

COURSE OUTLINE

**Computer Applications and Business Office Technologies 91  
Introduction to Adapted Word Processing for Students with Visual Impairments**

**I. Catalog Statement**

Computer Applications and Business Office Technologies 91 is designed to instruct students with visual impairments in the use of a word processing application program with either screen reading or text magnification assistive computer technology, for producing basic written documents and academic assignments.

Total Lecture Units: 2.0

**Total Course Units: 2.0**

Total Lecture Hours: 32.0

**Total Faculty Contact Hours: 32.0**

**Requisite Skills:** Moderate keyboarding skills and ability to utilize alternate text formats (e.g. read Braille, enlarged text or digital files).

Note: This course is primarily designed for students who meet Title 5 eligibility requirements for Disabled Student Programs and Services.

**II. Course Entry Expectations**

Skills Level Ranges: Reading 4; Writing 4; Listening/Speaking 4; Math 2.

**III. Course Exit Standards**

Upon successful completion of the required coursework, the student will be able to:

1. demonstrate competency in using either a screen reading or text magnification programs to successfully access the computer;
2. demonstrate basic computer literacy through use of personal computers and performance of correct removable storage device handling, start-up procedures, and basic operating system commands;
3. demonstrate basic document preparation using a combination of assistive technologies and a word processing application program.

**IV. Course Content****Total Faculty Contact Hours = 32 hours**

- |    |  |          |
|----|--|----------|
| A. | Evaluation   | 4 hours  |
|    | 1. Student skill levels  |          |
|    | 2. Student strengths and limitations   |          |
|    | 3. Selection of appropriate adaptations (e.g. alternate media format)  |          |
| B. | Assistive technology specific for persons with visual impairments - screen magnification or screen reader software application | 8 hours  |
|    | 1. Hardware  |          |
|    | 2. Selection of appropriate assistive technology software application  |          |
|    | 3. Opening and adjusting settings  |          |
|    | 4. Adjusting settings after application is open  |          |
|    | 5. Reading and navigation commands   |          |
|    | 6. Keyboard commands and/or mouse commands   |          |
| C. | Word processing using an assistive technology application  | 20 hours |
|    | 1. Opening and exiting a word processing application   |          |
|    | 2. Creating and editing a document (e.g. insert, delete, and modify text)  |          |
|    | 3. Managing files (e.g. open, save, save as, close, print)   |          |
|    | 4. Document text navigation  |          |
|    | 5. Autocorrect features  |          |
|    | 6. Using spell checker   |          |
|    | 7. Proper removable storage and computer restart procedures  |          |

**V. Methods of Instruction**

The following instructional methodologies may be used in the course:

1. lecture;
2. demonstration;
3. by applying instructor lecture points, students complete computer laboratory skills practice (e.g. opening and exiting Microsoft Word using a screen reader).

**VI. Out of Class Assignments**

The following out of class assignments may be used in this course:

1. assistive technology skills practice (e.g. open and adjust screen magnification/screen reader software application, reading and navigation commands);
2. assignments and exercises requiring the application of word processing program features and concepts (e.g. create and save new files, inserting and deleting text, spell check);
3. computer laboratory projects.

**VII. Methods of Evaluation**

The following methods of evaluation may be used in this course:

1. instructor evaluation of computer skills;
2. student participation;
3. quizzes;
4. midterm examination;
5. final project/examination

**VIII. Textbook(s)**

Instructor generated instructional handouts (8<sup>th</sup> Grade Textbook Reading Level)

**IX. Student Learning Outcomes**

Upon successful completion, the student will be able to:

1. identify and describe appropriate assistive technologies/devices and alternate text formats which address his/her needs;
2. demonstrate efficient and appropriate use of course-related resources (eg: handouts and/or manuals and instructional support);
3. develop and demonstrate competency in the efficient and independent use of appropriate assistive technologies and any other adaptations required to access the computer;
4. demonstrate the ability to independently perform: basic start-up procedures, basic Windows-based application program commands and appropriate use of personal data storage devices;
5. demonstrate the ability to independently create, save, modify, spellcheck and print documents using a word processing program and appropriate assistive technology.