COURSE OUTLINE

Office Business Technology 80
Windows

Catalog Statement

OBT 80 provides students with a basic introduction to the Windows environment. Topics covered include managing the desktop, the mouse, managing files (creating folders, deleting, moving, and copying files, etc.), and learning system information.

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

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

Recommended Preparation: ESL 30 or equivalent

Course Entry Expectations

Prior to enrolling in the course, the student should be able to:
- converse at a functional level adequate for everyday use;
- decode 2,500-word reading passages,
- comprehend dialogues, role playing, and lectures;

Course Exit Standards

Upon successful completion of the required coursework, the student will be able to:
- define fundamental windows terminology and concepts, and apply them to windows operations;
- use a mouse to select windows features and commands;
- arrange desktop icons;
- create, edit, format, and print simple files using the operating system's programs;
- perform file management.

Course Content   **Total Faculty Contact Hours = 16.0**
Microsoft Windows **(1 hour)**
       What is a user interface?
       Launching Microsoft Windows
       The Windows user interface
       Logging on the computer
       Understanding and working with accounts
              User Accounts

Microsoft Accounts
Local Accounts
The Windows Desktop **(2 hours)**
Using the start screen
Using the charm bar
Switching between the start screen and desktop
Adding an icon to the desktop
Opening a window using a desktop icon
The "My Computer" window
Minimizing a window
Maximizing a restoring a window
Closing a window
Opening a window using Search
The "My Documents" window
Moving a window by dragging
Expanding an area
Scrolling in a window
Sizing a window by dragging
Collapsing an area
Resizing a window
Closing a window
Launching an Application Program **(1.5 hours)**
Launching an application using Search
Using Windows Help and Support **(.5 hour)**
Launching help and support
Windows Explorer **(2 hours)**
Expanding drives and folders
Expanding a drive
Displaying files and folders in windows XP explorer
Displaying drive and folder contents
Closing folder expansion
Working with One Drive
Copying, Moving, Renaming, and Deleting Files and Folders in Windows Explorer **(9 hours)**
Copying files in Windows Explorer
Renaming files and folders
Deleting files in Windows Explorer
Closing Windows Explorer

Methods of Instruction

The following methods of instruction may be used in this course:
- lecture and demonstration;
- hands on computer exercises;
- group discussion.

Out of Class Assignments

The following out of class assignments may be used in this course:

Not applicable.

Methods of Evaluation

The following methods of evaluation may be used in this course:
- skill exercises the end of each chapter;
- final exam.

Textbooks

Wempen,Faithe., and Bucki,, Lisa . *Microsoft Windows 8.1 Brief Edition.* St. Paul: EMCParadigm,
  2015. Print.
9th Grade Textbook Reading Level. ISBN 978-0-76385-010-3.

Student Learning Outcomes

Upon successful completion of the required coursework, the student will be able to:
- define l Windows terminology;
- add, delete, and arrange desktop icons;
- demonstrate file management.