

# **COURSE SYLLABUS**

## **Windows Basic**

**Winter/Spring 2011**

**Instructor: Bill Evans**

**Instructor's Phone: 501-915-9618**

Prerequisite(s): Successfully Demonstrated Knowledge and/or Successful Completion of Introduction to Computers

Class Location: Coronado Center, Room 5

### **A. COURSE DESCRIPTION**

This course is designed for beginners. It includes basic information about working in Windows 7 and Windows Vista. You will learn about desktop, icons, start menu, tool bars, Quick Start, applications programs. You will practice mouse skills while learning to manipulating files by using the following techniques: Cut, copy and paste, save, delete files and folders.

### **B. METHODS OF INSTRUCTION**

Lecture, discussion, question and answer, demonstration. Emphasis will be placed on hands-on applications.

### **C. COURSE OBJECTIVES**

Objective 1. Student will demonstrate knowledge of XP, Vista and Windows Operating Systems (OS) and their uses. The student will be to identify the OS on his/he computer(S).

Objective 2. Student will successfully demonstrate an understanding of the start menu.

Objective 3. The student will demonstrate knowledge of the Start Menu and the functions contained therein. The student will be able to use the Search function and log off correctly.

Objectives 4. The student will successfully demonstrate skills in drag and drop , cut, copy, paste, delete, change icons using View function, add/delete files and folders.