

CUYAMACA COLLEGE
COURSE OUTLINE OF RECORD

BUSINESS OFFICE TECHNOLOGY 119 – WINDOWS FOR THE INFORMATION WORKER

2 hours lecture, 2 units

Catalog Description

This course is designed for students who wish to learn the latest generation of Windows. Students will learn to use the Windows operating system efficiently to customize desktop settings, control desktop applications and online apps, create an online account to access email and the cloud, conduct sophisticated online searches, understand and avoid online threats, and manage drives, files and folders. In addition, students will learn the latest in the “universal” application.

Prerequisite

None

Recommended Preparation

“C” grade or higher or “Pass” in BOT 100 or equivalent, BOT 096 or equivalent or concurrent enrollment

Entrance Skills

Without the following skills, competencies and/or knowledge, students entering this course will be highly unlikely to succeed:

- 1) Demonstrate proper techniques when keyboarding.
- 2) Use a mouse or similar device efficiently.

Course Content

- 1) Windows Overview
 - a. Logging In
 - b. Windows Desktop
 - c. Using a Mouse
 - d. Passwords and Account Settings
 - e. Switching Users
 - f. The Start Menu
 - g. Live Tiles
 - h. Shutting Down
- 2) Starting and Controlling Apps
 - a. Controlling App Windows
 - b. Touch Controls
 - c. Taskbar
 - d. Action Center (Notifications)
 - e. Multitasking
- 3) Creating an Online Account
 - a. The Cloud
 - b. Microsoft Account
 - c. OneDrive and Online Apps
- 4) Working with Apps
 - a. App Commands

- b. Saving
 - c. The Work Area
 - d. Word Online
 - e. Editing Text
 - f. Cut, Copy, and Paste
- 5) Using Email
- a. Email anatomy
 - b. Outlook .com
 - c. Sending Messages
 - d. Receiving and Replying to Messages
 - e. Saving Emails
 - f. Email Safety
- 6) File Management
- a. Storage Media
 - b. File Explorer
 - c. Searching Files
- 7) Storing Files
- a. Creating Folders
 - b. Moving and Copying Folders and Files
 - c. Deleting and Restoring Folders and Files
 - d. OneDrive File Storage
- 8) Using the Internet
- a. World Wide Web
 - b. The Hub
- 9) Researching on the Internet
- a. Basic Web Search
 - b. Web Notes in Edge
 - c. Web Threats
- 10) Settings and Help
- a. Searching Windows and the Web
 - b. Cortana Digital Assistant
 - c. Using Settings
 - d. Controlling the Screen
 - e. Power Options
 - f. Windows Update
 - g. The App Store

Course Objectives

Students will be able to:

- 1) Access and apply customized Windows settings
- 2) Use Windows apps and desktop applications
- 3) Use the Action Center
- 4) Create an online account
- 5) Word process and edit text
- 6) Access the Internet and Cloud services
- 7) Create and manage files and folders
- 8) Send, receive, reply and forward emails and attachments
- 9) Identify Spam, Phishing and other email threats
- 10) Apply complicated search techniques
- 11) Navigate the web

- 12) User browser features
- 13) Use Cortana as a digital assistant
- 14) Identify printers and peripheral devices and modify settings
- 15) Use Windows help and security features

Method of Evaluation

A grading system will be established by the instructor and implemented uniformly. Grades will be based on demonstrated proficiency in subject matter determined by multiple measurements for evaluation, one of which must be essay exams, skills demonstration or, where appropriate, the symbol system.

- 1) Quizzes and exams that measure students' ability to:
 - a. Identify and explain the practical applications of the basic file management utilities (displaying, creating, editing, saving, retrieving, renaming, restoring, maintaining, protecting, copying, printing) in the Windows operating system.
 - b. Identify and explain the practical applications of the basic disk management utilities in the Windows operating system.
 - c. Use evaluation criteria established in tutorials to explain the practical applications of built-in features and shortcuts in the Windows operating system.
- 2) Practical exams that require students to demonstrate and apply file management (displaying, creating, editing, saving, retrieving, renaming, restoring, maintaining, protecting, copying, printing), applications and shortcuts in the Windows operating system.
- 3) Assignments that require students to use computer terminology to explain the built-in features and file management in the Windows environment.

Special Materials Required of Student

Access to Windows PC computer with Internet access and email capabilities. Appropriate electronic storage media

Minimum Instructional Facilities

Computer lab with appropriate software and Internet access.

Method of Instruction

- 1) One-on-one individual lecture and group lecture
- 2) Reading and discussion activities and directed individual projects
- 3) Individual assistance

Out-of-Class Assignments

Assigned textbook reading.

Texts and References

- 1) Required (representative example): Marshall, Greg, *Welcome to Computer Basics: Windows 10 and Office Online*, Labyrinth Learning, 2017.
- 2) Supplemental: None

Exit Skills

Students having successfully completed this course exit with the following skills, competencies and/or knowledge:

- 1) Define basic operating system concepts and terms.
- 2) Use the Windows operating system efficiently to maximize productivity.
- 3) Evaluate file organization and create appropriate folders for easy location of files.
- 4) Demonstrate basic file management (displaying, creating, editing, saving, retrieving, renaming, restoring, maintaining, protecting, copying and printing).
- 5) Use the Help and Security features effectively.
- 6) Utilize Windows applications efficiently.

7) Evaluate the appropriateness of customization and shortcuts.

Student Learning Outcomes

Upon successful completion of this course, students will be able to:

- 1) Create and maintain an online account to access email, the cloud, and other online apps.
- 2) Navigate, search, and secure the Internet and its settings.
- 3) Use Windows features to manage drives, files and folders, and to control information, productivity and utility apps for efficient and effective computer use.