

COURSE SYLLABUS

Creating CDs/DVDs

Spring, 2012

INSTRUCTOR: John Wood

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PREREQUISITE(S):

Successfully demonstrated knowledge of how to Cut, Copy, and Paste.

Successfully demonstrated how to work with files and folders using Windows Explorer (this involves creating new folders, moving and renaming files, etc.)

CLASS LOCATION: Coronado Center, Room 5

A. COURSE DESCRIPTION

Learn the basics of how to use your CD/DVD drive to backup data and programs, store photos and create custom music disks. A variety of freeware programs will be discussed and used. Classroom hands on will include MP3 file creation using a CD ripper program to create MP3s, as well as burning data CD's for backup use. A class disk to install programs used and download other talked-about freeware programs will be provided but students should also bring a prerecorded music CD to class to be used for MP3 file creation.

B. METHOD OF INSTRUCTION

Lecture, discussion, question and answer, demonstration, hands-on computer use related to the course and student demonstration of course related tasks.

C. COURSE OBJECTIVES

Objective 1: Students will successfully describe and demonstrate how to efficiently use the CD-DVD drive to back-up data, programs, and photos.

Objective 2: Students will successfully describe and demonstrate creation of custom music disks including use of a ripper program.

Objective 3: Students will successfully recognize, discuss, and evaluate a variety of freeware programs along with their various uses and challenges.