

Course Information Form (CIF)

Course Code: CTC 193

Course Title: Windows

Department: Business/Computer Science and Technologies

Effective Date: Summer 2026

PCS Code: 1.2 - Occupational/Technical Instruction

CIP Code: 11.0201

Repeatability: 0

Credit Hours

Catalog Notation: 1-0-1

Credit Hour Distribution:

Lecture: 1

Lab: 0

Clinical: 0

Total: 1

General Course Information

Catalog Description

Introduction to basic use of a Windows-based operating system.

General Course Objectives

To enable students to acquire and develop skill in the efficient use of a Windows-based operating system on a computer.

Minimum Placement Levels

English

None

Reading

None

Math

None

Prerequisites

None

Methods of Evaluation

12 hands-on assignments, 10 objective quizzes, a final objective exam and a final practical exam.

Instructional Materials and Additional Supplies

Computer Basics: Microsoft Windows 10 and Office Online, 1591367913

Course Content

General Learning Outcomes (GLOs)

- Technology: Students will demonstrate the ability to evaluate, select, and appropriately use current and emerging tools.

Course Segments and Student Learning Outcomes

| Course Segment | Learning Outcomes | Lecture Hours | Lab Hours | Clinical Hours |
|--|--|---------------|-----------|----------------|
| Introducing Windows | <ol style="list-style-type: none"> 1. Start Windows and view the desktop. 2. Work with Windows. 3. Manage live tiles. 4. Use pointing devices, the start button, menus, toolbars, scroll bars, dialog boxes, and Windows help and support. 5. Shut down the computer. | 2 | 0 | 0 |
| Working with Windows Programs | <ol style="list-style-type: none"> 1. Start a program. 2. Open and save a WordPad document; modify text in WordPad. 3. Work with a graphic in Paint. 4. Print a document. 5. Pin and unpin apps; multitask. | 2 | 0 | 0 |
| Managing Files and Folders | <ol style="list-style-type: none"> 1. Open the file manager. 2. View the folders list; search for and view files and folders. 3. Create and rename files and folders. 4. Organize files and folders. 5. Copy and move files and folders. 6. Delete and restore files and folders. 7. Create a shortcut to a file or folder. | 3 | 0 | 0 |
| Customizing File and Folder Management | <ol style="list-style-type: none"> 1. Change the layout of windows and folder options; change file details to list. 2. Change search options. 3. Use and customize personal folders. 4. Display disk and folder information. 5. Compress files and folders. | 3 | 0 | 0 |
| Customizing Windows | <ol style="list-style-type: none"> 1. Change the desktop background, desktop screen settings, and the desktop appearance. 2. Work with fonts. 3. Customize the taskbar and the start menu. 4. Set the date and time. | 3 | 0 | 0 |
| Securing Your Computer | <ol style="list-style-type: none"> 1. Explore the Windows security center. 2. Manage Windows firewall. 3. Get automatic updates. 4. Defend against malicious software. 5. Set up internet security. 6. Protect your internet identity and your internet privacy. 7. Delete internet information. 8. Set parental controls. | 1 | 0 | 0 |

| Course Segment | Learning Outcomes | Lecture Hours | Lab Hours | Clinical Hours |
|------------------------|---|---------------|-----------|----------------|
| Exploring the Internet | <ol style="list-style-type: none"> 1. Demonstrate knowledge of the internet and web browsers. 2. Connect to the internet. 3. Open a web page and follow links. 4. Add a web page to the favorites center. 5. Change the home page. 6. Search the web. | 1 | 0 | 0 |

Total Contact Hours

| Lecture Hours | Lab Hours | Clinical Hours |
|---------------|-----------|----------------|
| 15 | 0 | 0 |