



COSC 096-WORKING WITH WINDOWS 1 CREDITS

SYLLABUS

CATALOG DESCRIPTION

Manage and organize files and folders. Copy and move files to a different folder or disk.
Sort and find files

Prerequisites: RDNG 050/APRD 039

Semester Offered: Fall, Spring, Summer

Common Student Learning Outcomes

Upon successful completion of San Juan College programs and degrees, the student will demonstrate competency in...

BROAD AND SPECIALIZED LEARNING

Students will actively and independently acquire, apply, and adapt skills and knowledge with an awareness of global contexts.

CRITICAL THINKING

Students will think analytically and creatively to explore ideas, make connections, draw conclusions and solve problems.

CULTURAL AND CIVIC ENGAGEMENT

Students will act purposefully, reflectively, and ethically in diverse and complex environments.

EFFECTIVE COMMUNICATION

Students will exchange ideas and information with clarity in multiple contexts.

INFORMATION LITERACY

Students will be able to recognize when information is needed and have the ability to locate, evaluate, and use it effectively.

INTEGRATING TECHNOLOGIES

Students will demonstrate fluency in the application and use of technologies in multiple contexts.

Student work from this class may be randomly selected and used anonymously for assessment of course, program, and/or institutional learning outcomes. For more information, please refer to the Dean of the appropriate School.

GENERAL LEARNING OBJECTIVES:

The student will use the following processes to accomplish the objectives of this course:

- I. Provide students with practical, hands-on experience with personal computers.
- II. Present students with practical, hands-on experience with file management and file structure.

SPECIFIC LEARNING OUTCOMES:

Upon successful completion of this course, the student should be able to:

1. Describe the makeup of the file structure of an operating system. (I), (L, T, C)
2. Create files with Windows programs. (I), (I, A)
3. Manage files and folders. (II), (I, A)
4. Customize files and folder management. (II), (I, A)