

**College of San Mateo**  
**Official Course Outline**

1. **COURSE ID:** BUSW 105    **TITLE:** Introduction to Microcomputers  
**Semester Units/Hours:** 1.5 units; a minimum of 24.0 lecture hours/semester  
**Method of Grading:** Grade Option (Letter Grade or P/NP)  
**Recommended Preparation:**  
    Eligibility for ENGL 838 or 848.  
    BUS. 315,
2. **COURSE DESIGNATION:**  
**Degree Credit**  
**Transfer credit:** CSU  
**AA/AS Degree Requirements:**  
    CSM - GENERAL EDUCATION REQUIREMENTS: E5d. Career Exploration and Self-Development
3. **COURSE DESCRIPTIONS:**  
**Catalog Description:**  
    Introduction to Microcomputers. Covers equipment, operating systems and Windows software applications including word processing, spreadsheet and business presentations.
4. **STUDENT LEARNING OUTCOME(S) (SLO'S):**  
    Upon successful completion of this course, a student will meet the following outcomes:
  1. describe what is meant by a microcomputer system and its basic operations.
  2. differentiate between system and application software.
  3. demonstrate functions and concepts of DOS and Windows platforms.
  4. perform basic tasks such as creating, editing, saving and printing in word processing, electronic spreadsheets and business presentations applications
5. **SPECIFIC INSTRUCTIONAL OBJECTIVES:**  
    Upon successful completion of this course, a student will be able to:
  1. describe what is meant by a microcomputer system and its basic operations.
  2. differentiate between system and application software.
  3. demonstrate functions and concepts of Windows platform.
  4. perform basic tasks such as creating, editing, saving and printing in word processing, electronic spreadsheets and business presentations applications
6. **COURSE CONTENT:**  
**Lecture Content:**
  1. Configuration of personal computers
  2. Operating systems (Windows) and their functions
  3. Word processing software application
  4. Spreadsheet software application
  5. Business presentations application
7. **REPRESENTATIVE METHODS OF INSTRUCTION:**  
    Typical methods of instruction may include:
  1. Other (Specify): a. Students will be required to read each chapter A.before class to prepare for in-lab exercises. b. Instructor will lecture using computer overhead demonstrations to present and illustrate each feature of each chapter. c. Instructor will lead guided exercises so that students can practice each feature of the chapter. d. Students will work independently on textbook exercises that are both specifically and generally directed. e. Students will be required to print and hand in or email selected exercises to the instructor. f. Students will have access to the computer labs during open lab hours to work on any homework projects.
8. **REPRESENTATIVE ASSIGNMENTS**  
    Representative assignments in this course may include, but are not limited to the following:  
**Reading Assignments:**  
    Students will be required to read each chapter before class.

**9. REPRESENTATIVE METHODS OF EVALUATION**

Representative methods of evaluation may include:

1. Selected student exercises will be evaluated by the instructor and assigned percentage point values for completeness, correctness and timeliness.

**10. REPRESENTATIVE TEXT(S):**

Other:

1. MS Office Applications Bundle (Windows, Word, Excel, Power Point) Course Technology: 2010

**Origination Date:** August 2010

**Curriculum Committee Approval Date:** November 2012

**Effective Term:** Fall 2013

**Course Originator:** Patricia Brannock

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