



COURSE OUTLINE
Palo Verde College
 One College Drive, Blythe, CA 92225
 (760) 921-5500

Latest Revision: 10/12/04

Board Approval: 10/26/04

1. Completed by the Course Initiator: Doretha Jones

Subject Area and Course Number: NBE 066		Course Title: Windows®			
New Course <input type="checkbox"/> Revised X Updated <input type="checkbox"/>		Static ID C06602	TOP Code 070300	Credit Status Request Non-Credit	
Classification Code I=Occupational Education		SAM Code D=Possibly occupational		Course prior to college level Y=Not applicable	
Noncredit category H=Courses for older adults		Meets a unique need: Yes X No <input type="checkbox"/>	Course duplicated: Yes <input type="checkbox"/> No X	Demand/Enrollment Potential: Yes X No <input type="checkbox"/>	
Transfer request C=Non-transferable		Articulation request: UC <input type="checkbox"/> CSU <input type="checkbox"/> CSU-GE <input type="checkbox"/> IGETC <input type="checkbox"/> CAN <input type="checkbox"/>			

2. Curriculum Committee Approval Date: 10/14/04

3. After Curriculum Committee approval, to be completed by the Office of Instruction:

TRANSFER APPROVAL STATUS	ARTICULATION APPROVAL STATUS					
		Not Requested	Date of Submission	Approval Pending	Approval Denied	Date Approved
Approval Pending	UC	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
	CSU	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
	CSU-GE	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
	IGETC	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
	CAN	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	

CATALOG DESCRIPTION:

This course is designed to teach students the basics of the Microsoft Windows 2000® Operating System. Students will learn through hands-on, self-paced instruction and additional teacher instruction.

UNITS: 0 HOURS: Lecture: 6 Laboratory: 12 Lecture/Lab: Clinic/Field:

ENTRY LEVEL SKILLS, PREREQUISITES, AND/OR COREQUISITES:

None

OBJECTIVES and LEARNING OUTCOMES:

Upon successful completion of the course the student will be able to:

1. Identify and operate the major components of a Desktop Computer
 2. Enter and exit the computer; start and shut down
 3. Identify and utilize the major components of Windows®
 - a. Windows Basics
 - b. Programs and Dialog Boxes
 - c. The Taskbar
 - d. The Menu Bar
 - e. The Standard Toolbar
 - f. The Formatting Toolbar
 - g. Creating and Deleting Folders
 - h. The Desktop
 - i. Finding Files
 - j. Use of Windows® Accessories
 - k. Printing and saving files
 - l. Windows® Explorer
 - m. Communicating with E-mail
 4. Take charge of and use the mouse and keyboard to select menu items
 5. Format and save to a disk
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COURSE OUTLINE AND SCOPE:

1. Outline of Topics:

1. Windows® Basics
2. Programs and Dialog Boxes
3. The Taskbar
4. Folder Windows
5. The Desktop
6. Windows® Explorer
7. Finding Files

2. Examples of Reading Assignments:

n/a

3. Examples of Writing Assignments:

n/a

4. Appropriate Assignments to be completed outside of class:

n/a

5. Appropriate Assignments that demonstrate critical thinking:

n/a

6. Other Assignments:

n/a

METHOD OF EVALUATION:

Students will complete non-graded tests for selected lessons in order to assess their progress.

METHOD OF INSTRUCTION:

1. Students will read textbook instruction and handouts
2. Exclusive hands-on exercises will be conducted
3. Each student will complete exercises on each subject covered in the lessons and exercises. Students will follow additional exercise instructions given by the teacher.

TEXTS, OTHER READINGS AND MATERIALS:

(List typical or required primary sources, texts, and other materials; or reference college bookstore computerized listings, etc.)

Textbooks: *Learning Microsoft Office 2000®*, by Margaret Brown, 1st Edition, DDC Publishing, New York, NY
Easy Microsoft Windows® Me, by Shelley O-Hara, Que Publishing, USA.
Professor's created handouts and other materials.

SIGNATURES:

COURSE INITIATOR: _____ DATE: _____

LIBRARY: _____ DATE: _____

CHAIR OF CURRICULUM COMMITTEE: _____ DATE: _____

SUPERINTENDENT/PRESIDENT: _____ DATE: _____