



COURSE OUTLINE : CABOT 209

D Credit – Degree Applicable

COURSE ID 005273

Cyclical Review: September 2020

COURSE DISCIPLINE : CABOT
COURSE NUMBER : 209
COURSE TITLE (FULL) : Advanced Windows
COURSE TITLE (SHORT) : Advanced Windows

CATALOG DESCRIPTION

CABOT 209 reviews the fundamental skills taught in CABOT 208 and continues with more advanced features. Topics covered include modifying the desktop work environment, customizing with control panel, and advanced file and document management.

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

Recommended Preparation: CABOT 208 or STV 80, or equivalent.



ENTRY STANDARDS

	Subject	Number	Title	Description	Include
1	CABOT	208	Windows Basics	Identify the objects on the Microsoft Windows desktop;	Yes
2	CABOT	208	Windows Basics	operate a mouse: point, click, double-click, drag, and right-drag	Yes
3	CABOT	208	Windows Basics	open, minimize, maximize, and restore a window	Yes
4	CABOT	208	Windows Basics	launch application programs	Yes
5	CABOT	208	Windows Basics	use onscreen Help	Yes
6	CABOT	208	Windows Basics	use and understand Windows Explorer	Yes
7	CABOT	208	Windows Basics	create, edit, save, and print a simple Word document	Yes
8	CABOT	208	Windows Basics	modify the desktop by adding and deleting icons, folders, and documents	Yes
9	CABOT	208	Windows Basics	format disks, copy and move files, and add new software and hardware	Yes
10	CABOT	208	Windows Basics	use and understand basic computer terminology	Yes
11	STV	80	WINDOWS	define fundamental windows terminology and concepts, and apply them to windows operations;	Yes
12	STV	80	WINDOWS	use a mouse to select windows features and commands;	Yes
13	STV	80	WINDOWS	arrange desktop icons;	Yes
14	STV	80	WINDOWS	create, edit, format, and print simple files using the operating system's programs;	Yes
15	STV	80	WINDOWS	perform file management.	Yes

EXIT STANDARDS

- 1 use a mouse to select windows features and commands
- 2 customize the computer using control panel;
- 3 create, edit, and print files
- 4 use the Taskbar to navigate through the files and programs on the Windows system;



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STUDENT LEARNING OUTCOMES

- 1 demonstrate the ability to modify the desktop work environment to add, remove, or change screensavers, wallpaper, and icons;
- 2 demonstrate advanced file and document management techniques;
- 3 demonstrate the use of tools to perform maintenance on the computer and Windows system;

COURSE CONTENT WITH INSTRUCTIONAL HOURS

	Description	Lecture	Lab	Total Hours
1	Introduction and Review of Fundamentals <ul style="list-style-type: none"> • Desktop features and components • Opening, moving, sizing, minimizing, maximizing, restoring, and closing windows • File management 	2	0	2
2	Modifying the Desktop Work Environment <ul style="list-style-type: none"> • Change desktop appearance; wallpaper, background, and screensavers • Work with icons, windows, and folders in Web, classic and default custom style • Work with toolbars; add, remove, and customize 	3	0	3
3	Customizing the Computer using Control Panel <ul style="list-style-type: none"> • Adjust keyboard and cursor rates • Adjust mouse buttons and pointer schemes and speeds • Add and remove programs and accessibility features 	4	0	4
4	Performing Simple Tasks and Creating Simple Documents <ul style="list-style-type: none"> • Calculator • Notepad, WordPad, and Word • Paint and other Windows Accessories 	3	0	3
5	Advanced File and Document Management <ul style="list-style-type: none"> • Find command for advanced searches for files and folders • Quick View to preview files before opening • Recycle Bin for deleting and restoring files, shortcuts, and folders 	4	0	4
6	Demo and practicing assignments: MS office/applications and other features	1	0	1
7	Demo and practicing assignments: MS office/applications and other features	1	0	1
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OUT OF CLASS ASSIGNMENTS

- 1 reading (e.g. chapter reading on customizing the control panel);
- 2 class assignments (e.g. written and hands-on computer activities);
- 3 lab assignments (e.g. modifying control panel settings lab).

METHODS OF EVALUATION

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

METHODS OF INSTRUCTION

- Lecture
- Laboratory
- Studio
- Discussion
- Multimedia
- Tutorial
- Independent Study
- Collaboratory Learning
- Demonstration
- Field Activities (Trips)
- Guest Speakers
- Presentations

TEXTBOOKS

Title	Type	Publisher	Edition	Medium	Author	IBSN	Date
Microsoft Windows 10: Comprehensive	Required	Boston: Cengage Learning			Freund, Steven M.	978-0-35- 12386-7	2020