

# BUTTE COLLEGE

## COURSE OUTLINE

### I. CATALOG DESCRIPTION

**BCIS 84 - Basics of Computers**

**1 Unit(s)**

**Prerequisite(s):** NONE

**Recommended Prep:** Ability to key 20 wpm

**Transfer Status:** CSU

12.5 hours Lecture

12.5 hours Lab

This course provides students who have limited personal computer experience with the basic technology skills needed to customize the Windows operating system user interface; manage files, folders, disks, and drives; operate basic Windows programs; and use basic search features of the Internet Explorer browser to locate information. The focus of this course is on preparing those students who are pursuing careers in business environments.

### II. OBJECTIVES

Upon successful completion of this course, the student will be able to:

- A. Define and describe basic terms and concepts used in the Windows Operating System, Windows Explorer, Internet Explorer, and e-mail programs.
- B. Apply the basic features in the Windows Operating System to customize the user interface;
- C. Manage file, folder, disk, and drive storage using Windows Explorer;
- D. Operate the basic programs installed on the Windows Operating System; and
- E. Effectively use basic search features of the Internet Explorer browser to locate information.

### III. COURSE CONTENT

#### A. Unit Titles/Suggested Time Schedule

##### Lecture

<u>Topics</u>	<u>Hours</u>
1. Windows Operating System Features	2.50
2. Windows Explorer File Management	3.00
3. Windows Operating System Programs	2.50
4. Internet Explorer Search Features	2.50
5. Basics of E-mail features	2.00
Total Hours	12.50

##### Lab

<u>Topics</u>	<u>Hours</u>
1. Windows Operating System Features	2.50
2. Windows Explorer File Management	3.00
3. Windows Operating System Programs	2.50
4. Internet Explorer Search Features	2.50
5. Basics of E-mail Features	2.00
Total Hours	12.50

#### **IV. METHODS OF INSTRUCTION**

- A. Lecture
- B. Instructor Demonstrations
- C. Collaborative Group Work
- D. Class Activities
- E. Homework: Students are required to complete two hours of outside-of-class homework for each hour of lecture
- F. Discussion

#### **V. METHODS OF EVALUATION**

- A. Exams/Tests
- B. Projects
- C. Homework
- D. Lab Projects
- E. Performance Examinations

#### **VI. EXAMPLES OF ASSIGNMENTS**

##### **A. Reading Assignments**

1. Conduct online research to locate three relevant articles regarding the last three versions of the Windows Operating System. Once located, read articles, compile information, and use the word processing program discussed in class to write a one- to two-page report summarizing the three articles and cite sources using The Gregg Reference Manual: A Manual of Style, Grammar, Usage, and Formatting.
2. Read the chapter on the features of the Windows Operating System. At the end of the chapter, read the questions covering the material. Create a new document using the word processing program discussed in class and name your document with a meaningful name and save the file to your USB drive. Create a bold and centered title; then key in the answers to each question. Use the word processing Numbering feature to apply numbering to each answer.

##### **B. Writing Assignments**

1. Using the word processing program discussed in class, create a new document named with a meaningful name, and saved on your USB drive. Please include the following information: 1) write a Technology Autobiography describing your computer experiences up to this point; and 2) explain why you decided to take this course; and what you expect to learn.
2. After the completion of each textbook chapter, select a minimum of three stated objectives that are listed at the beginning of the chapter and write an Objective Analysis for each. Each Objective Analysis should include the following: 1) Selected objectives; and 2) Written discussion (one or more paragraphs for each objective) of whether you feel that you have met the objective once the material has been covered. If you feel you have not met the objective, then please include reason(s) why.

##### **C. Out-of-Class Assignments**

1. After the class lecture on the Windows Operating System Features, complete the end-of-unit exercises. Exercises will need to be completed using a personal computer with Windows Operating System installed. Once these have been completed, use the online learning management system to submit the files that have been saved. Remember, it is very important to follow directions and name each file correctly.
2. After completing the end-of-unit exercises covering the Windows Operating System Features, log on to the online learning management system for this course and complete the 1-hour, open-book, 25-question, multiple choice concepts check. After completing and submitting the concepts check, your results, which includes the multiple choice questions

that were answered incorrectly, will appear on the screen. You are allowed a second attempt in order to improve your score.

## VII. **RECOMMENDED MATERIALS OF INSTRUCTION**

Textbooks:

A. Johnson, S.. Microsoft® Windows® 8: Illustrated Introductory. 1st Edition. Cengage, 2013.

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