



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

**COURSE TITLE: PC Fundamentals for Senior Adults (with Word 2007)**

**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>

This leisurely-paced introduction to the computer is for senior adults. Learn basic computer concepts and procedures. Receive lots of personal attention in a beginner's class created especially for senior adults. **Textbook required.**

**RESOURCES AND MATERIALS:**

Required Text: **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

**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. Type text into a word document
4. Cut, copy, and paste text in a document
5. Save, print, close and reopen a document
6. Be aware of the differences between files and folders
7. 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](mailto:andersonh@durhamtech.edu)

**Computer Program Information:**

**Program Director:** Becky Roehrs  
[roehrsb@durhamtech.edu](mailto: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/studentervicesc.htm#computing>

**DTCC Student Code of Conduct:**

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

**LINK TO STATEMENT OF STUDENTS WITH DISABILITIES:**

<http://www.durhamtech.edu/html/prospective/studentervices.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.