

CIS 117

SECTION 1. SUBMISSION INFORMATION

SECTION II. SIGNATURES

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Form Revised 2/7/2002

CIS 117

For help screens press F1.

Course and title will automatically appear above upon saving or previewing

This course covers the use of an operating system with a graphical user interface to maintain, troubleshoot, repair, and customize a microcomputer system. Respect for the rights of others and proper security measures are also discussed. Windows XP is currently used in the course. The course includes content previously included in CIS 116 and CIS 117.

B. MAJOR INSTRUCTIONAL UNITS A major instructional unit is a grouping of topics that naturally relate to one another. Add additional numbers as needed. (This section is unprotected so that you can cut and paste from other documents.)

- 1.
- 2.
- 3.

WASHTENAW COMMUNITY COLLEGE
COURSE-SYLLABUS APPROVAL FORM (CSAF)

SECTION I. COURSE SUBMISSION INFORMATION

1. Course: Discipline/No: <u>CIS 117</u> Title: <u>Windows Operating System (Windows 2000 Professional)</u>					
Division Code: <u>BUS</u> Department Code: <u>CISD</u> Effective Term: <u>Fall 2001</u> ☐ Do not publish in Time Schedule ☐ Do not publish in College Catalog					
2. Type of Approval: ☒ Full Approval ☐ Conditional Approval ☐ This proposal previously received conditional approval for the Term: _____	3. Reason for Submission: This Course is being submitted for: (check all that apply) ☐ New Course Approval ☐ Five-year Syllabus Review ☐ No changes to course ☐ Major Change(s) ☒ Minor Change(s) ☐ Reactivation of Inactive Course ☐ Inactivation				
4. Change Information: <table style="width: 100%;"> <tr> <th style="text-align: left;">Minor Changes</th> <th style="text-align: left;">Major Changes</th> </tr> <tr> <td style="vertical-align: top;"> ☐ Course Discipline/Number (was _____) ☒ Course Title (was <u>Windows Operating System (Windows 95)</u>) ☒ Course Description ☐ Capacity (was: _____) ☐ Pre or Corequisites ☐ Course Objectives ☐ Distribution of Contact Hours (contact hours were: lect: _____ lab _____ clin _____ exp _____) ☐ Distance Learning - minor ☐ Other _____ </td> <td style="vertical-align: top;"> ☐ Credit hours (credits were: _____) ☐ Core Elements: (Elements to be added: _____) (Elements to be removed: _____) ☐ Grading ☐ Course Objectives affecting core elements ☐ Total Contact Hours (total contact hours were: _____) ☐ Honors ☐ Distance Learning - major ☐ Other _____ </td> </tr> </table>		Minor Changes	Major Changes	☐ Course Discipline/Number (was _____) ☒ Course Title (was <u>Windows Operating System (Windows 95)</u>) ☒ Course Description ☐ Capacity (was: _____) ☐ Pre or Corequisites ☐ Course Objectives ☐ Distribution of Contact Hours (contact hours were: lect: _____ lab _____ clin _____ exp _____) ☐ Distance Learning - minor ☐ Other _____	☐ Credit hours (credits were: _____) ☐ Core Elements: (Elements to be added: _____) (Elements to be removed: _____) ☐ Grading ☐ Course Objectives affecting core elements ☐ Total Contact Hours (total contact hours were: _____) ☐ Honors ☐ Distance Learning - major ☐ Other _____
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5. Rationale for changes: The course title and description are being updated to reflect the migration to Windows 2000 Professional desktop OS product line.					

SECTION II. COURSE REVIEW INFORMATION AND SIGNATURES

1. Department Review Will significant new resources be required? ☐ yes ☒ no (If yes, explain _____) Have departments that may be affected by this course been consulted? ☐ yes ☒ no (Explain <u>Non affected</u> _____) Does the department support approval of this course? ☒ yes ☐ no Print: <u>Melanie G. Smith</u> Faculty/Preparer Signature: <u>[Signature]</u> Date: <u>5-12-2001</u> Print: <u>Melanie G. Smith</u> Department Chair Signature: <u>[Signature]</u> Date: <u>5-16-2001</u>	
2. Division Review Will significant new resources be required? ☒ yes ☐ no (If yes, have they been secured? ☒ yes ☐ no) Is this a curricular priority for your division? ☒ yes ☐ no (Comment _____) What is your estimate of projected enrollment? <u>140 - 150</u> Recommendation ☒ Yes ☐ No Division Dean's Signature: <u>[Signature]</u> Date: <u>5-16-01</u>	
3. Curriculum Committee Review Recommendation ☐ Yes ☐ No Curriculum Committee Chair's Signature: _____ Date: _____	
4. Vice President for Instruction and Student Services Approval Approval ☒ Yes ☐ No Vice President's Signature: <u>[Signature]</u> Date: <u>5-18-01</u>	
Log File <u>5/17/01 JW</u> ACS Code <u>125</u> Catalog File Date <u>5/17/01</u> Access Date <u>5/17/01 JW</u> Core Elements Approved _____ New Syllabus Date _____	

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SECTION III. COURSE SYLLABUS**A. COURSE DETAILS**

1. Course Discipline & No.: <u>CIS 117</u>		2. Course Title: <u>Windows Operating System (Windows 2000 Professional)</u>	
3. Course Description: This course teaches the use of the operating system with a graphical user interface to maintain, troubleshoot, and repair, and customize, a microcomputer system. The use of the older MSDOS operating system will be covered. Respect for the rights of others and proper security measures will be discussed. Windows 2000 Professional is currently used in the course.			
4. Credit Hours: <u>2</u> If Variable credit, Give Range: _____ to _____ If repeatable for credit, how many times? _____		5. Class Capacity: <u>24</u>	
6. Course Options: ☐ Distance learning ☐ Honors ☐ P/NP Grading			
7. Contact Hours per Semester in: Lecture: <u>2</u> Lab: _____ Clinical: _____ Experiential: _____ Total Contact Hrs: <u>2</u>		8. Prerequisite(s): <u>None</u>	
9. Corequisite(s): _____			
10. a. Course Purpose: ☐ Program Specialty ☒ Program Support ☐ Nonprogram Specialty ☐ Transfer ☒ Enrichment ☒ Basic Skills		b. Is this course a requirement for a program? ☒ Yes <u>Computer System Technology</u> <u>Microcomputer Systems Support</u> ☐ No	
c. Indicate schools to which you want Curriculum Services to send syllabus: ☐ EMU ☐ UM ☐ Other _____			

B. MAJOR INSTRUCTIONAL UNITS

1. Introduction to the components of a microcomputer.
2. Basic functions of the graphical user interface.
3. Adding OS components and using help.
4. Viewing files and folders.
5. Finding files and folders.
6. Working with a physical view of the disk structure.
7. Managing files.
8. Organizing your disk.
9. Customizing your system.
10. Operating system accessory programs.
11. Sharing and exchanging data between programs.
12. File and system maintenance.
13. Windows at the command level (MSDOS)

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For help screens, select a field and press F1

SECTION I. COURSE SUBMISSION INFORMATION

1. Course: (For an existing course enter the existing discipline, number, and title. For a new course enter the proposed number & title.) Discipline/No: <u>CIS 117</u> Title: <u>Windows Operating System (Windows 95)</u>				
Division Code: <u>BUS</u> Department Code: <u>CIS</u> Requested Start Term: <u>Fall 2000</u>				
2. Type of Approval: (applies to both new courses and changes) ☒ Full Approval ☐ Conditional Approval ☐ This proposal has received conditional approval previously. Term Offered: _____	3. Reason for Submission: This Course is being submitted for: (check all that apply) ☐ New Course Approval (Skip the rest of Section I and go directly to Section II.) ☐ Five-year Syllabus Review ☐ No changes to course ☒ Major Change(s) ☐ Minor Change(s) (If not due for review, submit sections I, II, and revised parts of Section III.) ☐ Reactivation of Inactive Course ☐ Termination (Submit Sections I and II only.)			
4. Change Information: (Check all that apply. Make proposed changes in Section III, Course Syllabus.) <table style="width: 100%;"> <tr> <td style="width: 50%; vertical-align: top;"> Minor Changes ☐ Course Discipline/Number ☐ Course Title ☐ Course Description ☐ Capacity (capacity was: _____) ☐ Pre or Corequisites within Department ☐ Course Objectives (minor changes) ☐ Distribution of Contact Hours (contact hours were: lect: _____ lab: _____ clin: _____ exp: _____) ☐ Distance Learning - minor (Attach Preliminary Approval Form for Distance Learning & the Section Handout.) ☐ Other </td> <td style="width: 50%; vertical-align: top;"> Major Changes (Major changes will be reviewed by Curriculum Committee.) ☒ Credit hours (credits were: <u>1</u>) ☐ Core Element Approval ☐ first time ☐ add additional elements ☐ Core Element Removal (Elements to be removed _____) ☐ Grading ☐ Pre or Corequisites outside Department ☐ Course Objectives (major changes) ☐ Total Contact Hours (total contact hours were: _____) ☐ Honors (Complete Part G of Section III, Honors Addendum.) ☐ Distance Learning - major (Attach Preliminary Approval Form for Distance Learning & the Student Handout for the Distance Section.) ☒ Other CIS 116 and CIS 117 are being combined into CIS 117 </td> </tr> </table>			Minor Changes ☐ Course Discipline/Number ☐ Course Title ☐ Course Description ☐ Capacity (capacity was: _____) ☐ Pre or Corequisites within Department ☐ Course Objectives (minor changes) ☐ Distribution of Contact Hours (contact hours were: lect: _____ lab: _____ clin: _____ exp: _____) ☐ Distance Learning - minor (Attach Preliminary Approval Form for Distance Learning & the Section Handout.) ☐ Other	Major Changes (Major changes will be reviewed by Curriculum Committee.) ☒ Credit hours (credits were: <u>1</u>) ☐ Core Element Approval ☐ first time ☐ add additional elements ☐ Core Element Removal (Elements to be removed _____) ☐ Grading ☐ Pre or Corequisites outside Department ☐ Course Objectives (major changes) ☐ Total Contact Hours (total contact hours were: _____) ☐ Honors (Complete Part G of Section III, Honors Addendum.) ☐ Distance Learning - major (Attach Preliminary Approval Form for Distance Learning & the Student Handout for the Distance Section.) ☒ Other CIS 116 and CIS 117 are being combined into CIS 117
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5. Rationale for changes: Two courses are being combined into one. There are no other changes.				

SECTION II. COURSE REVIEW INFORMATION AND SIGNATURES

1. Department Review (To be completed by department chair; if recommendation is no, initial and return to preparer with rationale attached.) Will additional resources be required? ☐ yes ☒ no (If yes, explain _____) Have departments which may be affected by this course been consulted? ☒ yes ☐ no (Explain _____) Does the department support approval of this course? ☒ yes ☐ no Print: <u>Roland L. Meade</u> Signature: <u>Roland L. Meade</u> Date: <u>4/5/2000</u> Faculty/Preparer Print: <u>Roland L. Meade</u> Signature: <u>Roland L. Meade</u> Date: <u>4/5/2000</u> Department Chair			
2. Division Review (To be completed by division dean; if recommendation is no, initial and return with rationale attached.) If additional resources are needed, have they been secured? ☐ yes ☐ no ☒ No new resources are needed. Is this a curricular priority for your division? ☒ yes ☐ no (Comment _____) What is your estimate of projected enrollment? _____ Recommendation ☒ Yes ☐ No <u>Bella H. Jansen</u> Date: <u>4/10/2000</u> Division Dean's Signature			
3. Curriculum Committee Review (Attach additional comments if necessary.) Recommendation ☒ Yes ☐ No <u>M. Swartz</u> Date: <u>4/24/00</u> Curriculum Committee Chair's Signature			
4. Vice President for Instruction and Student Services Approval (Attach additional comments if necessary.) Recommendation ☒ Yes ☐ No <u>W. J. Althaus</u> Date: <u>4/27/00</u> Vice President's Signature			
Data File	ACS Code	Catalog File Date	CIF File Date
<u>5/11/00</u>	<u>127</u>	<u>5/11/00</u>	<u>6/2/00</u>
Core Elements Approved <u>7/9/11/00</u>		New Syllabus Date <u>4/5/00</u>	

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CIS 117

SECTION III. COURSE SYLLABUS

A. COURSE DETAILS

For help screens, select a field and press F1.

1. Course Discipline & No.: <u>CIS 117</u>	2. Course Title: <u>Windows Operating System (Windows 95)</u>	
3. Course Description: This course teaches the use of the operating system with a graphical user interface to maintain, troubleshoot and repair, and customize, a microcomputer system. The use of the older MSDOS operating system will be covered. Respect for the rights of others and proper security measures will be discussed. Windows 95 is currently used in the course. <i>This course includes content from CIS 116, which has been discontinued.</i>		
4. Credit Hours: <u>2</u> If Variable credit, Give Range: _____ to _____ If repeatable for credit, how many times? _____	5. Class Capacity: <u>24</u> (If nonstandard, attach Class Capacity Exception form.)	6. Course Options: ☐ Distance learning (Attach preliminary distance approval form and Section Handout.) ☐ Honors (Complete Part G.) ☐ P/NP Grading (Attach rationale.)
7. Contact Hours per Semester in: Lecture: <u>30</u> Lab: _____ Clinical: _____ Experiential: _____ Total Contact Hrs: <u>30</u>	8. Prerequisite(s): <u>None</u>	9. Corequisite(s): (limit to 2) _____ _____
10. a. Course Purpose: ☐ Program Specialty ☒ Program Support ☐ Nonprogram Specialty ☐ Transfer ☒ Enrichment ☒ Basic Skills	b. Is this course a requirement for a program? ☒ Yes (specify the program(s) below) <u>Computer System Technology</u> <u>Microcomputer Systems Support</u> ☐ No	c. Indicate schools to which you want Curriculum Services to send syllabus: (If transfer is approved, attach documentation.) ☐ EMU ☐ UofM ☐ Other _____

B. MAJOR INSTRUCTIONAL UNITS A major instructional unit is a grouping of topics which naturally relate to one another. List in order the major instructional units. Add additional numbers as needed.

MAJOR INSTRUCTIONAL UNITS:

1. Introduction to the components of a microcomputer system.
2. Basic functions of the graphical user interface.
3. Adding OS components and using help.
4. Viewing files and folders.
5. Finding files and folders
6. Working with a physical view of the disk structure.
7. Managing files.
8. Organizing your disk
9. Customizing your system
10. Operating system accessory programs
11. Sharing and exchanging data between programs
12. File and system maintenance
13. Windows at the command level (MSDOS)

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C. CORE ELEMENT INFORMATION

1. Core Element Submission Information: (Please check all that apply)

- ☒ This course has been previously approved for core elements. List approved core elements: 7, 9, 11, 12
- ☐ Please review this course for core elements marked in part 2 below.
- ☐ This course does not meet any core elements. Explain _____ (Go to SECTION D)

2. Proposed Core Element(s): (Mark the boxes of only the elements to be reviewed at this time. For detailed information on the criteria for determining whether a course meets a core element, refer to the Core Element Annotations in the Curriculum Manual.)

- | | |
|--|--|
| ☐ 1. To read and listen in a critical and perceptive way; to speak in an organized, clear, and effective manner. | ☐ 14. To be aware of the nature and variety of the human experience through the methods and applications of the humanities |
| ☐ 2. To use information sources and information gathering techniques; to cite sources when producing written communications. | ☐ 15. To understand the basic principles of scientific inquiry. |
| ☐ 3. To develop, organize, and express thoughts in writing using standard English. | ☐ 16. To have a knowledge of basic human biological principles, including those related to wellness. |
| ☐ 4. To apply basic mathematics through the level of elementary algebra. | ☐ 17. To understand the basic principles of the natural sciences, and their relationship to the environment. |
| ☐ 5. To represent and solve problems using mathematical techniques. | ☐ 18. To understand the basic principles and applications of technology. |
| ☐ 6. To interpret elementary descriptive statistics. | ☐ 19. To understand the principle of integrating technological elements into systems. |
| ☒ 7. To comprehend and use concepts and ideas. | ☐ 20. To understand the relationship of technology to individuals, society, and the environment. |
| ☐ 8. To develop, express, test, and evaluate ideas. | ☐ 21. To understand the methods and applications of the social sciences in exploring the dynamics of human behavior. |
| ☒ 9. To analyze problems, develop solutions, and evaluate results in a clear, logical, and consistent manner. | ☐ 22. To understand those principles and values, including individual rights and civic responsibilities, which maintain and enhance democracy and freedom in a pluralistic society. |
| ☐ 10. To distinguish between fact and opinion; to recognize biases and fallacies in reasoning. | ☐ 23. To have a working knowledge of the history, structure, and function of American social, political, and economic institutions. |
| ☒ 11. To use computer systems to achieve professional, educational, and personal objectives. | ☐ 24. To be aware of the contemporary global community, especially its geographical, cultural, economic, and historical dimensions. |
| ☒ 12. To apply the protocols of computer use and respect the legal and other rights of individuals or organizations. | |
| ☐ 13. To be aware of the artistic experience in personal and cultural enrichment, growth, and communication. | |

DIRECTIONS: Each core element marked above must be included in the appropriate core element boxes next to the course objectives in SECTION D which directly support that core element.

3. Courses That Partially Satisfy A Core Element In Combination With Other Courses:

- ☐ If this course is part of a combination of courses that together meet a core element, mark this box. The courses must all be submitted and reviewed together for core element approval.

Other course(s) required _____

Dean's Comments:

Curriculum Committee's Comments:

Vice President's Comments:

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D. INSTRUCTIONAL OBJECTIVES AND CORE ELEMENTS SUPPORTED

DIRECTIONS: (These Units should match those listed in Section B.) Use student outcome based language. (Example: The student will develop and support a thesis in an essay.) If the objective is being used to directly support a core element, write the core element number in the box to the right. If needed, additional information on how the core element is to be met and/or assessed for accomplishment can be included under the objective. If desired you may add a section of "overall course objectives" which are not associated with a specific unit. This may be particularly helpful for addressing core elements.

Upon completion of this course the student will be able to...

1. Organizing your disk
..use the operating system utilities to manage and organize program and data files on a disk. 11
2. Customizing your system
..use the Control Panel and system utilities to customize the desktop on a microcomputer system with a graphical user interface. 7, 9
11
3. Operating system accessory programs
..use the operating system accessory programs to perform calculations and create text files. 11
4. Sharing and exchanging data between programs
..use the operating system to share and exchange data between programs. 7, 9

..determine if it is legal and ethical to copy a given software package or system. 12
5. File and system maintenance
..use the disk utilities of the operating system to maintain and repair files and the computer system. 7, 9,
11
6. Windows at the command level (MSDOS)
..use the MSDOS operating system commands to perform selected functions. 7, 11

..use, when appropriate, the MSDOS component of Windows, including controlling the boot process. 7, 9,
11
7. Introduction to the components of a microcomputer system.
..identify, start, operate, and properly shutdown the hardware and software components of a personal computer system. 11
8. Basic functions of the graphical user interface.

..define the various screen objects and explain their function. 11

..use a graphical user interface (GUI) to manipulate screen objects to operate and maintain the computer system, and interpret the error messages resulting from an incorrect command to correct the problem. 7, 9,
11

..describe the hierarchical structure of disks, as displayed in Windows My Computer, and use the GUI to select drives and folders to accomplish assigned tasks on the computer. 7, 9,
11

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..use the format command to prepare various types of disks for use on the computer.

7, 9, 11

..determine if it is legal and ethical to copy a given software package or system.

7, 9, 11, 12

9. Adding OS components and using help.

.. add Windows components to the operating system.

7, 9 11, 12

..use help screens to solve problems and install software.

7, 9, 11, 12

10. Viewing files and folders.

..use a hierarchical view of a disk structure, as displayed in My Computer, to work with and organize files and folders.

7

11. Finding files and folders

..use the Find command to find and use files and folders.

7, 9, 11

12. Working with a physical view of the disk structure.

..use a physical view of the hierarchical structure of a disk, as displayed in Windows Explorer, to work with and organize files and folders.

7, 9, 11

13. Managing files.

..list and manage files on a disk using by using appropriate commands to create and remove folders and to copy, move, rename, and delete files.

7, 9, 11

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E. INSTRUCTIONAL METHODS AND EVALUATION

1. Instructional Methods: (Check the appropriate boxes and describe as needed.)

- | | |
|--|--|
| ☒ Lecture/Discussion _____ | ☐ Seminar _____ |
| ☐ Clinical Instruction _____ | ☐ Team Assignments _____ |
| ☐ Self-Paced Learning _____ | ☐ Telecourse _____ |
| ☐ Internet Instruction _____ | ☐ Video Seminar _____ |
| ☐ Field Trips _____ | ☒ Laboratory Assignments _____ |
| ☐ On-Site Work Experience _____ | ☐ Interactive TV _____ |
| ☐ Computer Simulations _____ | ☐ Other _____ |

2. Evaluation Criteria:

- | | |
|--|--|
| ☒ Attendance _____ | ☒ Quizzes _____ |
| ☒ Class Discussion _____ | ☒ Tests _____ |
| ☐ Papers _____ | ☒ Midterm _____ |
| ☐ Portfolio _____ | ☒ Final Exam _____ |
| ☐ Projects _____ | ☒ Home Work _____ |
| ☐ Reports _____ | ☐ Presentations _____ |
| ☐ Clinical/Work _____ | ☐ Other (Auditions, etc.) _____ |
| ☐ Performances _____ | |

3. Attendance Requirements: (For Certification or nonevaluative purposes.)

F. EQUIPMENT, FACILITIES, TEXTS, MATERIALS, AND SUPPLIES

1. Special Equipment/Facilities : (Check the appropriate boxes and describe as needed.)

- | | |
|---|--|
| ☐ Lab equipment _____ | ☐ Testing Center _____ |
| ☐ LRC Reserves _____ | ☐ Student Competitions _____ |
| ☒ Computers _____ | ☐ Off-Campus Sites _____ |
| ☒ CD ROM _____ | ☐ Student Tutors _____ |
| ☐ Field Trips _____ | ☐ Distance Learning Classroom _____ |
| ☐ Other _____ | |

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2. Primary Texts: (Please indicate if no text is required.)

Title: Windows 95 Concepts and Examples,

Author: Carolyn Z. Gillay Copyright Yr: 1997

Publisher: Franklin, Beedle & Associates Est. Cost: _____

Title: _____

Author: _____ Copyright Yr: _____

Publisher: _____ Est. Cost: _____

3. Supplemental Texts or Course Packs:

Title: _____

Author: _____ Copyright Yr: _____

Publisher: _____ Est. Cost: _____

Title: _____

Author: _____ Copyright Yr: _____

Publisher: _____ Est. Cost: _____

4. Supplies and/or Uniforms Student will have to Own or Acquire for Course:

(c.g. calculators, uniforms, tools, and software, etc., excluding pen, pencil, paper, or textbooks.)

Descriptions	Cost Estimates
<u>Diskettes, 2 each, 3 and 1/2 inch, high density</u>	<u>\$1.00</u>
<u> </u>	<u> </u>
<u> </u>	<u> </u>

5. Reference Materials Students Will Use:

(c.g. journals, books, manuals, maps, LRC reserves, etc.)

6. Audio/Visual and Computer Materials Students Will Use:

(c.g. films, video tapes, slides, audio tapes, software, CDs, etc.)

Title	Source
<u> </u>	<u> </u>
<u> </u>	<u> </u>
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<u> </u>	<u> </u>
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