April 2013

Deleted: January 2012

### **COURSE OUTLINE**

### Computer Applications & Business Office Technologies 209 Advanced Windows

### I. <u>Catalog Statement</u>

Computer Applications & Business Office Technologies 209 reviews the fundamental skills taught in Computer Applications & Business Office Technologies 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.

Total Lecture Units: 1.0 **Total Course Units: 1.0** 

Total Lecture Hours: 16.0

**Total Faculty Contact Hours: 16.0** 

Recommended Preparation: Computer Applications & Business Office Technologies 208 or equivalent.

### II. Course Entry Expectations

Skills expected: Reading 5; Writing 4; Listening/Speaking 5; Math 2.

## III. Course Exit Standards

Upon successful completion of the required coursework, the student will be able to:

- modify the Desktop work environment: change desktop appearance, add, remove, or change screensavers, wallpaper and patterns, the taskbar, desktop settings, icons, toolbars, folders and files, and desktop view;
- 2. customize the computer using control Panel;
- use advanced file and document management; create, find, move, copy, and delete files
  - and folders; use briefcase;
- 4. perform simple tasks using Windows accessories: Calculator, Notepad, Paint, Phone Dialer,
  - and WordPad (or Word).

v.

VI.

The following out of class assignments may be used in the course: reading;
 class assignments—written and hands-on computer activities;

•	Cours	se Com	Total Faculty Collact Ho	Jul 5 – 10	
	A.	Introd	uction and Review of Fundamentals	1 hours	
		1.	Desktop features and components		
		2.	Opening, moving, sizing, minimizing, maximizing, restoring, and		
			closing windows		
		3.	Basic file management and diskette handling		
	B.	Modifying the Desktop Work Environment		3 hours	
		1.	Change desktop appearance; wallpaper, background, and screensav	ers	
		2.	Work with icons, windows, and folders in Web, classic and default		
			custom style		
		3.	Work with toolbars; add, remove, and customize		
C.	C.	Custo	mizing the Computer using Control Panel	4 hours	
		1.	Adjust keyboard and cursor rates		
		2.	Adjust mouse buttons and pointer schemes and speeds		
		3.	Add and remove programs and accessibility features		
	D.	Performing Simple Tasks and Creating Simple Documents		3 hours	
		1.	Calculator		
		2.	Notepad, WordPad, and Word		
		3.	Paint, Phone Dialer, and other Windows Accessories		
I	E.	Advar	nced File and Document Management	4 hours	
		1.	Find command for advanced searches for files and folders		
		2.	Using Quick View		
		3.	Recycle Bin: deleting and restoring files, shortcuts, and folders		
	F.	Practi	cing assignments: Msoffice/applications and other features	1 hour	Deleted: Demo and p
	Meth	ods of T	nstruction		
		U CAD OI I			
			g methods of instruction may be used in the course:		
	1. 2.		e/demonstrationctive discussion		Deleted: L
	2. 3.		on activities and exercises		Deleted: I
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	Out o	f Class	Assignments		

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3. lab assignments.

# VII. Methods of Evaluation

The following methods of evaluation may be used in the course:

1. final examination: Written, application, and performance.

## VIII. Textbook

Shelly, *Microsoft Windows 7*. Current Edition
Cambridge; Course Technology, 2011.

10th Grade Textbook Reading Level. ISBN:978-111-1789-701.

## XI. Student Learning Outcome

- 1. modify the desktop work environment: add, remove, or change screensavers, wallpaper, icons, and patterns; modify the taskbar; and customize toolbars, folders, and desktop settings;
- 2. use advanced file and document management techniques to create, find, move, copy, and delete files and folders.