College of San Mateo
Course Outline

☐ New Course
☐ Update/No change
☒ Course Revision (Minor)
☐ Course Revision (Major)   Date: 11/17/11

Department: BUSW   **Number:** 115

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

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

Length of Course   **Grading**

   ☐ Semester-long   ☐ Letter

   ☒ Short course (Number of weeks <u>8</u>)   ☐ Pass/No Pass

   ☐ Open entry/Open exit   ☒ 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

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1.   **Prerequisite** (Attach Enrollment Limitation Validation Form.)

2.   **Corequisite** (Attach Enrollment Limitation Validation Form.)

3.   **Recommended Preparation** (Attach Enrollment Validation Form.)
     BUSW 114 or equivalent

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 114 or equivalent. 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. A materials fee in the amount
     shown in the Schedule of Classes is payable upon registration. (To increase compentency, may
     be taken twice for a maximum of 3 units.) (AA: Area E5d) (CSU)

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

     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 Instructor will discuss portable storage media at first class meeting. A materials
     fee is payable upon registration. **Recommended Preparation:** BUSW 114 or equivalent. 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 successful completion of the course, students will be able to
     a.   organize their computer files;
     b.   personalize their Windows environment;
     c.   protect their computers;
     d.   maintain their hardware and software;
     e.   improve their computer's performance;
     f.   connect their computer to the Internet ;
     g.   explain additional Windows tools

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.   Class orientation and review of the following basic Windows features.
  1) Hardware and software needs and usage;
  2) Upgrading Windows from previous versions;
  3) Organizing Files;
  4) Customizing Windows;
  5) Searching Files and Data;
  6) Object Linking and Embedding (OLE);
  7) Exploring the Network;
  8) Use Windows accessories and manage files;
  9) Update, maintain and secure computer.
b.   Organizing Your Files
c.   Personalizing Your Windows Environment
d.   Protecting Your Computer
e.   Maintaining Hardware and Software
f.   Improving Your Computer's Performance
g.   Connecting Computers to the Internet
h.   Exploring Additional Windows Vista Tools

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.)

Microsoft Windows 7 Comprehensive, Cengage: Parsons, Oja, Ruffolo, 2010

Prepared by: _____ ; Email address: brannock@smccd.edu
                              (Signature)
Rev. Submission Date: Post 1/26/12 COI meeting