

NC 703: MASTERING EVERY DAY COMPUTER TECHNOLOGIES AND MOBILE DEVICES

Citrus College Course Outline of Record

Heading	Value
Effective Term:	Fall 2024
Credits:	0
Total Contact Hours:	48
Lecture Hours :	16
Lab Hours:	32
Hours Arranged:	0
Outside of Class Hours:	32
Total Student Learning Hours:	80
Transferable to CSU:	No
Transferable to UC:	No
Grading Method:	Non-Credit Course

Catalog Course Description

The course will cover mobile electronics, social networking, personal computers, internet use, and various software applications for the active 55+ learner. It is designed for those with minimal to intermediate computer technology skills. Open entry/exit. 16 lecture hours, 32 lab hours.

Course Objectives

- Identify and use the hardware components of the computer.
- Set up and utilize an email account.
- Identify and use the most commonly used software packages.
- Demonstrate a fundamental knowledge of Windows and/or MAC OS software.
- Identify the general features of Microsoft Office.
- Understand and demonstrate safe practices of online browsing, shopping, bill paying, and banking.
- Demonstrate usage of social networking, including instant messaging and video chat.
- Create a digital photo album or scrapbook.
- Utilize a mobile electronic device for music, podcasts, and mobile learning

Major Course Content

1. Introduction to computer systems
 - a. Hardware components
 - b. Types of computers
2. Introduction to operating software
 - a. MS Windows
 - b. Mac OS
3. Basic operations in a MS Windows and Mac OS environment
 - a. Keyboard
 - b. Pointing devices and track pads

- c. Starting and closing a program
 - d. Installing software, downloading, uploading
 - e. Working with files and folders
4. World Wide Web
 - a. Uniform Resource Locators (URLs)
 - b. Access using the internet
 - c. Navigating websites
 5. No cost "office" applications
 - a. Google Drive
 - i. Google Docs
 - ii. Google Sheets
 - iii. Google Slides
 6. Microsoft Office
 - a. Word
 - b. Excel
 - c. PowerPoint
 7. Using accessories
 8. Common home computer uses
 - A. E-mail and calendar
 - B. Social networking and media
 - C. Working with photos and video
 - D. Chat
 - E. Music
 9. Mobile devices
 - a. Tablets and phones
 - i. Different operating systems
 - ii. Cellular vs wifi
 - b. Applications
 10. Personal cybersecurity and privacy

Lab Content

1. Operation and use of the computer
2. Creating, organizing and saving data
3. Transferring files
4. Using Windows and/or MAC application packages
5. Using Office programs
6. Setting up and using an email account
7. Develop a digital photo album or scrapbook
8. Downloading and syncing music, podcasts and other mobile software
9. Safe use of the internet
 - a. Browsing
 - b. Shopping
 - c. Bill payment
 - d. Banking
10. Selection and use of mobile devices
11. Chat
 - a. Instant messaging/texting
 - b. Video
12. Social media

Suggested Reading Other Than Required Textbook

Online blogs, electronic newsletters, and other digital media

Examples of Required Writing Assignments

Set up an email account and email an assignment (in the body of the email) to the instructor.

Examples of Outside Assignments

Take digital photos and share them with class on a social media platform.
Interact with other students' photos.

Instruction Type(s)

Lab, Lecture, Online Education Lab, Online Education Lecture