

# CBA G010N: INTRODUCTION TO COMPUTERS AND WINDOWS

- 15. Demonstrate how to resize, minimize, and move multiple application Windows.

Item	Value
Curriculum Committee Approval Date	11/01/2022
Top Code	051400 - Office Technology/Office Computer Applications
Units	0 Total Units
Hours	27 Total Hours (Lecture Hours 14; Lab Hours 13)
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

Formerly: CBA G145. This noncredit course provides students an introduction to computer hardware and software fundamentals of a computer system. In addition, terminology, file management and basic Windows features will be taught. Prior computer experience is not required. NOT DEGREE APPLICABLE. Not Transferable.

## Course Level Student Learning Outcome(s)

1. Course Outcomes
2. Identify external and internal hardware parts of a computer.
3. Use computers to create and save documents in different locations.
4. Create a folder system to save and retrieve files.
5. Use the taskbar and start menu to search and open applications.

## Course Objectives

- 1. Define terms related to hardware, software, and operation of a computer.
- 2. Name external hardware and internal components of a computer.
- 3. Demonstrate how to turn on and off and how to log in and log off an application.
- 4. Describe features from the current Windows operating system.
- 5. Explain the difference between operating system software and application software.
- 6. Practice how to search and open a software application.
- 7. Use software to create a document and save in different locations.
- 8. Locate and reopen files from different storage locations.
- 9. Create, move, rename, and delete files and folders.
- 10. Demonstrate how to view, arrange, and sort files in file explorer.
- 11. Identify the location of the taskbar and start menu in Windows.
- 12. Identify icons on the taskbar.
- 13. Store and transfer data from one device to another.
- 14. Create a list of tasks that can be done on a computer using specific software.

## Lecture Content

External and Internal Hardware Parts Monitor, keyboard, mouse, ports Keyboard and mouse operation basics Internal and external drives RAM and CPU basics Software System software versus application software Examples of application software Search and open a software application Resize and move multiple application windows Operate a Computer Start and shut down a computer Sign in and sign out of a computer Use cursor, pointer, icons Point, click, drag Navigate within Windows Save, Search and Manage Files File Explorer basics Save a document in different locations Search for a file Sort files Folder Management Create, rename, and delete folders Move folders Expand or collapse folders in navigation pane Save files in folder

## Lab Content

Operate a computer Start and shut down a computer Sign in and sign out of a computer Use cursor, pointer, icons Point, click, drag Navigate within Windows

## Method(s) of Instruction

- Enhanced NC Lect (NC1)
- Enhanced NC Lab (NC2)
- Online Enhanced NC Lect (NC5)
- Online Enhanced NC Lab (NC6)
- Live Online Enhanced NC Lect (NC9)
- Live Online Enhanced NC Lab (NCA)

## Reading Assignments

Assign readings from various websites, PowerPoints and handouts.

## Out-of-class Assignments

Practice activities on a computer outside of class hours, fill in the blank worksheets

## Demonstration of Critical Thinking

Students will identify and explain the various parts of a computer and how they work or interact with one another.

## Required Writing, Problem Solving, Skills Demonstration

Students will demonstrate how to use the different parts of a computer.

## Eligible Disciplines

Computer science: Masters degree in computer science or computer engineering OR bachelors degree in either of the above AND masters degree in mathematics, cybernetics, business administration, accounting or engineering OR bachelors degree in engineering AND masters degree in cybernetics, engineering mathematics, or business administration OR bachelors degree in mathematics AND masters degree in cybernetics, engineering mathematics, or business administration OR bachelors degree in any of the above AND a masters degree in information science, computer information systems, or information systems OR the equivalent. Note: Courses in the use of computer programs for application to a particular discipline may be classified, for the minimum qualification purposes, under the discipline of the application. Masters degree required. 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.

### **Other Resources**

1. GCFTGlobal website 2. Digital Literacy Assessment by Northstar