



COURSE OUTLINE : CABOT 208

D Credit – Degree Applicable

COURSE ID 005272

Cyclical Review: September 2020

COURSE DISCIPLINE : CABOT
COURSE NUMBER : 208
COURSE TITLE (FULL) : Windows Basics
COURSE TITLE (SHORT) : Windows Basics

CATALOG DESCRIPTION

CABOT 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, windows, and other standard operations, used in every Windows application.

CATALOG NOTES

Note: This course is Pass/No Pass only.

Total Lecture Units: 1.00

Total Laboratory Units: 0.00

Total Course Units: 1.00

Total Lecture Hours: 18.00

Total Laboratory Hours: 0.00

Total Laboratory Hours To Be Arranged:0.00

Total Contact Hours: 18.00

Total Out-of-Class Hours: 36.00

Prerequisite: None.



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ENTRY STANDARDS

	Subject	Number	Title	Description	Include
1				Read and understand textbook information and instructions; describe information and instructions presented in class lectures and demonstrations.	Yes

EXIT STANDARDS

- 1 Launch application programs;
- 2 modify the desktop by adding and deleting icons, folders, and documents;
- 3 format disks, copy and move files, and add new software and hardware.
- 4 use a browser to access the Internet;
- 5 perform file management;

STUDENT LEARNING OUTCOMES

- 1 identify the objects on the Microsoft Windows desktop
- 2 demonstrate basic mouse operations: point, click, double-click, drag, and right-drag
- 3 recall and understand basic computer terminology

COURSE CONTENT WITH INSTRUCTIONAL HOURS

	Description	Lecture	Lab	Total Hours
1	Orientation and Introduction of Fundamentals • Desktop features and components • Opening, moving, sizing, minimizing, maximizing, restoring, and closing windows • Windows onscreen Help	3	0	3
2	Fundamentals of Using Windows • Perform basic clicking and scrolling operations • Learn keyboard shortcuts • Work with toolbars	3	0	3
3	Working on the Windows Desktop • Launch application programs • Create, name, and save simple documents • Add and remove files, folders, and documents to the Desktop	3	0	3



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4	File and Folder Management • Flash drive: use and backup of files and folders • Use of picture and music libraries • Computer folder window and properties	3	0	3
5	Windows Explorer • Find command for advanced searches for files and folders • Using Quick View • Recycle Bin: deleting and restoring files, shortcuts, and folders	4	0	4
6	World Wide Web • Perform simple searches; view and print information • Use Windows Support Online	2	0	2
				18

OUT OF CLASS ASSIGNMENTS

- 1 readings (e.g. chapter reading or computer news);
- 2 class assignments (e.g. written and hands-on computer activities);
- 3 lab assignments (e.g. install an application).

METHODS OF EVALUATION

- 1 quizzes;
- 2 midterm examinations;
- 3 final examination

METHODS OF INSTRUCTION

- Lecture
- Laboratory
- Studio
- Discussion
- Multimedia
- Tutorial
- Independent Study
- Collaboratory Learning
- Demonstration



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- Field Activities (Trips)
- Guest Speakers
- Presentations

TEXTBOOKS

Title	Type	Publisher	Edition	Medium	Author	ISBN	Date
Microsoft Windows 10 Comprehensive	Required	Cengage Learning			Steven M. Freund	978-0-357-12386-7	2020