Degree Applicable   Glendale Community College
Course ID 005272   November 2015

COURSE OUTLINE

Computer Applications & Business Office Technologies 208
Windows Basics

I.   Catalog Statement

Computer Applications & Business Office Technologies 208 provides students with a
basic introduction to the Windows environment. Topics covered will include the skills
necessary to manage the desktop, to use the mouse and pull-down menus, to create and
manipulate folders, files, and windows, and other standard operations used in every
Windows application.

Total Lecture Units: 1.0
Total Laboratory Units: 0.0
Total Course Units: 1.0

Total Lecture Hours: 16.0
Total Laboratory Hours: 0.0
        Total Laboratory Hours To Be Arranged**:** 0.0
Total Faculty Contact Hours: 16.0

Prerequisite: None

II.   Course Entry Expectations

Prior to enrolling in the course, the student should be able to:
- read and understand textbook information and instructions;
- describe information and instructions presented in class lectures and demonstrations.

III.   Course Exit Standards

Upon successful completion of the required coursework, the student will be able to:
- identify the objects on the Microsoft Windows desktop;
- operate a mouse: point, click, double-click, drag, and right-drag;
- open, minimize, maximize, and restore a window;
- launch application programs;
- use onscreen Help;
- use and understand Windows Explorer;
- create, edit, save, and print a simple Word document;
- modify the desktop by adding and deleting icons, folders, and documents;

- format disks, copy and move files, and add new software and hardware;
- use and understand basic computer terminology.

IV.   **Course Content**   **Total Faculty Contact Hours = 16.0**

A. Orientation and Introduction of Fundamentals **(2 hours)**
    1. Desktop features and components
    2. Opening, moving, sizing, minimizing, maximizing, restoring, and closing windows
    3. Windows onscreen Help
B. Fundamentals of Using Windows **(2 hours)**
    1. Perform basic clicking and scrolling operations
    2. Learn keyboard shortcuts
    3. Work with toolbars
C. Working on the Windows Desktop **(3 hours)**
    1. Launch application programs
    2. Create, name, and save simple documents
    3. Add and remove files, folders, and documents to the Desktop
D. File and Folder Management **(3 hours)**
    1. Flash drive: use and backup of files and folders
    2. Use of picture and music libraries
    3. Computer folder window and properties
E. Windows Explorer **(4 hours)**
    1. Find command for advanced searches for files and folders
    2. Using Quick View
    3. Recycle Bin: deleting and restoring files, shortcuts, and folders
F. World Wide Web **(2 hours)**
    1. Perform simple searches; view and print information
    2. Use Windows Support Online

V.   **Methods of Instruction**

The following methods of instruction may be used in the course:
- lecture/demonstration;
- interactive discussion;
- hands-on activities and exercises.

VI.   **Out of Class Assignments**

The following out of class assignments may be used in the course:
- readings (e.g. chapter reading or computer news);
- class assignments (e.g. written and hands-on computer activities);
- lab assignments (e.g. install an application).

VII. **Methods of Evaluation**

The following methods of evaluation may be used in the course:
- quizzes;
- midterm examinations;
- final examination.

VIII.   **Textbook(s)**

Shelly, Cashman and Forsythe, *Microsoft Windows 7 Complete*, current edition.
        Cambridge; Course Technology, 2011. Print.
10th Grade Textbook Reading Level. ISBN: 978-1111789701.

McFedries, Paul. *Windows 10 Simplified* . 1st ed. Indianapolis: Wiley, 2015. Print.
10th Grade Textbook Reading Level. ISBN: 978-1119057154.

IX.   **Student Learning Outcomes**

Upon successful completion of the required coursework, the student will be able to:
- identify the objects on the Microsoft Windows desktop;
- demonstrate basic mouse operations: point;
- recall and understand basic computer terminology.