



**COURSE DESCRIPTION, OUTLINE, TEACHING PROCEDURES,
OUTCOMES**

COURSE TITLE: PCs: Basic Proficiency Package (with Word 2007 at all sites except OCSDC)

For North Carolina Senior Adults 65 or older: The course fees are waived for this class-only lab fees (\$5) and CAPS fees (\$4) are charged for this class. All students are responsible for the purchase of required resources and materials.

COURSE DESCRIPTION:

<http://www.durhamtech.edu/html/current/noncredit/computer.htm#seniors>

Are you new to computers or want to brush up on your skills? This basic class includes Keyboarding, PC Fundamentals, and Microsoft Word. Take all three classes for one registration fee! **Textbook required.**

RESOURCES AND MATERIALS:

Required Text for all sites except OCSDC: Welcome to the World of Computers (works with XP & Vista and Word 2007) Second Edition by Russel Stolins, Bruce Robertson, Jill Murphy. Senior Series. ISBN-13: 978-1-59136-151-0

Required Text for OCSDC: Welcome to the World of Computers: By Russel Stolins, Jill Murphy, Bruce Robertson. ISBN-13: 978-1-59136-074-2

The textbook is available at the DTCC Bookstore (at least one week before the class start date): <http://www.durhamtech.edu/html/prospective/bookstore.htm>

Other: **Storage media (e.g. USB flash/thumb/jump drive)**

COURSE OUTCOMES:

Upon completion of this course, the student should be able to:

1. Turn on and safely turn off a computer
2. Use a mouse and the Windows Start button
3. Be able to position hands correctly on a keyboard
4. Be able to use the correct fingers to type text or numbers
5. Type text into a word document
6. Cut, copy, and paste text in a document
7. Save, print, close and reopen a document
8. Be aware of the differences between files and folders
9. Type in a web address and look at a web site

THE PRIMARY METHOD OF EVALUATION IS :

If students are able to accomplish 80% of the course objectives, they will receive a grade of S for Satisfactory, otherwise they will receive a grade of NG for No Grade if they could not meet 80% of the course objectives. If a student misses more than 20% of the class, but is still able to perform 80% of the class objectives, it is up to the instructor if they pass the student or not.

ATTENDANCE:

Each student is required to attend at least 80% of the scheduled class time to receive a grade of Satisfactory.

DURHAM TECHNICAL COMMUNITY COLLEGE POLICIES:**REGISTRATION AND FEES for Computer Training traditional non-credit classes:**

- 1) N.C. Senior Adults 65 or older pay lab and CAPS fees: \$9 (waived course fees)
- 2) All other students will pay the **total fee** (includes course fee, lab fee and CAPS fee) as listed with the course description:
<http://www.durhamtech.edu/html/current/noncredit/computer.htm>
- 3) All students must **complete a registration form** three days before the class starts:

Registration Procedures and links to Registration Forms:

<http://www.durhamtech.edu/html/corporate/policies.htm#registration>

Course Registration Information:

Program Assistant: Herleesha Anderson
andersonh@durhamtech.edu

Computer Program Information:

Program Director: Becky Roehrs
roehrsb@durhamtech.edu

DTCC Continuing Education Policies and Procedures:

<http://www.durhamtech.edu/html/corporate/policies.htm>

DTCC Appropriate Use of Computing Resources Policy:

<http://www.durhamtech.edu/html/prospective/studentsservicesc.htm#computing>

DTCC Student Code of Conduct:

<http://www.durhamtech.edu/html/prospective/studentsservicesb.htm#conduct>

LINK TO STATEMENT OF STUDENTS WITH DISABILITIES:

<http://www.durhamtech.edu/html/prospective/studentsservices.htm#disability>

STATEMENT OF STUDENTS WITH DISABILITIES:

Students who require academic accommodations due to any physical, psychological, or learning disability should request assistance from a disability services counselor. Likewise, students requiring emergency medical attention due to a chronic health condition are encouraged to notify a disability services counselor of their condition. Counselors can be contacted by calling the Disability Services coordinator at 919-536-7208, or by visiting the Student Development Office, Wynn Center, Room 1309.