College of San Mateo
Course Outline

☐ New Course
☐ Update/No change
☒ Course Revision (Minor)
☐ Course Revision (Major)

Date: 09-14-09

Department: BUSW   **Number:** 114

Course Title: Windows Fundamentals I   **Units:** 1.5

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

Length of Course

☐ Semester-long

☒ Short course (Number of weeks 8wks)

☐ 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 x 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.)
      BUSW 105 or equivalent, eligibility for ENGL 838/848

4.   **Catalog Description** (Include prerequisites/corequisites/recommended preparation.)
      (1.5) *(Pass/No Pass or letter grade option.) Minimum of 24 lecture hours per term.
      Recommended Preparation: BUSW 105 or equivalent; eligibility for ENGL 838/848.* Introduction
      to Microsoft Windows. 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. .
      A materials fee in the amount shown in the Schedule of Classes is payable upon registration.
        (To increase competency, may be taken twice for a maximum of 3 units.) (AA: Area E5d, CSU)

5.   **Class Schedule Description** (Include prerequisites/corequisites/recommended preparation.)
      Introduction to Microsoft Windows. 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. Instructor will discuss portable storage media at first class meeting. A materials
      fee is payable upon registration. **Recommended Preparation:** BUSW 105 or equivalent;
      eligibility for ENGL 838/848.   (May be taken twice for a maximum of 3 units.) (Pass/No Pass or
       letter grade option.) (AA: Area E5d, 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
      a.   explain the computer hardware components needed for Windows and how they are
             accessed through graphical user interfaces (GUI).
      b.   relate Windows Operating System to other versions of Windows.
      c.   customize Windows
      d.   explore the Windows program as well as organize and manage the Windows desktop.
      e.   use Windows Accessories applications and manage the files

f.   update, maintain and secure computer

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.   Orientation to Windows
   b.   Upgrading Windows from previous versions
   c.   Organizing Files
   d.   Customizing Windows
   e.   Searching Files and Date
   f.   Object Linking and Embedding (OLE)
   g.   Exploring the Network
   h.   Use Windows accessories and manage files
   i.   Update, maintain and secure computer

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 Windows Vista New Perspectives Comprehensive - Thomson, Course Tech. Publishers,2008

Prepared by: _____
      (Signature)

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