

College of San Mateo
Official Course Outline

1. **COURSE ID:** BUSW 115 **TITLE:** Windows Fundamentals II
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:
 BUSW 114,
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:
 Covers review of basic Windows features. Also covers organizing files; personalizing your Windows environment; protecting your computer; maintaining hardware and software; improving computer's performance; connecting computers to the internet; exploring additional Windows tools.
4. **STUDENT LEARNING OUTCOME(S) (SLO'S):**
 Upon successful completion of this course, a student will meet the following outcomes:
 1. Organize their computer files.
 2. Personalize their Windows environment.
 3. Protect their computers.
 4. Maintain their hardware and software.
 5. Improve their computer's performance.
 6. Explain additional Windows tools.
5. **SPECIFIC INSTRUCTIONAL OBJECTIVES:**
 Upon successful completion of this course, a student will be able to:
 1. Organize their computer files.
 2. Personalize their Windows environment.
 3. Protect their computers.
 4. Maintain their hardware and software.
 5. Improve their computer's performance
 6. Explain additional Windows tools.
6. **COURSE CONTENT:**
Lecture Content:
 1. Organizing Your Files
 2. Personalizing Your Windows Environment
 3. Protecting Your Computer
 4. Maintaining Hardware and Software
 5. Improving Your Computer's Performance
 6. Connecting Computers to the Internet
 7. Exploring Additional Windows Tools
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. Parsons, Oja, Ruffolo. *Microsoft 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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