

Glendale College
Course Outline of Record Report
01/31/2025

CABOT209 : Advanced Windows

General Information

Author:	<ul style="list-style-type: none">Sophia Possidon
Course Code (CB01) :	CABOT209
Course Title (CB02) :	Advanced Windows
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) :	Clearly Occupational
Distance Education Approved:	No
Will this course be taught asynchronously?:	No
Course Control Number (CB00) :	CCC000330305
Curriculum Committee Approval Date:	Pending
Board of Trustees Approval Date:	Pending
Last Cyclical Review Date:	09/01/2020
Course Description and Course Note:	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. 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	54
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

Advisory

CABOT208 - Windows Basics

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.

OR

Advisory

STV80 - Microsoft Windows

Entry Standards

Entry Standards	Description
Identify the objects on the Microsoft Windows desktop;	CABOT 208

operate a mouse: point, click, double-click, drag, and right-drag	CABOT 208
open, minimize, maximize, and restore a window	CABOT 208
use onscreen Help	CABOT 208
use and understand Windows Explorer	CABOT 208
create, edit, save, and print a simple Word document	CABOT 208
use and understand basic computer terminology	CABOT 208
define fundamental windows terminology and concepts, and apply them to windows operations;	STV 80
use a mouse to select windows features and commands;	STV 80
arrange desktop icons;	STV 80
create, edit, format, and print simple files using the operating system's programs;	STV 80
perform file management.	STV 80

Course Limitations

Cross Listed or Equivalent Course	Description
No value	No value

Learning Outcomes and Objectives

Course Objectives

use a mouse to select windows features and commands

customize the computer using control panel;

create, edit, and print files

use the Taskbar to navigate through the files and programs on the Windows system;

SLOs

Demonstrate advanced file and document management techniques

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.

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.

Demonstrate the use of tools to perform maintenance on the computer and Windows system

Expected Outcome Performance: 70.0

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CABOT
Business Information
Worker (BIW) troubleshoot basic computer problems

Course Content

Lecture Content

Introduction and Review of Fundamentals **2 HOURS**

- Desktop features and components
- Opening, moving, sizing, minimizing, maximizing, restoring, and closing windows
- File management

Modifying the Desktop Work Environment **3 HOURS**

- 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

Customizing the Computer using Control Panel **4 HOURS**

- Adjust keyboard and cursor rates
- Adjust mouse buttons and pointer schemes and speeds
- Add and remove programs and accessibility features

Performing Simple Tasks and Creating Simple Documents **3 HOURS**

- Calculator
- Notepad, WordPad, and Word
- Paint and other Windows Accessories

Advanced File and Document Management **4 HOURS**

- 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

Demo and practicing assignments: MS office/applications and other features **1 HOUR**

Demo and practicing assignments: MS office/applications and other features **1 HOUR**

Total Hours - 18