



BCIS 84 - Basics of Computers

Catalog Description

Transfer Status: CSU

Unit(s): 1.00

Lecture: 8.50 Contact hours/17.00 Out of class hours/25.50 Total hours/0.50 Unit(s)

Lab: 25.50 Contact hours/0.00 Out of class hours/25.50 Total hours/0.50 Unit(s)

Total: 34.00 Contact hours/17.00 Out of class hours/51.00 Total hours/1.00 Unit(s)

Course Description: This course provides students who have limited personal computer experience with the basic technology skills needed to send business-appropriate emails; manage files and folders; and use basic search features of internet browsers to locate information and create and manage personal logins following established security practices. The focus of this course is on preparing those students who are pursuing careers in business environments.

Objectives

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

- 1. Define and describe basic terms and concepts used in the Windows Operating System, File Explorer, internet browsers, and e-mail programs.
2. Apply the basic features in the Windows Operating System.
3. Manage file, folder, disk, and drive storage using File Explorer.
4. Effectively use basic search features of internet browser to locate information.

Course Content

Topic Titles / Suggested Time Topic

Lecture

Table with 2 columns: Topics, Lec Hrs. Rows include Windows Operating System Features (1.50), Windows Explorer File Management (2.50), Operating System Programs (1.50), Internet Search Features (1.50), Basics of E-mail features (1.50), and Total Hours: 8.50.

Lab

Table with 2 columns: Topics, Lab Hrs. Rows include Windows Operating System Features (5.00), Windows Explorer File Management (6.00), Operating System Programs (5.00), Internet Search Features (5.00), Basics of E-mail Features (4.50), and Total Hours: 25.50.

Methods of Instruction

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

Methods of Evaluation

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

Examples of Assignments

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.
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 a secure location. 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.

Writing Assignments

1. Using the word processing program discussed in class, create a new document with a meaningful name, and save to a secure location. Please include the following information in a 1-2 page document: 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.

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. Results will appear on the screen. You are allowed a second attempt in order to improve your score.

Recommended Materials of Instruction

Marshall, Greg. (2023). Welcome to Computer Basics: Windows 11 Edition. *Labyrinth Learning, 1st.* 978-1-64061-522-9.

Minimum Qualifications

Computer Science (Masters Required)
Office Technologies

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