

College of San Mateo
Official Course Outline

1. **COURSE ID:** BUSW 114 **TITLE:** Windows Fundamentals I
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.
 BUSW 105,
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:
 Topics include hardware needs, relationship between versions of Windows, customizing Windows, networking capabilities, desktop concepts and organization, OLE, accessory applications, file search and management, updating, maintenance and security.
4. **STUDENT LEARNING OUTCOME(S) (SLO'S):**
 Upon successful completion of this course, a student will meet the following outcomes:
 1. explain the computer hardware components needed for Windows and how they are accessed through graphical user interfaces (GUI).
 2. relate Windows Operating System to other versions of Windows.
 3. use Windows Accessories applications and manage the files.
 4. customize Windows
 5. explore the Windows program as well as organize and manage the Windows desktop.
 6. update, maintain and secure computer.
5. **SPECIFIC INSTRUCTIONAL OBJECTIVES:**
 Upon successful completion of this course, a student will be able to:
 1. explain the computer hardware components needed for Windows and how they are accessed through graphical user interfaces (GUI).
 2. relate Windows Operating System to other versions of Windows.
 3. customize Windows
 4. explore the Windows program as well as organize and manage the Windows desktop.
 5. use Windows Accessories applications and manage the files
 6. update, maintain and secure computer
6. **COURSE CONTENT:**
Lecture Content:
 1. Orientation to Windows
 2. Upgrading Windows from previous versions
 3. Organizing Files
 4. Customizing Windows
 5. Searching Files and Date
 6. Object Linking and Embedding (OLE)
 7. Exploring the Network
 8. Use Windows accessories and manage files
 9. Update, maintain and secure computer
7. **REPRESENTATIVE METHODS OF INSTRUCTION:**
 Typical methods of instruction may include:
 1. Other (Specify): a. Students will be required to read each chapter 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):

Possible textbooks include:

1. Parson, Oja, Rufallo. *MS Windows 7 New Perspectives*, ed. Cengage Learning, 2011

Origination Date: August 2010

Curriculum Committee Approval Date: November 2012

Effective Term: Fall 2013

Course Originator: Patricia Brannock

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