

STV80 : Microsoft Windows

General Information

Author:	<ul style="list-style-type: none">Kassandra Wilson
Course Code (CB01) :	STV80
Course Title (CB02) :	Microsoft Windows
Department:	STV
Proposal Start:	Spring 2025
TOP Code (CB03) :	(0514.00) Office Technology/Office Computer Applications
CIP Code:	(52.0401) Administrative Assistant and Secretarial Science, General.
SAM Code (CB09) :	Possibly Occupational
Distance Education Approved:	No
Will this course be taught asynchronously?:	No
Course Control Number (CB00) :	CCC000608729
Curriculum Committee Approval Date:	05/22/2024
Board of Trustees Approval Date:	07/16/2024
Last Cyclical Review Date:	05/22/2024
Course Description and Course Note:	STV 80 gives students a basic introduction to the Windows environment. Topics include managing the desktop, the mouse, managing files (creating folders, deleting, moving, and copying files, etc.), and learning system information. Lecture/Demonstration 16 hours. Note: This course is pass/ no pass.
Justification:	Mandatory Revision
Academic Career:	<ul style="list-style-type: none">Noncredit
Mode of Delivery:	
Author:	
Course Family:	

Academic Senate Discipline

Primary Discipline:	<ul style="list-style-type: none">Vocational (short-term): Non-Credit
Alternate Discipline:	No value
Alternate Discipline:	No value

Course Development

Basic Skill Status (CB08)

Course is not a basic skills course.

Allow Students to Gain Credit by Exam/Challenge

Course Special Class Status (CB13)

Course is not a special class.

Pre-Collegiate Level (CB21)

Not applicable.

Grading Basis

- Pass / No-Pass Only

Course Support Course Status (CB26)

Course is not a support course

General Education and C-ID

General Education Status (CB25)

Not Applicable

Transferability

Not transferable

Transferability Status

Not transferable

Units and Hours

Summary

Minimum Credit Units (CB07) 0

Maximum Credit Units (CB06) 0

Total Course In-Class (Contact) Hours 16

Total Course Out-of-Class Hours 0

Total Student Learning Hours 16

Credit / Non-Credit Options

Course Type (CB04)

Non-Credit

Noncredit Course Category (CB22)

Short-Term Vocational.

Noncredit Special Characteristics

No Value

Course Classification Code (CB11)

Other Non-Credit Enhanced Funding.

Variable Credit Course

Funding Agency Category (CB23)

Not Applicable.

Cooperative Work Experience

Education Status (CB10)

Weekly Student Hours

	In Class	Out of Class
Lecture Hours	16	0
Laboratory Hours	0	0
Studio Hours	0	0

Course Student Hours

Course Duration (Weeks)	18
Hours per unit divisor	54
Course In-Class (Contact) Hours	
Lecture	16
Laboratory	0
Studio	0

Total 16

Course Out-of-Class Hours

Lecture	0
Laboratory	0
Studio	0
Total	0

Time Commitment Notes for Students

No value

Units and Hours - Weekly Specialty Hours

Activity Name	Type	In Class	Out of Class
No Value	No Value	No Value	No Value

Pre-requisites, Co-requisites, Anti-requisites and Advisories

Advisory

ESL30 - ENGLISH AS A SECOND LANGUAGE LEVEL 3

Objectives

- Write paragraphs at the low-intermediate level with sufficient unity.
- Develop coherence and mechanical accuracy.
- Demonstrate mastery of grammatical structures studied at a level sufficient to pass unit tests and the divisional grammar mastery test for this level.
- Converse at a functional level adequate for everyday use on the campus and in the community.
- Respond to questions about recorded and live speeches, dialogues, role plays, and lectures.
- Decode 2,500-word reading passages, respond to inference and recall questions, and utilize a monolingual English dictionary to advantage.

Entry Standards

Entry Standards

Course Limitations

Cross Listed or Equivalent Course

Specifications

Methods of Instruction

Methods of Instruction Lecture

Methods of Instruction Laboratory

Methods of Instruction Multimedia

Methods of Instruction Collaborative Learning

Methods of Instruction Demonstrations

Out of Class Assignments

N/A

Methods of Evaluation

Rationale

Exam/Quiz/Test

Skill exercises the end of each chapter

Exam/Quiz/Test

Final exam

Textbook Rationale

No Value

Textbooks

Author	Title	Publisher	Date	ISBN
Steven M Freund	Shelly Cashman Series Microsoft Windows 10 Comprehensive	Cengage Learning, Inc	2017	978-1-305-65674- 1

Other Instructional Materials (i.e. OER, handouts)

No Value

Materials Fee

No value

Learning Outcomes and Objectives

Course Objectives

Identify and launch application programs.

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.

SLOs

Define fundamental windows terminology and concepts, and apply them to windows operations.

Expected Outcome Performance: 70.0

ILOs
Core ILOs Demonstrate depth of knowledge in a course, discipline, or vocation by applying practical knowledge, skills, abilities, theories, or methodologies to solve unique problems.

STV
General Front Office Clerk II Certificate Operate a variety of business software to create business correspondence, reports, and other related documents.

STV
General Front Office Clerk I Certificate Produce documents using a word processor.

STV
Account Clerk I Certificate Record customer, vendor, and general data for service-based sole proprietorship. Create financial statement from recorded data.

STV
General Front Office Clerk III Certificate Support business office operations and work independently from a variety of inputs to integrate documents and data with other business applications.

Use various mouse operations, such as, point, click, double-click, drag, and right-drag.

Expected Outcome Performance: 70.0

ILOs
Core ILOs Demonstrate depth of knowledge in a course, discipline, or vocation by applying practical knowledge, skills, abilities, theories, or methodologies to solve unique problems.

STV
General Front Office Clerk II Certificate Operate a variety of business software to create business correspondence, reports, and other related documents.

STV
Account Clerk I Certificate Record customer, vendor, and general data for service-based sole proprietorship. Create financial statement from recorded data.

STV
General Front Office Clerk III Certificate Support business office operations and work independently from a variety of inputs to integrate documents and data with other business applications.

Apply file and document management techniques in various scenarios.

Expected Outcome Performance: 70.0

<i>ILOs</i> Core ILOs	Demonstrate depth of knowledge in a course, discipline, or vocation by applying practical knowledge, skills, abilities, theories, or methodologies to solve unique problems.
<i>STV</i> General Front Office Clerk II Certificate	Operate a variety of business software to create business correspondence, reports, and other related documents.
<i>STV</i> Dental Front Office Certificate	Perform clerical duties such as: schedule appointments, answer phones, etc.
<i>STV</i> Account Clerk I Certificate	Record customer, vendor, and general data for service-based sole proprietorship. Create financial statement from recorded data.
<i>STV</i> General Front Office Clerk III Certificate	Support business office operations and work independently from a variety of inputs to integrate documents and data with other business applications.

Course Content

Lecture Content

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
- Switching between the start screen and desktop
- Adding an icon to the desktop
- Opening a window using a desktop icon
- The "This PC" window
- Minimizing a window
- Maximizing a restoring a window
- Closing a window
- Opening a window using
- Search The "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 (0.5 hours)

- Launching help and support

Windows Explorer (2 hours)

- Expanding drives and folders
- Expanding a drive
- Displaying files and folders in File Explorer
- Displaying drive and folder contents
- Closing folder expansion
- Working with One Drive

Copying, Moving, Renaming, and Deleting Files and Folders in File Explorer (9 hours)

- Copying files in File Explorer
- Renaming files and folders
- Deleting files in File Explorer
- Closing File Explorer

Total hours: 16

Additional Information

Is this course proposed for GCC Major or General Education Graduation requirement? If yes, indicate which requirement in the two areas provided below.

No

GCC Major Requirements

No Value

GCC General Education Graduation Requirements

No Value

Repeatability

Repeatable

Justification (if repeatable was chosen above)

Non-credit courses

Resources

Did you contact your departmental library liaison?

No

If yes, who is your departmental library liason?

No Value

Did you contact the DEIA liaison?

No

Were there any DEIA changes made to this outline?

No

If yes, in what areas were these changes made:

No Value

Will any additional resources be needed for this course? (Click all that apply)

- No

If additional resources are needed, add a brief description and cost in the box provided.

No Value