



COURSE OUTLINE
Palo Verde College
 One College Drive, Blythe, CA 92225
 (760) 921-5500

Latest Revision: 11-10-04

Board Approval: 11/23/04

1. Course Information. Course Initiator: RHONDA ENTWISTLE

Subject Area and Course Number: NBE 082		Course Title: COMPUTER MAINTENANCE®			
New Course <input type="checkbox"/>	Revised <input checked="" type="checkbox"/>	Updated <input type="checkbox"/>	Static ID C08297	TOP Code 0701.00	Credit Status Request Noncredit
Classification Code I=Occupational Education		SAM Code D=Possibly occupational			Course prior to college level Y=Not applicable
Noncredit category I=Short-term vocational		Meets a unique need: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Course duplicated: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Demand/Enrollment Potential: Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	
Transfer request C=Non-transferable		Articulation request: UC <input type="checkbox"/> CSU <input type="checkbox"/> CSU-GE <input type="checkbox"/> IGETC <input type="checkbox"/> CAN <input type="checkbox"/>			

2. Some or all aspects of this course may be delivered in a Distance Education mode: Yes No
 If checked yes, all questions pertaining to Distance Education must be answered.

3. This course has laboratory or clinic/field hours: Yes No
 If checked yes, this outline must include a list of laboratory or clinic/field activities or topics.

4. This course has prerequisites, co-requisites, or advisories: Yes No
 If checked yes, please complete a [Prerequisite Justification Form](#).

5. Curriculum Committee Approval Date: 11/10/04

6. After Curriculum Committee approval, the following is to be completed by the Office of Instruction:

TRANSFER APPROVAL STATUS	ARTICULATION APPROVAL STATUS				
	Not Requested	Date of Submission	Approval Pending	Approval Denied	Date Approved
Approval Pending					
UC	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
CSU	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
CSU-GE	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
IGETC	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	
CAN	<input type="checkbox"/>		<input type="checkbox"/>	<input type="checkbox"/>	

CATALOG DESCRIPTION:

This course provides general information on preventative and minor maintenance which can be done by the average computer owner. Coverage includes the computer and peripheral equipment such as printers. Primary emphasis will be on IBM and compatible equipment, but the training is applicable to all brands of computers. A combination of lecture and hands-on experience is used. This course is repeatable.

UNITS:

FACE TO FACE: **Hours Per Week: Lecture: 6 Laboratory: 12 Clinic/Field:**

DISTANCE EDUCATION:

ENTRY LEVEL SKILLS, PRE-REQUISITES, CO-REQUISITES AND ADVISORIES:

None

OBJECTIVES and LEARNING OUTCOMES:

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

1. Provide minor maintenance to include cleaning, adjustments and replacement of minor parts.
 2. Install peripheral equipment such as keyboards, mouse, printers, etc.
 3. Troubleshoot using the tools provided in the Windows OS.
 4. Conduct software maintenance.
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COURSE OUTLINE AND SCOPE:

1. Outline of Topics or Content:

- A. .IBM and compatible software/hardware maintenance procedures
- B. Maintenance procedures as applicable to all brands and makes of computers.
- C. General troubleshooting using the tools provided in the Windows OS.

2. If a course contains laboratory or clinic/field hours, list activities or topics:

Students will practice on lab computers.

3. Examples of Reading Assignments:

Various printouts covering objectives.

4. Examples of Writing Assignments:

N/A

5. Appropriate Assignments to be completed outside of class:

Students may practice on their own computers at home.

6. Appropriate Assignments that demonstrate critical thinking:

N/A

7. Other Assignments:

All assignments will be a lecture and hands-on practice experience.

8. Indicate any assignments that are unique to the Distance Education mode of delivery:

N/A

METHOD OF EVALUATION—FACE TO FACE:

Student Attendance and Participation.

METHOD OF EVALUATION—DISTANCE EDUCATION:

N/A

METHOD OF INSTRUCTION—FACE TO FACE:

Lecture/Demonstration

METHOD OF INSTRUCTION—DISTANCE EDUCATION:

N/A

REPRESENTATIVE TEXTBOOKS, AND OTHER READING AND STUDY MATERIALS:

This section shall include author(s), title, and current publication date of all representative materials.

Teacher prepared materials.

SIGNATURES:

COURSE INITIATOR: _____ **DATE:** _____

LIBRARY: _____ **DATE:** _____

CHAIR OF CURRICULUM COMMITTEE: _____ **DATE:** _____

SUPERINTENDENT/PRESIDENT: _____ **DATE:** _____