

# **COURSE SYLLABUS**

## **Window Basics**

**Winter/Spring 2010**

**INSTRUCTOR: Bill Evans**

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**PREREQUISITE(S): Successfully Demonstrated Knowledge and/or Successful  
Completion of the Following Course(s):  
Introduction to Computing**

**CLASS LOCATION: Coronado Center, Room 5**

### **A. COURSE DESCRIPTION**

This course is designed for beginners. It includes basic information about working in the Windows operating system. You will learn about the desktop, icons, start menu, tool bars, Quick Launch and application programs. You will practice mouse skills while learning to drag and drop, cut and paste and create, save, delete files and folders.

### **B. METHOD OF INSTRUCTION**

Lecture, discussion, question and answer, demonstration, hands-on computer use related to the course and student demonstration of course related tasks.

### **C. COURSE OBJECTIVES**

Objective 1: Students will successfully demonstrate an understanding of the Windows Operating System.

Objective 2: Students will successfully recognize, define and demonstrate use of desktop items, including, but not limited to, icons, the start menu, tool bars, Quick Launch and application programs.

Objective 3: Students will successfully demonstrate mouse skills, including, but not limited to, drag and drop, cut and paste, create, save and delete.