MESABI RANGE COMMUNITY & TECHNICAL COLLEGE – VIRGINIA/EVELETH
COURSE OUTLINE

Course Title:	**Introduction to Computer Operating Systems**	**Approval Date:**	
Quarter Course Prefix and Number:		**Revision Date:**	
Semester Course Prefix and Number:	**CSCI 1484**		
Number of Credits:	**2**	**Number of Lecture Credits:**	**1**
Number of Lab Credits:	**1**	**Semester(s) Offered:**	
Number of Studio/Discussion Credits:			

Course Purpose Code:

_____ **0 –** Developmental Courses
_____ **1 –** General Studies (Eveleth Campus only)
_____ **2 –** Technical course related to career programs
_____ **3 –** College course which has the primary goal of applying certain concepts (e.g. vocal ensemble)
XX **4 -** Other college course not considered a part of general education (MNTC) e.g. computer
X science, health, physical education

_____ **5 –** Course which is intended to fulfill general education, Minnesota Transfer Curriculum (MNTC) requirements.
_____ **9 –** Continuing Education/Customized Training specialized credit course (not occurring in 0-5)

Catalog Description:
This course introduces the student to the fundamentals of Windows software, working on and modifying Windows desktop; file-document-folder management in Explorer, customizing a computer, advanced document management and communication with other computers.

Prerequisites and/or recommended entry skills/knowledge:
Course Prerequisite(s): None
Reading Prerequisite:
Composition Prerequisite:
Mathematics Prerequisite:

Career Programs and Transfer Majors Accessing this Course:

Minnesota Transfer Curriculum Goal(s) partially met by this course if applicable: Notes: No more than two goals may be met by any one course. (Curriculum Committee review and the Vice President of Academic Affairs approval are required).

0. **X** None
6. _____ The Humanities and Fine Arts

1. _____ Communications
2. _____ Critical Thinking
3. _____ Natural Sciences
4. _____ Mathematical/Logical Reasoning
5. _____ History and the Social and Behavioral Sciences
7. _____ Human Diversity
8. _____ Global Perspectives
9. _____ Ethical and Civic Responsibility
10. _____ People and the Environment

Learning outcomes, including any relevant competencies listed in the Minnesota Transfer Curriculum:
Upon completion of this course the student will:
- Understand basic file management strategies
- Configure the Windows Operating System
- Describe the parts of the windows operating system

Possible student assessment methods:
Students may be assessed through written assignments, oral presentations, written tests and quizzes, hands on labs, and practical lab exams.

Use of instructional technology (includes software, interactive video and other instructional technologies):
This class will be using a large amount of instructional technology. Hardware may include projectors, interactive white boards, computers, printers, and other supporting technologies. Software to be used within the class includes but is not limited to Novell Netware, Microsoft Windows 3.11, 95, 98, and NT; as well as Microsoft Office, Netscape Communicator, Microsoft Internet Explorer, WSFTP, NetG Online Courseware, and a number of third party applications.
A one-paragraph summary or outline of the major course content:
- Control Panel
- Directory Structure
- Explorer
- File Manager
- Icons
- Install Software
- Start Menu
- Utilities
- Describe the features of the Microsoft Windows operating system.
- Configure the hardware, system, and software settings.
- Manage hard disks.
- Install and configure a local printer.
- Use Windows tools to maintain and troubleshoot a system in a stand-alone configuration.
- Install Windows in a network environment.
- Configure the network components.
- Use Windows and other tools to maintain and troubleshoot the system in a network environment

Additional special information (special fees, directives on hazardous materials, etc.)
Special fees may be assessed for student hard drives and drive bays, as well as miscellaneous tools, and equipment used throughout the program.

APPROVALS:

Body	Representative Signatures	Date
Curriculum Committee		

Faculty Association		
Meet and Confer		
Vice President of Academic Affairs		

Distribution: Original – Administrative Office, Library, Learning Center, Records, Student Services