

**CUYAMACA COLLEGE**  
**COURSE OUTLINE OF RECORD**

**BUSINESS OFFICE TECHNOLOGY 096 – COMPUTER BASICS FOR THE OFFICE**

.5 hour lecture, 1.5 hours laboratory, 1 unit

**Catalog Description**

Students with little or no computer experience will be provided with the basic information and skills needed to operate a computer efficiently in an office environment. Includes an overview of the components of a computer system hardware and software, proficiency in using a mouse, storing information, using the Internet, and purchasing and maintaining a computer. Recommended that students complete a basic keyboarding course prior to enrolling in this course. **Pass/No Pass only. Non-degree applicable.**

**Prerequisite**

None

**Recommended Preparation**

“C” grade or higher or “Pass” in BOT 100 or equivalent

**Entrance Skills**

Without the following skills, competencies and/or knowledge, students entering this course will be highly unlikely to succeed:

- 1) Demonstrate proper techniques when keyboarding.
- 2) Demonstrate keyboard input of at least 20 wpm unless a physical disability limits speed.

**Course Content**

- 1) Components of a system unit
- 2) Input, output and storage devices
- 3) Formatting and caring for disks
- 4) Operating systems and utility programs
- 5) Application software
- 6) The World Wide Web
- 7) Purchasing and maintaining a computer

**Course Objectives**

Students will be able to:

- 1) Identify input, output and storage devices in a computer system and demonstrate their practical applications for minimizing file storage and maximizing efficiency in the standard office environment.
- 2) Use a mouse or similar device to perform basic computer tasks such as selecting menus by pointing, clicking, double-clicking and dragging.
- 3) Use methods demonstrated in tutorials to properly format and care for computer disks.
- 4) Use techniques established in tutorials to properly download a file from the hard drive.
- 5) Identify common types of application software and their purposes for completing basic office tasks.
- 6) Demonstrate how to use the Internet for common tasks such as searching, accessing and downloading information.
- 7) Identify the basic features of the Windows operating system and demonstrate its practical applications in the use of file management and utility programs.

- 8) Evaluate and explain the benefits of commonly used computer operating systems and utilities for practical office applications.
- 9) Identify the factors involved in selecting an appropriate computer system and evaluate its practicality for the office environment based on criteria established in tutorials.
- 10) Identify and demonstrate maintenance techniques to keep the computer running properly.

### **Method of Evaluation**

A grading system will be established by the instructor and implemented uniformly. Grades will be based on demonstrated proficiency in subject matter determined by multiple measurements for evaluation, one of which must be essay exams, skills demonstration or, where appropriate, the symbol system.

- 1) Quizzes and exams that measure students' ability to:
  - a. Identify and use the basic features of a standard computer system (mouse, operating system, applications software, input, output, storage devices, and the Internet) and explain their practical applications.
  - b. Use evaluation criteria established in class to explain how to select and maintain a computer system.
- 2) Tutorials that require students to download files and demonstrate proficient use of input, output and storage devices in a computer system.
- 3) Assignments that require students to use computer terminology to explain how the basic features of a standard computer system (mouse, operating system, applications software, input, output, storage devices, and the Internet) can be used to perform standard office tasks.
- 4) Practical exams that require students to demonstrate the use of basic computer system features (mouse, operating system, applications software, input, output, storage devices, and the Internet) to perform standard office tasks.

### **Special Materials Required of Student**

Electronic storage media

### **Minimum Instructional Facilities**

Computer lab with Internet access, appropriate software

### **Method of Instruction**

- 1) One-on-one individualized lecture or group lecture
- 2) Self-paced reading and lab projects
- 3) Individual assistance

### **Out-of-Class Assignments**

Assigned textbook reading

### **Texts and References**

- 1) Required (representative example): Gordon, et al. *Our Digital World*. 4th edition. Paradigm, 2016.
- 2) Supplemental: None

### **Exit Skills**

Students having successfully completed this course exit with the following skills, competencies and/or knowledge:

- 1) Identify input, output and storage devices in a computer system.
- 2) Use a mouse or similar device efficiently.
- 3) Identify common storage devices.
- 4) Format and care for computer disks.
- 5) Identify common types of software and their purposes.
- 6) Use the Internet for common tasks.
- 7) Identify the basic features of the Windows operating system.

- 8) Evaluate the benefits of commonly used computer operating systems and utilities.
- 9) Evaluate the factors involved in selecting an appropriate computer system.
- 10) Identify maintenance techniques to keep a computer running properly.

**Student Learning Outcomes**

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

- 1) Identify input, output and storage devices in a computer system and demonstrate their practical applications for minimizing file storage and maximizing efficiency in the standard office environment.
- 2) Demonstrate how to use the Internet for common tasks such as searching, accessing and downloading information.
- 3) Identify the basic features of the Windows operating system and demonstrate its practical applications in the use of file management and utility programs.