# BC C011N: INTRODUCTION TO WINDOWS OPERATING SYSTEM (NONCREDIT)

| Item | Value |
| --- | --- |
| Curriculum Committee Approval Date | 03/15/2019 |
| Top Code | 051400 - Office Technology/Office Computer Applications |
| Units | 0 Total Units |
| Hours | 27 Total Hours (Lecture Hours 27) |
| Total Outside of Class Hours | 0 |
| Course Credit Status | Noncredit (N) |
| Material Fee | No |
| Basic Skills | Not Basic Skills (N) |
| Repeatable | Yes; Repeat Limit 99 |
| Grading Policy | P/NP/SP Non-Credit (D) |

## Course Description

This course provides an overview of the Windows operating system. Topics include opening and closing programs; editing; saving and storing files; working with folders, the interface, and Internet; performing customizations; and using multimedia, communications, security, cloud storage, and other related topics. This course is designed to assist students in developing technical skills needed to be successful in the business environment. This course is a noncredit course and may not be substituted or considered for equivalency with any credit course. This course may be used to partially fulfill the requirements for Customer Service Technology Level 1 Certificate of Completion (Noncredit). NOT DEGREE APPLICABLE. Not Transferable.

## Course Level Student Learning Outcome(s)

1. Based on a typical business scenario, use Microsoft Windows to organize, retrieve, and manipulate
2. digital data stored on a computer.

## Course Objectives

- 1. Start and log into Windows; navigate the desktop; and locate folders, documents, and applications.
- 2. Organize and personalize the Windows environment.
- 3. Create and edit documents, images, and multimedia while using widgets and applications.
- 4. Setup security features and use cloud storage.

## Lecture Content

Windows Basics Fun and Useful Programs Work with Files Work with Pictures Work with Songs and Videos Create Movies Customize Windows Share Your Computer Browse the Web Exchange E-mail Exchange Instant Message Work on a Network Optimize Computer Performance

## Method(s) of Instruction

- Enhanced NC Lect (NC1)
- Online Enhanced NC Lect (NC5)

## Instructional Techniques

A variety of instructional techniques will be employed to encompass different student learning styles. These may include, but are not limited to, lecture, discussion, projects, and small group activities. Instruction will be supplemented, where appropriate, by digital media presentations resources, guest speakers, and field trips.

## Reading Assignments

Students will complete reading assignments assigned from the textbook, supplemental readings, handouts, Internet resources, and any assignments from the Coastline Library.

## Writing Assignments

Weekly topic written responses and critiques.

## Out-of-class Assignments

Weekly projects demonstrating skills acquired and applied.

## Demonstration of Critical Thinking

Identifying and applying the appropriate software tool to solve simulated/real life situations.

## Required Writing, Problem Solving, Skills Demonstration

Students will perform mathematical and non-mathematical problem-solving by constructing formulas using Windows applets. (Reports, revisions, discussions and peer review critiques.)

## Eligible Disciplines

Office technologies (secretarial skills, office systems, word processing, ...: Any bachelors degree and two years of professional experience, or any associate degree and six years of professional experience.

## Textbooks Resources

1. Required Pogue, David. Windows 10: The Missing Manual, 2nd ed. 9781491981917: Ingram Publishing, 2018 Rationale: -

## Other Resources

1. Coastline Library