

CABOT208 : Windows Basics

General Information

Author:	<ul style="list-style-type: none">Sophia Possidon
Course Code (CB01) :	CABOT208
Course Title (CB02) :	Windows Basics
Department:	CABOT
Proposal Start:	Fall 2022
TOP Code (CB03) :	(0701.00) Information Technology, General
CIP Code:	(11.0101) Computer and Information Sciences, General.
SAM Code (CB09) :	Possibly Occupational
Distance Education Approved:	No
Will this course be taught asynchronously?:	No
Course Control Number (CB00) :	CCC000305054
Curriculum Committee Approval Date:	Pending
Board of Trustees Approval Date:	Pending
Last Cyclical Review Date:	09/01/2020
Course Description and Course Note:	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. Note: This course is Pass/No Pass only.
Justification:	New Course NT FR
Academic Career:	<ul style="list-style-type: none">Credit
Mode of Delivery:	No value
Author:	No value
Course Family:	No value

Academic Senate Discipline

Primary Discipline:	<ul style="list-style-type: none">Computer Information Systems (Computer network installation, microcomputer technology, computer applications)
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

Transferable to CSU only

Transferability Status

Approved

Units and Hours

Summary

Minimum Credit Units (CB07)	1
Maximum Credit Units (CB06)	1
Total Course In-Class (Contact) Hours	18
Total Course Out-of-Class Hours	36
Total Student Learning Hours	54

Credit / Non-Credit Options

Course Type (CB04)

Credit - Degree Applicable

Noncredit Course Category (CB22)

Credit Course.

Noncredit Special Characteristics

No Value

Course Classification Code (CB11)

Credit Course.

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	1	2
Laboratory Hours	0	0
Studio Hours	0	0

Course Student Hours

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

Laboratory	0
Studio	0
Total	18

Course Out-of-Class Hours

Lecture	36
Laboratory	0
Studio	0
Total	36

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

No Value

Entry Standards

Entry Standards	Description
Read and understand textbook information and instructions;	No Value
describe information and instructions presented in class lectures and demonstrations.	No Value

Course Limitations

Cross Listed or Equivalent Course	Description
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No value

No value

Specifications

Methods of Instruction

Methods of Instruction Lecture

Methods of Instruction Demonstrations

Methods of Instruction Discussion

Out of Class Assignments

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).

Methods of Evaluation

Rationale

Exam/Quiz/Test	quizzes;
Exam/Quiz/Test	midterm examinations;
Exam/Quiz/Test	final examination

Textbook Rationale

No Value

Textbooks

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

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

No Value

Materials Fee

No value

Learning Outcomes and Objectives

Course Objectives

Launch application programs;

modify the desktop by adding and deleting icons, folders, and documents;

format disks, copy and move files, and add new software and hardware.

use a browser to access the Internet;

perform file management;

SLOs

Identify the objects on the Microsoft Windows desktop

Expected Outcome Performance: 70.0

MOA
Medical Front Office
Certificate

Achieve a minimum speed of 25 words per minute

MOA
Medical Front Office
A.S. Degree

Achieve a minimum speed of 25 words per minute

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.

ACCTG
Bookkeeping - A.S.
Degree Major

Identify the standard elements on the Windows 7 desktop and demonstrate basic mouse operations; to understand basic computer terminologies, and become familiar with global information systems to be able to sign on to an account and use common utilities, including e-mail, Gopher, and Web browsers, and searching a variety of databases for information.

ACCTG
Bookkeeping -
Certificate

Identify the standard elements on the Windows 7 desktop and demonstrate basic mouse operations; to understand basic computer terminologies, and become familiar with global information systems to be able to sign on to an account and use common utilities, including e-mail, Gopher, and Web browsers, and searching a variety of databases for information.

CABOT
General Office - A.S.
Degree Major

Identify the standard elements on the Windows 7 desktop; to demonstrate basic mouse operations (pointing, clicking, double-clicking, dragging, and right-dragging); and to understand basic computer terminologies.

CABOT
General Office -
Certificate

Identify the standard elements on the Windows 7 desktop; to demonstrate basic mouse operations (pointing, clicking, double-clicking, dragging, and right-dragging); and to understand basic computer terminologies.

CABOT
Administrative
Assistant - Certificate

The student will be able to use a variety of office procedures to perform such tasks as sorting mail, filing and processing documents; develop interpersonal skills to conduct and participate in job interviews, practice effective human relation skills in business, handle telephone conversations with ease, and develop skills to communicate more effectively with customers and other employees verbally.

CABOT
Administrative
Assistant - A.S. Degree
Major

Use a variety of office procedures to perform such tasks as sorting mail, filing and processing documents; develop interpersonal skills to conduct and participate in job interviews, practice effective human relation skills in business, handle telephone conversations with ease, and develop skills to communicate more effectively with customers and other employees verbally.

MOA
Medical Front Office -
A.S. Degree Major

Use appropriate computer programs to key basic documents and to navigate the Internet.

MOA
Medical Front Office -
Certificate

Use appropriate computer programs to key basic documents and to navigate the Internet.

Demonstrate basic mouse operations: point, click, double-click, drag, and right-drag

Expected Outcome Performance: 70.0

MOA
Medical Front Office
Certificate

Achieve a minimum speed of 25 words per minute

Earn the specialized medical terminologies needed to complete appropriate forms in preparing, maintaining/filing, and charting medical records including insurance claims

Use appropriate computer programs to key basic documents and to navigate the Internet

MOA
Medical Front Office
A.S. Degree

Achieve a minimum speed of 25 words per minute

Earn the specialized medical terminologies needed to complete appropriate forms in preparing, maintaining/filing, and charting medical records including insurance claims

Use appropriate computer programs to key basic documents and to navigate the Internet

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.

ACCTG
Bookkeeping - A.S.
Degree Major

Identify the standard elements on the Windows 7 desktop and demonstrate basic mouse operations; to understand basic computer terminologies, and become familiar with global information systems to be able to sign on to an account and use common utilities, including e-mail, Gopher, and Web browsers, and searching a variety of databases for information.

ACCTG
Bookkeeping -
Certificate

Identify the standard elements on the Windows 7 desktop and demonstrate basic mouse operations; to understand basic computer terminologies, and become familiar with global information systems to be able to sign on to an account and use common utilities, including e-mail, Gopher, and Web browsers, and searching a variety of databases for information.

CABOT
General Office - A.S.
Degree Major

Identify the standard elements on the Windows 7 desktop; to demonstrate basic mouse operations (pointing, clicking, double-clicking, dragging, and right-dragging); and to understand basic computer terminologies.

CABOT
General Office -
Certificate

Identify the standard elements on the Windows 7 desktop; to demonstrate basic mouse operations (pointing, clicking, double-clicking, dragging, and right-dragging); and to understand basic computer terminologies.

CABOT
Administrative
Assistant - Certificate

The student will be able to use a variety of office procedures to perform such tasks as sorting mail, filing and processing documents; develop interpersonal skills to conduct and participate in job interviews, practice effective human relation skills in business, handle telephone conversations with ease, and develop skills to communicate more effectively with customers and other employees verbally.

CABOT
Administrative
Assistant - A.S. Degree
Major

Use a variety of office procedures to perform such tasks as sorting mail, filing and processing documents; develop interpersonal skills to conduct and participate in job interviews, practice effective human relation skills in business, handle telephone conversations with ease, and develop skills to communicate more effectively with customers and other employees verbally.

Recall and understand basic computer terminology

Expected Outcome Performance: 70.0

MOA
Medical Front Office
Certificate

Acquire basic communication skills

Use appropriate computer programs to key basic documents and to navigate the Internet

MOA Medical Front Office A.S. Degree	Acquire basic communication skills Use appropriate computer programs to key basic documents and to navigate the Internet
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.
ACCTG Bookkeeping - A.S. Degree Major	Identify the standard elements on the Windows 7 desktop and demonstrate basic mouse operations; to understand basic computer terminologies, and become familiar with global information systems to be able to sign on to an account and use common utilities, including e-mail, Gopher, and Web browsers, and searching a variety of databases for information.
ACCTG Bookkeeping - Certificate	Identify the standard elements on the Windows 7 desktop and demonstrate basic mouse operations; to understand basic computer terminologies, and become familiar with global information systems to be able to sign on to an account and use common utilities, including e-mail, Gopher, and Web browsers, and searching a variety of databases for information.
CABOT General Office - A.S. Degree Major	Identify the standard elements on the Windows 7 desktop; to demonstrate basic mouse operations (pointing, clicking, double-clicking, dragging, and right-dragging); and to understand basic computer terminologies.
CABOT General Office - Certificate	Identify the standard elements on the Windows 7 desktop; to demonstrate basic mouse operations (pointing, clicking, double-clicking, dragging, and right-dragging); and to understand basic computer terminologies.
MOA Medical Front Office - Certificate	Learn the specialized medical terminologies needed to complete appropriate forms in preparing, maintaining/filing, and charting medical records including insurance claims. Use appropriate computer programs to key basic documents and to navigate the Internet.
MOA Medical Front Office - A.S. Degree Major	Learn the specialized medical terminologies needed to complete appropriate forms in preparing, maintaining/filing, and charting medical records including insurance claims. Use appropriate computer programs to key basic documents and to navigate the Internet.
CABOT Administrative Assistant - Certificate	The student will be able to use a variety of office procedures to perform such tasks as sorting mail, filing and processing documents; develop interpersonal skills to conduct and participate in job interviews, practice effective human relation skills in business, handle telephone conversations with ease, and develop skills to communicate more effectively with customers and other employees verbally.
CABOT Administrative Assistant - A.S. Degree Major	Use a variety of office procedures to perform such tasks as sorting mail, filing and processing documents; develop interpersonal skills to conduct and participate in job interviews, practice effective human relation skills in business, handle telephone conversations with ease, and develop skills to communicate more effectively with customers and other employees verbally.

Course Content

Lecture Content

Orientation and Introduction of Fundamentals **3 HOURS**

- Desktop features and components
- Opening, moving, sizing, minimizing, maximizing, restoring, and closing windows
- Windows onscreen Help

Fundamentals of Using Windows **3 HOURS**

- Perform basic clicking and scrolling operations
- Learn keyboard shortcuts
- Work with toolbars

Working on the Windows Desktop **3 HOURS**

- Launch application programs
- Create, name, and save simple documents
- Add and remove files, folders, and documents to the Desktop

File and Folder Management **3 HOURS**

- Flash drive: use and backup of files and folders
- Use of picture and music libraries
- Computer folder window and properties

Windows Explorer **4 HOURS**

- Find command for advanced searches for files and folders
- Using Quick View
- Recycle Bin: deleting and restoring files, shortcuts, and folders

World Wide Web **2 HOURS**

- Perform simple searches; view and print information
- Use Windows Support Online

Total Hours - 18