SECTION I

SUBJECT AREA AND COURSE NUMBER

DSPS 612D

COURSE TITLE

INTERMEDIATE COMPUTERS - DSPS

TYPE COURSE

NON-FEE   DSPS

CATALOG COURSE DESCRIPTION

This course is designed to help students with disabilities learn intermediate computer skills. Topics will include file management, keyboard shortcuts, word processing, spreadsheets, email, internet and using basic peripherals. (FT)

LECTURE/LABORATORY HOURS

72

ADVISORIES

This course is designed for students with disabilities who have completed Beginning Computers- DSPS 611D or equivalent. Verification of disability will be requested.

RECOMMENDED SKILL LEVEL

Ability to use a computer to perform basic tasks such as typing, word processing, text formatting, opening and closing software programs, saving files, and internet searches.

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

INSTITUTIONAL STUDENT LEARNING OUTCOMES (CONTINUED)

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

1. Gain the knowledge of file management on a Windows based platform.
2. Learn to use keyboard shortcuts such as copy, cut, paste, undo and the tab key.
3. Develop word processing skills to include tables, editing tools, page layout, formatting paragraphs, and using templates.
4. Introduce basic spreadsheet operations.
5. Develop an understanding of email and internet applications such as calendars, attachments, etiquette, and safe web browsing.
6. Learn about computer peripherals such as printers and removable storage devices.

COURSE OBJECTIVES

1. Apply the basics of file management by demonstrating the ability to save, locate, and retrieve files in various locations on the computer as well as create and manage folders.
2. Explain the shortcut keys for copy, cut, paste, undo and the functions of tab key.
3. Produce word processing documents that show proficiency inserting tables, using editing tools, modifying page layout, formatting paragraphs, and using templates.
4. Demonstrate ability to open, modify and enter data into a spreadsheet.
5. Compose and send emails with attachments and use applications to create and manage calendar events.
6. Perform internet searches and browse the web.
7. Identify and locate computer peripherals such as printers and removable storage devices such as flash drives.

SECTION II

COURSE CONTENT AND SCOPE

1. Overview of File Management
    1.1. Storage
        1.1.1. Hard drive, network, cloud, and removable devices
        1.1.2. View storage: My Computer
    1.2. Files and Folders
        1.2.1. Overview
        1.2.2. Create a file
        1.2.3. Name/rename a file
        1.2.4. Delete a file
        1.2.5. Create a folder
        1.2.6. Name/rename folder

COURSE CONTENT AND SCOPE (CONTINUED)

          1.2.7. Delete a folder
          1.2.8. Saving to the desktop
          1.2.9. Navigating and storing on the internal hard drive (c:)

2. Keyboard Shortcuts
   2.1. Copy
   2.2. Cut
   2.3. Paste
   2.4. Undo
   2.5. Tab key

3. Word Processing
   3.1. Tables
          3.1.1. Insert basic table
          3.1.2. Select and delete cells, rows, columns
          3.1.3. Format width of and height of table
          3.1.4. Shade
          3.1.5. Add borders
          3.1.6. Column and row format
          3.1.7. Add table design
          3.1.8. Sort function
   3.2. Editing Tools
          3.2.1. Spell check
          3.2.2. Find and replace
          3.2.3. Thesaurus
          3.2.4. Symbols
   3.3. Page Layout
          3.3.1. Margins
          3.3.2. Page orientation portrait and landscape
          3.3.3. Columns
          3.3.4. Borders
          3.3.5. Page numbers
          3.3.6. Insertion of headers and footers
   3.4. Formatting Paragraphs
          3.4.1. Bullets and numbered lists
          3.4.2. Center, left, right, and justified alignment
          3.4.3. Line and paragraph spacing
   3.5. Templates
          3.5.1. Open template from file menu
          3.5.2. Navigate template menu
          3.5.3. Select desired template
          3.5.4. Populate template with data
          3.5.5. Format content

4. Spreadsheets
   4.1. Create, open, modify, and save a spreadsheet
   4.2. Define a cell, row, column, and formula
   4.3. Navigate with the mouse and tab key
   4.4. Change font and cell attributes
   4.5. Sort and move cells within a sheet

COURSE CONTENT AND SCOPE (CONTINUED)

5.   Email and Internet
      5.1. Calendars and Applications within Email
            5.1.1. Create, modify, and save new events in applications such as Google
            5.1.2. Create reminders for events and appointments
            5.1.3. Use of Invite function on calendars application
      5.2. Attachments
            5.2.1. Open and download attachments
            5.2.2. Attach multiple files to email
      5.3. Etiquette
            5.3.1. Compose, reply, and forward emails appropriately
            5.3.2. Complete subject line with relevant topic
      5.4. Internet
            5.4.1. Safe and effective internet browsing
            5.4.2. Identify and close pop up advertisements
            5.4.3. Search information relevant to class topics
            5.4.4. Use sites such as www.YouTube.com and www.GCFLearnfree.org
6.   Peripherals
      6.1. Printers
            6.1.1. Select printer from file menu
            6.1.2. Use print preview
            6.1.3. Print documents
      6.2. Removable storage devices
            6.2.1. Flash drives
            6.2.2. Identify USB ports
            6.2.3. Insert drive
            6.2.4. Locate drive on My Computer
            6.2.5. Save file onto drive
            6.2.6. Eject drive

APPROPRIATE READINGS

Appropriate readings may include, but are not limited to, instructor written materials, commercial materials designed for students with disabilities, instructor selected URLs, and publications related to computers.

WRITING ASSIGNMENTS

Typical writing assignments may include, but are not limited to, preparing text for an assigned project, individual worksheets or workbooks, form completion, creative writing and journaling, personal correspondence, composing and sending email, sending a calendar invitation, producing a word processing document and letter or speech writing.

OUTSIDE ASSIGNMENTS

Outside assignments may include, but are not limited to, reading texts and reference resources; research as needed to complete projects; and organizing and preparing written information to assigned documents.

APPROPRIATE ASSIGNMENTS THAT DEMONSTRATE CRITICAL THINKING

Assignments which demonstrate critical thinking may include, but are not limited to, small and large group activities in problem solving, individual activities that require applying facts or information learned in class, and research assignments. This includes producing custom spreadsheets that demonstrate synthesis of the material reviewed.

EVALUATION

A student's progress will be based on multiple measures of performance related to the course objectives. The assessment will measure development of independent critical thinking skills and will include evaluation of student's ability. Multiple measures may include but are not limited to the following: quizzes, assignments, classroom participation, review sessions, and attendance.

METHOD OF INSTRUCTION

Methods of instruction include but are not limited to; lectures, laboratory, group exercises, supplemental online material and field trips.

This course, or sections of this course, may be offered through distance education.

TEXTS AND SUPPLIES

Textbook(s) may include, but are not limited to:

Teach Yourself Visually Microsoft Office 2016, Elaine Marmel, John Wiley & Sons, Inc., 2016, or current edition.

PREPARED BY: Katharine Serbian   DATE: 05/24/2017

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