select the mouse
. tracking speed and specify the double-click speed
. select a different colour scheme for the desktop
. select a desktop pattern
. select a screen saver
. make a customized screen saver message
. wallpaper your desktop
. make your own desktop wallpaper
. change the international date, time and currency formats
. change your computer system date and time
. record, test, play back, and save macros

(9) <u>Customizing Program Groups</u>

learn how to....

. create and delete a program group
. rename a program group
. create and delete program items
. change a program-item icon
. use an electronic mail demonstration program
. explore multi-tasking

(10) <u>Using the Non-Windows Application</u>

learn how to....

. explain the relationship between DOS and Windows
. use the MS-DOS prompt icon to shell out to DOS
. use DOS commands to change the current drive, list the files
  on your student diskette, and run an application
. launch a DOS application from the File Manager
. launch a DOS program from the Program Manager
. create a program-item icon for a DOS application
. use the PIF Editor to create a program information file for
  a DOS application

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III. **LEARNING ACTIVITIES**

    ASSIGNMENTS - questions, tutorials and practice cases will be
                  assigned at the end of each module

        TESTS - Test 1 - learning outcomes identified in
                    Modules 1-4

              - Test 2 - learning outcomes identified in
                    Modules 5-7

              - Test 3 - learning outcomes identified in
                    Modules 8-10

IV. **METHOD OF EVALUATION**

A comprehensive bank of essay, true/false, multiple choice and
fill-in-the-blanks questions are available to measure the
achievement of learning outcomes in each course module.

Final Grade

Grading will consist of a grade of S (Satisfactory)
                      or U (Unsatisfactory)

Evaluation

Assignments and tests are described previously. Successful
completion is defined as achievement of an average score of
60% or better on assignments and tests.