

# College of San Mateo

## Course Outline

- New Course  
 Update/No change  
 Course Revision (Minor)  
 Course Revision (Major)

Date: 09-14-09

Department: BUSW

Number: 105

Course Title: Introduction to Microcomputers Units: 1.5

Total Semester Hours Lecture: 24 Lab: Homework: 48 By Arrangement:

Length of Course

- Semester-long  
 Short course (Number of weeks 8 wks)  
 Open entry/Open exit

Grading

- Letter  
 Pass/No Pass  
 Grade Option (letter or Pass/No Pass)

Faculty Load Credit (To be completed by Division Office; show calculations.):  $3 \times 8 / 16 = 1.5$  FLC

1. Prerequisite (Attach Enrollment Limitation Validation Form.)

2. Corequisite (Attach Enrollment Limitation Validation Form.)

3. Recommended Preparation (Attach Enrollment Validation Form.)

BUS. 315 or equivalent; Eligibility for ENGL 838/848

4. Catalog Description (Include prerequisites/corequisites/recommended preparation.)

(1.5) *Minimum of 24 lecture hours per term. Recommended Preparation: BUS. 315 or equivalent; eligibility for English 838/848.* Introduction to Microcomputers. Covers equipment, operating systems and Windows software applications including word processing, spreadsheet and business presentations. (To increase competency, may be taken twice for a maximum of 3 units.) (CSU)

5. Class Schedule Description (Include prerequisites/corequisites/recommended preparation.)

Introduction to microcomputers. Covers equipment, operating systems and Windows software applications including Microsoft Word, Excel and Power Point. Instructor will discuss portable storage media at first meeting. A materials fee is payable upon registration. **Recommended Preparation: BUS. 315 or equivalent; eligibility for ENGL 838/848.** Pass/No Pass grading. (May be taken twice for a maximum of 3 units.) (CSU)

6. Student Learning Outcomes (Identify 1-6 expected learner outcomes using active verbs.)

- Upon completion of the course, the student will be able to
- describe what is meant by a microcomputer system and its basic operations.
  - differentiate between system and application software.
  - demonstrate functions and concepts of DOS and Windows platforms.
  - perform basic tasks such as creating, editing, saving and printing in word processing, electronic spreadsheets and business presentations applications

7. **Course Objectives** (Identify specific teaching objectives detailing course content and activities. *For some courses, the course objectives will be the same as the student learning outcomes. If this is the case, please simply indicate this in this section).*

Same as SLOs

8. **Course Content** (Brief but complete topical outline of the course that includes major subject areas [1-2 pages]. Should reflect all course objectives listed above. In addition, you may attach a sample course syllabus with a timeline.)

- a. Configuration of personal computers
- b. Operating systems (DOS and Windows) and their functions
- c. Word processing software application
- d. Spreadsheet software application
- e. Business presentations application

9. **Representative Instructional Methods** (Describe instructor-initiated teaching strategies that will assist students in meeting course objectives. Include examples of out-of-class assignments, required reading and writing assignments, and methods for teaching critical thinking skills.) **If hours by arrangement are required by this course, indicate the additional instructional activity which will be provided during this time, where the activity will take place, and how the activity will be supervised.**

- 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.

10. **Representative Methods of Evaluation** (Describe measurement of student progress toward course objectives. Courses with required writing component and/or problem-solving emphasis must reflect critical thinking component. If skills class, then applied skills.)

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

11. **Representative Text Materials** (With few exceptions, texts need to be current. Include publication dates.)

MS Office Applications Bundle/Course Technology: 2008

Prepared by:

\_\_\_\_\_  
(Signature)

Email address:

[brannock@smccd.edu](mailto:brannock@smccd.edu)

Submission Date:

09-17-09