

EASTERN ARIZONA COLLEGE

Intermediate Microsoft Windows

Course Design
2011-2012

Course Information

Division	Business
Course Number	CMP 115B
Title	Intermediate Microsoft Windows
Credits	0.5
Developed by	Matt Hatch
Lecture/Lab Ratio	0.5 Lecture/0 Lab
Transfer Status	None
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 provides the individual with operational techniques of computer software which may be applied in the general education area. The course may apply as an elective credit in computer or office technology areas.

Description

Students will become familiar with intermediate level functions of Microsoft Windows, an operating system used for organizing and maintaining computers.

Supplies

Access to a personal computer.

Competencies and Performance Standards

1. Generate a file system.

Learning objectives

What you will learn as you master the competency:

- a. Review computer's filing system.
- b. Organize information to be placed in computer's filing system.
- c. Organize files on disks and in folders.
- d. Manage files and folders by moving them.

Performance Standards

Competence will be demonstrated:

- in completion of Lesson Summary activities.

Criteria - Performance will be satisfactory when:

- learner reviews computer's filing systems.
- learner organizes information to be placed in computer's filing system.
- learner organizes files on disks and in folders.
- learner manages files and folders by moving them.

2. Manage files and disks.

Learning objectives

What you will learn as you master the competency:

- a. Name files and folders.
- b. Copy files and folders.
- c. Delete unwanted files and folders.
- d. Format new floppy disks to prepare them for use.
- e. Back up files between different disks.

Performance Standards

Competence will be demonstrated:

- in completion of Lesson Summary activities.

Criteria - Performance will be satisfactory when:

- learner names files and folders.
- learner copies files and folders.
- learner deletes unwanted files and folders.
- learner formats new floppy disks to prepare them for use.
- learner backs up files between different disks.

3. Locate files.

Learning objectives

What you will learn as you master the competency:

- a. Find document and program files stored throughout computer system.
- b. Start programs and open document files.
- c. Review the contents of document files with Quick View.

- d. Start programs and open document files from Quick View.

Performance Standards

Competence will be demonstrated:

- in completion of Lesson Summary activities.

Criteria - Performance will be satisfactory when:

- learner finds document and program files stored throughout computer system.
- learner starts programs and opens document files.
- learner reviews the contents of document files with Quick View.
- learner starts programs and opens document files from Quick View.

Types of Instruction

Classroom Presentation

Classroom Application

Grading Instructions

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/Fail

Pass Greater than 70% on Post Test

Fail Less than 70% on Post Test