# GAVILAN COLLEGE

5055 Santa Teresa Blvd
Gilroy, CA 95020

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## Course Outline

**COURSE:** CSIS 728          DIVISION: 90          ALSO LISTED AS:

TERM EFFECTIVE: Spring 2013          **Inactive Course**

SHORT TITLE: WINDOWS FOR THE OA

LONG TITLE: Windows for the Older Adult

| Units | Number of Weeks | Type | Contact Hours/Week | Total Contact Hours |
|-------|-----------------|------|--------------------|--------------------|
| 0 | 18 | Lecture: | 0 | 0 |
| | | Lab: | 3 | 54 |
| | | Other: | 0 | 0 |
| | | Total: | 3 | 54 |

**COURSE DESCRIPTION:**

This course is designed as an introductory course for the older adults to learn Windows operations, file management and other Windows Fundamentals.

PREREQUISITES:

COREQUISITES:

CREDIT STATUS: N - Non Credit

GRADING MODES
        N - Non Credit

REPEATABILITY: R - Course may be repeated
Maximum of 99 times, 100 credit hours

SCHEDULE TYPES:
        04 - Laboratory/Studio/Activity

**STUDENT LEARNING OUTCOMES:**
1.  The older adult students will demonstrate proficiency in
starting, using and shutting down Windows
ILO: 3, 2 & 7
Measure: Demonstration and class participation
2.  The older adult students will explain what a file is and create,

modify, save and delete files

ILO: 3, 2 & 7

Measure: Performance, oral responses and demonstration

3. The older adult students will explain what a folder is and create, modify, save and delete folders

ILO: 3, 2, & 7

Measure: Class assignments, oral responses, demonstration and performance

4. The older adult students will demonstrate how to create, modify and delete text

ILO: 3, 2, & 7

Measure: Class participation, discussion and performance on assignments

5. The older adult students will define, use and recall computer vocabulary

ILO: 1, 2, 3, & 7

Measure: Oral responses, class participation

**CONTENT, STUDENT PERFORMANCE OBJECTIVES, OUT-OF-CLASS ASSIGNMENTS**

Inactive Course: 09/24/2012

3 Hours

Overview of the course and introduction to basic computer information

The older adult students will complete a pre-inventory or class survey on computer literacy

The following course content will be explained and reviewed with the older adult: students:

Defining a PC and its parts

Computer Hardware/Software

Mouse Manipulation and its functions: right and left click, double click, point and selecting and dragging

The Desktop and its icons

Using the Taskbar

Using the Toolbars and displaying a toolbar

Getting Help in Windows

Using the Content Features

Using the Index Feature

Printing a Document

Computer Vocabulary: Monitor, keyboard, tower, mouse, software, hardware, click, files, folders, minimize/maximize, dialog box, commands, Internet, MS Word, disk, modem, floppy, USB, and CD ROM Drive

Student Performance Objectives: Students will start, shut down and restart Windows, manipulate the mouse, identify the Desktop and its icons, run multiple programs and print out one document

3 Hours

The following content will be explained and reviewed with the older adult students:

Students will review and practice basic computer information from the last session

Description of various typres of printers

Installing a printer

Setting and Changing a Default Printer

Printing from an Application

Controlling the Print Job

Pausing and Resuming the Queue

Deleting a Print Job

Computer Vocabulary:  Default printer, delete print job, delayed printing, pausing and resuming, and print queue

Student Performance Objectives:  Students will print a document, modify the print queue, delete a print job, and pause and resume printing

3 Hours

The following content will be explained and reviewed to the students:

Students will review and practice the basic computer information from the last session

The heart of using Windows will be introduced:  its menus, toolbars and dialog boxes

What is a Window?

Opening a Window

Switching Between Windows

Sizing a Window with Maximize, Minimize and Restore

Sizing a Window's Borders

Using a Scrollbar

Moving a Window

Arranging Windows on the Desktop

Closing Windows

Using and working with Toolbars

Moving Toolbars

Using and choosing Menus and Menu Commands

Using Shortcut Keys

Using Shortcut Menus

Using Dialog Buttons

Computer Vocabulary:  window, screen, control box, border, title bar, minimize button, maximize/restore button, close button, vertical scrollbar, horizontal scrollbar, menu bar, toolbar and status bar

Student Performance Objectives:  Students can identify a window, open and close a window, minimize/maximize and restore a window, learn to drag and reposition a window, and arrange windows on a desktop

3 Hours

The following content will be explained and reviewed to the older adult students:

Students will review and practice the basic computer information from the last session

Customize Windows

Changing the color of Windows Desktop

Creating a Screen Saver with Graphics

Arranging Icons on the Desktop

Changing the sounds of the system events

Changing the day/time

Creating your own Toolbars
Review of Computer Vocabulary
Student Performance Objectives:  Students will learn how to alter the
colors, sounds and icon configuration on their desktops
3 Hours
The following content will be explained and reviewed with students:
Students will review and practice the basic computer information from
the last session
File extension and types of disk drives
Terms:  My Computer and Windows Explorer
Overview of Folders and Files
Web Style and Classic Style
Customizing Folders
Selecting Multiple Files and Folders
Copying and Moving Files and Folders
Creating, Deleting, Renaming, and Searching for a File or Folder
Computer Vocabulary:  Drives, Folders, Files, Recycle Bin
Student Performance Objectives:  Students will learn how to organize
all of the information that is stored in their computer in Drives,
Files and Folders
3 Hours
Students will review and practice the basic computer information from
the previous sessions
Student Performance Objectives:  Students will complete the post-survey
on computer literacy, course evaluations and create a document(s) of
their choosing

**METHODS OF INSTRUCTION:**
Instructional methods are lecture and some discussion on key concepts in a
lab setting.  Students will practice individualized lessons/exercises in an
electronic format.

**METHODS OF EVALUATION:**

**REPRESENTATIVE TEXTBOOKS:**

**ARTICULATION and CERTIFICATE INFORMATION**
        Associate Degree:
        CSU GE:
        IGETC:
        CSU TRANSFER:
                Not Transferable
        UC TRANSFER:
                Not Transferable

**SUPPLEMENTAL DATA:**
Basic Skills: N

Classification: L
Noncredit Category: H
Cooperative Education:
Program Status: 2 Stand-alone
Special Class Status: N
CAN:
CAN Sequence:
CSU Crosswalk Course Department:
CSU Crosswalk Course Number:
Prior to College Level: Y
Non Credit Enhanced Funding: N
Funding Agency Code: Y
In-Service: N
Occupational Course: D
Maximum Hours:
Minimum Hours:
Course Control Number: CCC000438357
Sports/Physical Education Course: N
Taxonomy of Program: 070200