

College: A Saddleback College  
Division/School: BS Business Science  
Department: CIM Computer Information Management  
Program: CIMNAD Network Administrator  
Subject: CIMNAD Network Administrator

O F F I C I A L C O U R S E O U T L I N E

HISTORY AND STATUS

Course Status: A Active (Fully Approved)  
Course Originator: Tom DeDonno

Board of Trustees 10/29/18  
State Approval 03/08/17  
Curriculum Committee Approval 09/06/18  
Division Approval 09/06/18  
Tech Review Approval 09/06/18

Technical Change Date: 03/09/17

Technical Change Comment:

2/25/13-frmlly CIM 174; removed rpt in accordance w/Title V; 4/12/16 ? < > "  
\ / \* : | no longer allowed chngd title. 3/9/17 chngd cb00 fr CCC000412490  
to CCC000581054

Comments:

desc, sch desc, tps, obj, moe, assign, txt

BRIEF DESCRIPTION

Short Title: COMP OPER SYS-WINDOWS  
Full Title: COMPUTER OPERATING SYSTEMS- WINDOWS

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BRIEF DESCRIPTION

Catalog Description:

Skills include manipulating files and folders in Window's scheme of file management. Competency will be gained using Windows supplied programs to create, save, and print files and customize the desktop. Ability to manage applications and notifications. Use of Edge and Internet Explorer which provides web access will be covered. Ability to install and manage peripheral devices. Set up and use a small network to share information will be introduced. Ability to manage user and accounts and settings and manage power and access options. Students will learn to maintain and optimize their computer's performance, backing up files, using the Microsoft Account and One Drive. End-user techniques for diagnostic and trouble-shooting procedures will be learned. Assignments include weekly hours in BGS 248 or other location. Formerly CIM 174.

Prerequisite:

None

Enrollment Limitation:

None

Corequisite:

None

Recommended Preparation:

None

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COURSE FUNCTIONS

Course Prior to: Y Not Applicable  
Course Classification: Y Credit Course

SC/IVC GE Code: NA - Not Applicable  
CSU GE Code: TR Transferable as an elective-does not fit GE pattern  
IGETC GE Code: NA - Not Applicable  
UC Transferable Course: N No UC credit  
Comparable SC/IVC:

Comparable CSU: CSU  
CSU San Luis Obispo, Polytechnic  
CSC 110 - Computers & Comp. App

Comparable UC:

Comparable CCC  
Baccalaureate:

TOP Code: 0708.10 Network Administrator  
SAM Code: D Possibly Occupational  
CAN Number:  
CID Number:

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COURSE OPTIONS

Grading Option: GR Letter Grade or Pass/No Pass  
Open Entry: N No  
Fixed, Optional or Variable Units: F Fixed Units

Repeatability Status: N No  
Repeatability Model:  
Repeatability Limit: 0

Cross-Listed Courses: NONE  
Cross-Listed Parent: No

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COURSE VALUES

Method of Instruction:	L-L	Lecture/Lab Combination	
Maximum Enrollment:	45	Maximum WSCH:	225
Average Enrollment:	22	Average WSCH:	110

	Lecture	Lab	Learn Ctr	Total
WFCH	2.00	3.00	0.00	5.00
TFCH	33.20	49.80	0.00	83.00
TSCH	33.20	49.80	0.00	83.00
LHE	2.00	2.50	0.00	4.50
FTEF	13.33	16.67	0.00	30.00
UNITS	2.00	1.00	0.00	3.00

Schedule Description:

Manage and customize files, folders, desktop, security, applications and notifications. Use Edge and Internet Explorer. Set up a network. Use One Drive and Microsoft Accounts. Maintain, optimize files, disks, backing up and managing hardware. Basic diagnostic and troubleshooting. Assignments include weekly hours in BGS 248 or other location. Formerly CIM 174.

COURSE CONTENT  
(Topics Covered)

**Lecture Topics:**

- I. Navigating and manipulating the Windows desktop
- II. Personalizing your computer
- III. Managing and searching files and folders
- IV. Working with Windows Applications and Notifications
- V. Managing and using Network and Storage Resources
- VI. Managing User Accounts and Settings
- VII. Managing Computer Setting
- VIII. Managing power and access options
- IX. Maintaining and optimizing your computer to improve computer performance
- X. Protecting and securing data by backing up and restoring data

**Lab/Learning Center Content:**

- I. Exploring and managing the use of the World Wide Web with Edge and Internet Explorer
- II. Installing and managing printers and other peripheral devices
- III. Installing and configuring Windows software

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COURSE CONTENT  
(Learning Objectives)

Students participating in this class will:

1. Recognize and use the graphical features to navigate and manipulate the Windows desktop.
2. Select and apply Windows supplied tools to personalize the desktop.
3. Create, copy, save, and delete files and folders as well as print documents using Windows programs and tools.
4. Identify and use Windows tools to locate and view files and folders.
5. Select and apply the appropriate tools to manage and manipulate files and folders.
6. Locate and start Windows Applications and identify and customize Notifications.
  
7. Manage Edge and Internet Explorer to efficiently search the Internet.
8. Explain the concepts of connectivity, the Internet and the basics of using a local area network.
9. Set up a small network and to use networks to share information and devices.
10. Backup and restore programs and data.
11. Select and apply the appropriate tools to maintain and optimize the performance of the computer.
12. Install and manage printers and other peripheral devices.
13. Select and apply the appropriate tools to manage computer security.
14. Analyze a computer or software problem, determine possible causes and implement a solution.

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COURSE CONTENT  
(Student Learning Outcomes)

Students completing this course satisfactorily will be able to:

1. Recognize and use the graphical features to navigate and manipulate the Windows desktop.
2. Identify and use Windows tools to locate and view files and folders.
3. Create, copy, save, and delete files and folders as well as print documents using Windows programs and tools.
4. Recognize and and manipulate Windows internet tools to browse the Internet.

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COURSE CONTENT  
(Methods of Evaluation)

Evaluation of the student will be based upon the following items:

1. Writing Assignments
  - term or other paper(s)
  - other (specify)
    - a. Evaluation of student's ability to submit one or more written essays that demonstrate knowledge of terms and concepts of the Windows operating system and other features such as how does or can Windows make computers more accessible to the special needs consumer?
    - b. Evaluation of a student's ability to use the Internet

and Windows Help and Support to find information about ease of use for hearing and visually impaired, as well as other disabilities. Some terms that might be useful are accessible computing, assistive technology and accessibility features. c. Evaluation of a student's ability to write a brief report with results of research as well as any conclusions reached.

2. Problem Solving Demonstrations

quizzes

other (specify)

- a. Evaluation of student's knowledge of the Windows operating system terminology and concepts. Students will analyze a computer or software problem, determine possible causes and implement a solution.

3. Skill Demonstrations

class performance(s)

other (specify)

- a. Evaluation of student's ability to demonstrate proficiency utilizing and managing the Windows operating system.

4. Examinations

multiple choice, true/false

completion

other (specify)

- a. Evaluation of a student's knowledge of the Windows operating system terminology and concepts.

5. Other

other (specify)

- a. Evaluation of student's proficiency utilizing and managing the Windows operating system.

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COURSE CONTENT  
(In and Out-of-Class Assignments)

1. Typical Reading Assignments:  
College-level text
2. Typical Writing Assignments:  
Explanation of operating system concepts related to the management and administration of the computer.
3. Typical Oral Assignments:  
Evaluation of contribution to class discussion on such topics as compare and contrast computer viruses; spyware, pop-ups blockers and phishing in Windows.
4. Typical Other Assignments:  
Assignments requiring the student to demonstrate proficiency utilizing and managing the Windows operating system.

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COURSE CONTENT  
(Other Requirements)

Textbooks / Supplies:

Lambert, Joan, Lambert, Steve, Windows 10 Step-By-Ste9, Microsoft Press. 2015

Material Fees:                      \$ 0.00                      Transaction Code:

VALIDATION  
(Corequisite, Limitation on Enrollment,  
Prerequisite and Recommended Preparation)