

EASTERN ARIZONA COLLEGE

Beginning Microsoft Windows

Course Design
2017-2018

Course Information

Division	Business
Course Number	CMP 115A
Title	Beginning Microsoft Windows
Credits	0.5
Developed by	Matt Hatch/Revised by Ray Baxter
Lecture/Lab Ratio	0.5 Lecture/0 Lab
Transfer Status	Non-transferable
Activity Course	No
CIP Code	11.0100
Assessment Mode	Pre/Post Test (20 Questions/20 Points)
Semester Taught	Upon Request
GE Category	None
Separate Lab	No
Awareness Course	No
Intensive Writing Course	No

Prerequisites

None

Educational Value

This course is designed for those students who want to understand the features and benefits of using the Microsoft Windows 10 operating system.

Description

Students will become familiar with beginning level functions of the Windows 10 operating system.

Supplies

None

Competencies and Performance Standards

1. Work with desktop tools.

Learning objectives

What you will learn as you master the competency:

- a. Control elements on the Windows 10 screen using the mouse.
- b. Give commands to Windows 10 using the mouse and menus.
- c. Specify options and properties in dialog boxes.
- d. Move and size a window on the screen.

Performance Standards

Competence will be demonstrated:

- o in completion of Lesson Summary activities

Criteria - Performance will be satisfactory when:

- o learner controls elements on the Windows 10 screen using the mouse
- o learner gives commands to Windows 10 using the mouse and menus
- o learner specifies options and properties in dialog boxes
- o learner moves and sizes a window on the screen

2. Move around in Windows.

Learning objectives

What you will learn as you master the competency:

- a. Locate and start documents and programs stored on your computer, and on a flash drive.
- b. Activate and control apps and programs that are pinned to the taskbar.
- c. Look up topics and learn about Windows 10 using the online Help system.

Performance Standards

Competence will be demonstrated:

- o in completion of Lesson Summary activities

Criteria - Performance will be satisfactory when:

- o learner locates and starts documents and programs stored on the computer and on a flash drive
- o learner activates and controls apps and programs that are pinned to the taskbar
- o learner looks up topics and learns about Windows 10 using the online Help system

3. Customize Windows.

Learning objectives

What you will learn as you master the competency:

- a. Access frequently used programs by pinning them to the Start Screen and/or Taskbar.
- b. Create shortcuts to frequently used files and display these shortcuts as Desktop icons.
- c. Set the computer date and time.
- d. Customize Windows Start Screen to suit individual preferences.
- e. Configure the mouse to reflect individual work habits.

Performance Standards

Competence will be demonstrated:

- in completion of Lesson Summary activities.

Criteria - Performance will be satisfactory when:

- learner accesses frequently used programs by pinning them to the Start Screen and/or Taskbar
- learner creates shortcuts to frequently used files and displays these shortcuts as Desktop icons
- learner sets the computer date and time
- learner customizes Windows Start Screen to suit individual preferences
- learner configures the mouse to reflect individual work habits

4. Write with WordPad.

Learning objectives

What you will learn as you master the competency:

- a. Create text documents using the Windows WordPad app.
- b. Edit WordPad documents.
- c. Format WordPad documents.

Performance Standards

Competence will be demonstrated:

- in completion of Lesson Summary activities.

Criteria - Performance will be satisfactory when:

- learner creates text documents using the Windows WordPad app
- learner edits WordPad documents
- learner formats WordPad documents

5. Use File Explorer as a file manager.

Learning objectives

What you will learn as you master the competency:

- a. Organize the files and folders saved on the computer and an attached flash drive.
- b. Create and give a new folder a name.
- c. Move and/or copy files and folders between computer's hard drive and an attached flash drive.
- d. Delete files and folders from computer's hard drive and attached flash drive.

Performance Standards

Competence will be demonstrated:

- in completion of Lesson Summary activities

Criteria - Performance will be satisfactory when:

- learner organizes the files and folders saved on the computer and an attached flash drive
- learner creates and gives a new folder a name
- learner moves and/or copies files and folders between computer's hard drive and an attached flash drive

- o learner deletes files and folders from computer's hard drive and an attached flash drive

6. Use Windows-based programs.

Learning objectives

What you will learn as you master the competency:

- Locate and start Windows Accessories.
- Locate and start Windows-based programs.
- Switch among a variety of open programs.
- Share information between different programs.

Performance Standards

Competence will be demonstrated:

- o in completion of Lesson Summary activities

Criteria - Performance will be satisfactory when:

- o learner locates and starts Windows Accessories
- o learner locates and starts Windows-based programs
- o learner switches among a variety of open programs
- o learner shares information between different programs

7. Utilize Windows Mail, Calendar, and People apps.

Learning objectives

What you will learn as you master the competency:

- Add and manage one or more email accounts using Windows 10 mail.
- Add appointments to the Calendar app.
- Add names, addresses, telephone numbers, and other information to the People app.

Performance Standards

Competence will be demonstrated:

- o in completion of Lesson Summary activities

Criteria - Performance will be satisfactory when:

- o learner adds and manages one or more email accounts using Windows 10 mail
- o learner adds appointments to the Calendar app
- o learner adds names, addresses, telephone numbers, and other information to the People app

8. Make personalization changes to Windows 10.

Learning objectives

What you will learn as you master the competency:

- Make changes to the various Windows Settings including privacy, update scheduling, and Power & sleep to personalize the computer's operation.
- Create a Restore Point to undo system changes by reverting to a previous restore point.
- Create backup files using Windows 10 Backup options.

Performance Standards

Competence will be demonstrated:

- in completion of Lesson Summary activities

Criteria - Performance will be satisfactory when:

- learner makes changes to the various Windows Settings including privacy, update scheduling, and Power & sleep to personalize the computer's operation
- learner creates a Restore Point to undo system changes by reverting to a previous restore point
- learner creates backup files using Windows 10 Backup options

Types of Instruction

Classroom Presentation

Classroom Application

Grading Information**Grading Rationale**

100% of the grade is based on the Post-Test.

Grading Scale

A 90-100

B 80-89

C 70-79

D 60-69

Pass 70% or higher on Post-Test

Fail Less than 70% on Post-Test.