

SAN DIEGO COMMUNITY COLLEGE DISTRICT
CONTINUING EDUCATION
COURSE OUTLINE

SECTION I

SUBJECT AREA AND COURSE NUMBER

DSPS 610D

COURSE TITLE

INTRODUCTION TO COMPUTERS-DSPS

TYPE COURSE

NON-FEE

DSPS

CATALOG COURSE DESCRIPTION

This course is designed to help the student with a disability learn basic computer skills with the benefit of a limited class size and individually paced instruction. Topics will include knowledge of computer components, care and maintenance of hardware, peripherals and accessories, basic operation of a computer and keyboarding skills. Adaptive technology will be made available to facilitate general computer use by students with disabilities. (FT)

LECTURE/LABORATORY HOURS

270

ADVISORIES

This course is designed for students with disabilities. Verification of disability will be requested.

RECOMMENDED SKILL LEVEL

NONE

INSTITUTIONAL STUDENT LEARNING OUTCOMES

1. Social Responsibility
SDCE students demonstrate interpersonal skills by learning and working cooperatively in a diverse environment.
2. Effective Communication
SDCE students demonstrate effective communication skills.

INSTITUTIONAL STUDENT LEARNING OUTCOMES (CONTINUED)

3. Critical Thinking

SDCE students critically process information, make decisions, and solve problems independently or cooperatively.

4. Personal and Professional Development

SDCE students pursue short term and life-long learning goals, mastering necessary skills and using resource management and self advocacy skills to cope with changing situations in their lives.

COURSE GOALS

SDCE students will demonstrate learning gains or competencies relevant to their needs and course objectives.

1. To increase knowledge of computers and their components.
2. To develop skills in computer care and maintenance.
3. To learn skills needed to operate a computer.
4. To develop keyboarding skills.
5. To increase knowledge of computer software.
6. To increase awareness of and ability to use adaptive technology.

COURSE OBJECTIVES

1. Identifies basic computer components.
2. Describes function of basic computer components.
3. Verbalizes and/or demonstrates knowledge of cleaning procedures of computer components.
4. Demonstrates knowledge of cleanliness and health-related considerations when using classroom computers.
5. Demonstrates proper care and handling of disks and CD's.
6. Uses computer equipment safely and correctly.
7. Demonstrates correct procedure for turning on/off computer equipment.
8. Demonstrates ability to operate pointing devices (mouse, trackball, Touch Window, etc.).
9. Uses the computer operating system effectively.
10. Demonstrates the ability to use a computer for typing.
11. Identifies types of software.
12. Demonstrates ability to use various software applications.
13. Verbalizes ways to purchase or locate software.
14. Demonstrates awareness of current adaptive equipment.
15. Uses adaptive software to meet individual needs.

SECTION II

COURSE CONTENT AND SCOPE

1. General Computer Knowledge
 - 1.1. Types of computers
 - 1.1.1. Apple/Macintosh
 - 1.1.2. Personal computer (PC)
 - 1.2. Uses for computers
 - 1.2.1. Word processing
 - 1.2.2. Data management
 - 1.2.3. Entertainment
 - 1.2.4. Education
2. Knowledge of Computer Components
 - 2.1. Recognition and/or function
 - 2.1.1. CPU
 - 2.1.2. Monitor
 - 2.1.3. Keyboard
 - 2.1.4. Internal drives
 - 2.1.5. Peripherals
3. Computer Care and Maintenance
 - 3.1. Importance of
 - 3.2. Proper procedures
 - 3.2.1. Eating and drinking restrictions
 - 3.2.2. Cleaning of components
 - 3.2.3. Computer positioning factors
 - 3.2.4. Warranties
 - 3.3. Student demonstration of procedures
4. Health and Safety Considerations
 - 4.1. Cleanliness practices
 - 4.2. Ergonomics
 - 4.2.1. Seating
 - 4.2.2. Placement of equipment
 - 4.2.3. Other accessories
5. Disk and CD Care
 - 5.1. Proper storage
 - 5.2. Proper handling
 - 5.3. Labeling techniques
 - 5.4. Cleaning methods
6. General Care of Equipment
 - 6.1. Use of surge protection
 - 6.2. Connecting peripherals correctly
 - 6.3. Proper handling of equipment

COURSE CONTENT AND SCOPE (CONTINUED)

7. Computer Operation
 - 7.1. Turning on and shutting down components
 - 7.1.1. CPU
 - 7.1.2. Monitor
 - 7.1.3. Printer
 - 7.1.4. Adaptive devices
 - 7.2. Use of pointing/selection devices
 - 7.2.1. Mouse or trackball
 - 7.2.2. Touch window
 - 7.2.3. Touchpad/Trackpad
 - 7.2.4. Grip switch
 - 7.2.5. Head pointer
 - 7.2.6. Infrared
 - 7.3. Inserting/ejecting disks and CD's
 - 7.4. Use of operating system
 - 7.4.1. Understanding and using the desktop
 - 7.4.2. Using pull down menus
 - 7.5. Troubleshooting
 - 7.5.1. Awareness of error messages/caution icons
 - 7.5.2. Recognition of problems requiring staff assistance
 - 7.6. Use of built-in accessibility features
8. Keyboarding Skills
 - 8.1. Typing skills
 - 8.1.1. Standard touch typing
 - 8.1.2. Alternate typing methods
 - 8.2. Use of special function keys
 - 8.3. Use of combination keystrokes
9. Computer Software
 - 9.1. Types of software
 - 9.1.1. Commercial
 - 9.1.2. Shareware
 - 9.1.3. Freeware/public domain
 - 9.1.4. Specialty/adaptive
 - 9.2. Software applications
 - 9.2.1. Word processing
 - 9.2.2. Spreadsheets
 - 9.2.3. Databases
 - 9.2.4. Graphics
 - 9.3. Resources
 - 9.3.1. Retail
 - 9.3.2. Mail order
 - 9.3.3. Internet

COURSE CONTENT AND SCOPE (CONTINUED)

- 10. Adaptive Equipment
 - 10.1. Input devices
 - 10.1.1. Adaptive keyboards and key guards
 - 10.1.2. Switches
 - 10.1.3. Text magnifiers
 - 10.1.4. Scanners
 - 10.2. Monitor adaptations
 - 10.2.1. Screen enlargers
 - 10.2.2. Oversized monitors (17+)
 - 10.2.3. Glare screens
 - 10.3. Speech enhancements
 - 10.3.1. Headphones
 - 10.3.2. Speech synthesizers
- 11. Adaptive Software
 - 11.1. Speech related
 - 11.1.1. Voice recognition
 - 11.1.2. Text to speech
 - 11.2. Vision Enhancement
 - 11.2.1. On screen magnification
 - 11.2.2. Color modifications
 - 11.3. Physical accessibility
 - 11.3.1. Word prediction
 - 11.3.2. Switch activated

APPROPRIATE READINGS

- 1. Instructor generated materials.
- 2. Reference manuals.
- 3. Tutorials.
- 4. Computer related periodicals.

WRITING ASSIGNMENTS

Typical writing assignments may include, but are not limited to:

- 1. Individual worksheets or workbooks.
- 2. Electronic journal writing.

Writing assignments may be done with pen/pencil and paper, on computers or with other communication devices as needed by the individual.

OUTSIDE ASSIGNMENTS

None required. However, the instructor may provide extra practice on current assignments upon request of the student.

APPROPRIATE ASSIGNMENTS THAT DEMONSTRATE CRITICAL THINKING

1. Small group activities in problem solving.
2. Individual activities that require applying facts or information learned in class.
3. Activities that require basic knowledge of troubleshooting.

EVALUATION

A student's participation in the course will be evaluated based on a combination of the following:

1. Student Education Contract (SEC); this is developed cooperatively by the student and the instructor.
2. Attendance.
3. Participation in assigned classroom tasks and activities.
4. Instructor generated assessments.
5. Student feedback or response to the completed SEC.
6. Pre and post testing of specific units.
7. Instructor observation.
8. Data collection from classroom activities or assignments.

METHOD OF INSTRUCTION

Instruction should be directly related to the interests and activities of the student. The student should be actively involved in choosing goals and objectives.

Method of instruction may include:

1. Lecture.
2. Laboratory.
3. Group or individual instruction.
4. Demonstration or "hands on" instruction.
5. Audio-visual study units.
6. Peer tutoring activities.
7. Class discussions.
8. Individualized study.
9. Tutorials.
10. Guest speakers.
11. Field trips.

TEXTS AND SUPPLIES

Because of the diversity of the students enrolled in DSPS classes, standard texts are not generally used.

The instructor will provide all supplies needed for participation in the class. These may include:

- Specialized learning materials.
- Adaptive computer equipment and software.
- Current computer related publications.

PREPARED BY: Paula Timmins, Lana McFarlane DATE: August 4, 1998

DATA REVISED BY Instructional Services/SLO's Added DATE April 25, 2013

DATA REVISED BY: _____ DATE: _____

Instructors must meet all requirements stated in Policy 3100 (Student Rights, Responsibilities and Administrative Due Process), and the Attendance Policy set forth in the Continuing Education Catalog.

REFERENCES:

- San Diego Community College District Policy 3100
- California Community Colleges, Title 5, Section 55002
- Continuing Education Catalog