

College of San Mateo
Official Course Outline

1. **COURSE ID:** BUSW 117 **TITLE:** Windows Fundamentals
Units: 3.0 units **Hours/Semester:** 48.0-54.0 Lecture hours; and 96.0-108.0 Homework hours
Method of Grading: Grade Option (Letter Grade or Pass/No Pass)
Recommended Preparation:
 Eligibility for ENGL 838 or ENGL 848 or ESL 400.

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:
 This course acquaints students with the proper procedures to manage and organize document storage options for coursework, professional purposes, and personal use. Topics include hardware needs, relationship between versions of Windows, customizing Windows, network capabilities, desktop concepts and organization, OLE, accessory applications file search and management, and 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. Demonstrate how to maintain personal computer system using system maintenance and monitoring tools.
 2. Organize, find, and search files and folders using file explorer.
 3. Customize the Windows environment for individual productivity.

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 files.
 6. Update, maintain, and secure a computer.

6. **COURSE CONTENT:**
Lecture Content:
 1. Orient student to Windows environment
 2. Upgrade grade Windows from previous versions
 3. Organize files
 4. Customize Windows
 5. Search files and data
 6. Object link and embed (OLE)
 7. Explore the network
 8. Use Windows accessories and manage files
 9. Update, maintain, and secure computer
 10. Personalize the Windows environment
 11. Protect a personal computer
 12. Improve a computer's performance
 13. Connect computers to the Internet
 14. Explore additional Windows tools

7. **REPRESENTATIVE METHODS OF INSTRUCTION:**
 Typical methods of instruction may include:
 - A. Lecture

- B. Individualized Instruction
- C. Other (Specify): Typical daily online assignments include reading of chapter sections, working on homework computer assignments, and individualized instruction, where needed.

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 beginning every chapter's online homework assignments.

Other Outside Assignments:

Students will be required to submit online all required computer textbook exercises that are both specifically and generally directed.

9. REPRESENTATIVE METHODS OF EVALUATION

Representative methods of evaluation may include:

- A. Exams/Tests
- B. Homework
- C. Quizzes
- D. 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:

- A. Freund and Schmeider. *Microsoft Windows 10 Comprehensive*, ed. Cengage Learning, 2017
- B. Parson, Oja, and Ruffolo. *New Perspectives Microsoft Windows 10*, ed. Cengage Learning, 2017

Origination Date: October 2018

Curriculum Committee Approval Date: November 2018

Effective Term: Fall 2019

Course Originator: Janice Willis