

COURSE NAME: ZBUS 115 BASIC COMPUTERS**COURSE DESCRIPTION** (*Detailed Syllabus is released upon registration*)

Students will learn the basics of computers. Upon completion of this course students will be able to: 1) explain how computers function and the uses of properties and control panel especially in windows environment, 2) describe booting and shut down including user id and password administration, 3) discuss how to manage files and folders, how to copy and move file, search for missing files, and 4) outline a basic understanding of Microsoft tools including Snipping Tool, Paint program, Calculator, WordPad; and be able to explain how to select computer appearance and personalization .

PREREQUISITES

None

REQUIRED RESOURCE PURCHASES

Textbook's name, author's name, and the ISBN will be released to the students upon registration. .

Software and additional resources, including author's name and the ISBN will be released to the students upon registration.

ADDITIONAL MATERIALS FOR LEARNING

- A. Access to a printer or printing shop such as FedEx Kinko's
- B. Access to high speed Internet and a reliable computer
- C. E-mail account that will be checked daily

COURSE GRADING AND POLICIES

- D. Points from: Lessons, Assignments, Tests, Classroom Discussion, and Course Portfolio are factors in grade point calculation.
- E. A = 90% – 100%, B = 80% – 89%, C = 70% – 79%, D = 60% – 69%, F = 59% and Below.
- F. Late Assignment Policy:
If unable to complete assignments or tests on time, please contact your instructor before the due dates. Assignments or tests submitted after the due date without appropriate excuse and pre-approval will receive a zero score.

AWARD UPON COMPLETION

The student will receive a diploma upon completion of the program.