I. OVERVIEW
The following information will appear in the 2010 - 2011 catalog

OFADM 353 Introduction to Computers and Windows 1 Unit

Recommended for Success: Before enrolling in this course, students are strongly advised to have the ability to keyboard by touch.

Basic introduction to computers and the Windows operating environment. Explains components of a computer system and provides hands-on training using a personal computer. Intended for students new to using personal computers and the Windows environment.

Two maximum completions.
Field trips are not required. (A-F Only) Lecture /Lab

II. LEARNING CONTEXT
Given the following learning context, the student who satisfactorily completes this course should be able to achieve the goals specified in Section III, Desired Learning:

A. COURSE CONTENT

1. Required Content:

   a. Introduction and Orientation.
      i. Introduction to computer and Windows operating environment.
      ii. Presentation of basic computer terminology.

   b. Introduction to Windows environment.
      i. Introduction to basic features of Windows.
         a. Exploration of Windows screen parts.
         b. Introduction to various Windows features.
         c. Data storage and retrieval.

   c. Application
      i. Reinforcement and application exercises.
         a. Reinforcement in the use of Windows operating environment through the use of hands-on exercises.
         b. Real world case studies and learning experiences.

Second completion will include current versions of industry-standard software. As software is updated, major changes in functions, features, and interface occur.
2. **Required Lab Content:**

   a. Introduction and Orientation.
      i. Introduction to computer and Windows operating environment.
      ii. Presentation of basic computer terminology.

   b. Introduction to Windows environment.
      i. Introduction to basic features of Windows.
         a. Exploration of Windows screen parts.
         b. Introduction to various Windows features.
         c. Data storage and retrieval.

   c. Application.
      i. Reinforcement and application exercises.
         a. Reinforcement in the use of Windows operating environment through the use of hands-on exercises.
         b. Real world case studies and learning experiences.

B. **ENROLLMENT RESTRICTIONS**

1. **Advisories**

   Before enrolling in this course, students are strongly advised to have the ability to keyboard by touch.

2. **Requisite Skills**

   *Before entering the course, the student will be able to:*

   a. Demonstrate the ability to keyboard.

C. **HOURS AND UNITS**

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<td>TERM HOURS</td>
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<td>Lect</td>
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D. **METHODS OF INSTRUCTION (TYPICAL)**

   *Instructors of the course might conduct the course using the following method:*

   1. Individualized instruction of unit material.
   2. Assigned study of units/lesson topics.
3. Guided practice utilizing text problems and software.
4. Utilization of Windows Vista operating system to provide requested outcome.

E. ASSIGNMENTS (TYPICAL)

1. **EVIDENCE OF APPROPRIATE WORKLOAD FOR COURSE UNITS**
   *Time spent on coursework in addition to hours of instruction (lecture hours)*
   a. Study for weekly quizzes
   b. Daily reading of course material
   c. Weekly completion of concepts review at the end of each unit
   d. Daily completion of unit assignments

2. **EVIDENCE OF CRITICAL THINKING**
   *Assignments require the appropriate level of critical thinking*
   a. Given a situation student is required to apply basic principles and procedures to manage and customize files and folders to produce needed results.
   b. Given an employer request, student will analyze and decide what procedures will be necessary to navigate the Windows Vista operating environment to achieve requested results.

F. **TEXTS AND OTHER READINGS (TYPICAL)**


III. **DESIRED LEARNING**

A. **COURSE GOAL**
   *As a result of satisfactory completion of this course, the student should be prepared to:*

   navigate the Windows Vista operating environment with the ability to manage and customize files and folders, as well as, customize Windows Vista for personal needs and preferences.

B. **STUDENT LEARNING GOALS**
   *Mastery of the following learning goals will enable the student to achieve the overall course goal.*

1. **Required Learning Goals**
   *Upon satisfactory completion of this course, the student will be able to:*

   a. Identify the components of a computer system.
   b. Describe input, processing, and output devices of the computer.
   c. Differentiate between hardware and software.
   d. Define a GUI (Graphical User Interface).
   e. Identify the different parts of a window.
   f. Explain differing components of the Windows environment.
   g. Explain the functions of conventions used in file and disk management.
h. Explain the concept of multi-tasking.

i. Define Object Linking and Embedding.

j. Explain file and disk management.

k. Explain how to move, copy, and delete files and file contents.

l. Explain how to examine the properties of the computer system.

2. **Lab Learning Goals**

*Upon satisfactory completion of the lab portion of this course, the student will be able to:*

a. Demonstrate how to change characteristics of the printed data.

b. Demonstrate the ability to create and use Windows shortcuts.

c. Demonstrate saving and retrieving files on computer system or storage device.

d. Demonstrate ability to print data from Windows programs.

e. Demonstrate ability to work with and copy data between multiple programs.

f. Demonstrate the ability to use Windows programs.

g. Demonstrate copying, moving, deleting, and renaming files.

h. Demonstrate the use of the Windows help feature.

i. Demonstrate how to organize the computer desktop.

j. Demonstrate how to close and move a window.

k. Demonstrate the use of switching between tasks in Windows.

l. Demonstrate the use of proper mouse techniques.

m. Demonstrate turning on a computer and proceeding to the operating environment.

n. SECOND COMPLETION

o. Demonstrate use of additional features in various software.

### IV. METHODS OF ASSESSMENT (TYPICAL)

**A. FORMATIVE ASSESSMENT**

1. Homework assignments

2. Quizzes

3. Exams

**B. SUMMATIVE ASSESSMENT**

1. Comprehensive exam