CAT 111 : Introduction to Microsoft Windows

Credits 5

Manipulate windows: multitask: customize: manage disks, drives, files, folders: help and support: multimedia: graphics: conferencing: instant messaging: blogging: scanning: sharing: and maintenance. Keyboarding skills are recommended. This class may include students from multiple sections.

Course Outcomes

1. Use Windows to launch and use desktop applications.
2. Develop and use file management strategies.
3. Personalize computer settings.
4. Use Internet to communicate and navigate World Wide Web.
5. Develop strategies to secure your computer.
6. Apply computer graphics and media program documents.
7. Manage networking and power settings.
8. Create backups and install peripherals.