

**SYLLABUS**  
**CABOT 92: Introduction to Adapted Word Processing**  
**Fall 2012**  
**13 week class = Sept. 25, 2012 – December 19, 2012**  
**Tues. and Thurs. 10:45am – 12:40pm**

**Instructor:** Kathryn "Kc" Camp                      **Email:** kccamp@glendale.edu

**Phone:** (818) 240-1000                                      **ext. 5585**

**Location:** High Tech Center for Students with Disabilities, SG108, ext. 5402

**Office Hours:** As needed, by appointment and drop-in (posted @ instructors' office)

**High Tech Center Hours:**

Monday – 8:00am - 4:30 pm

Tuesday - 8:00am - 6:00pm

Wednesday 8:00 am - 6:00 pm.

Thursday – 8:00 am. - 4:30 pm.

Friday – 8:00 am. - 2:00 pm.

**Course Objective:** To provide the student with the knowledge and skills of computer use and word processing for academic document preparation.

**Course Time Requirements:** 1 hour and 40 minutes lecture with a ten minute break.

**Textbooks:** CABOT 92 Introduction to Adapted Word Processing (Fall 2012).

**Supplies:** **One USB Flashdrive** portable storage device  
**One** 1½ inch three-ring binder (optional)

**Class Requirements:**

1. **Attendance (5% of grade)** – required for all lectures except for excused absences (illness). Lectures = Total of 2 hours per week; Total of 16 hours for semester.
2. **Lab Hours (5% of grade)** – 3 hours per week for a total of 24 lab hours for the semester. Lab hours may be made up if you fall behind.
3. Students are **required!!!** to bring the CABOT 92 Introduction to Adapted Word Processing Manual (Fall 2012) (or current handouts) to class and lab each day!
4. **Assignments (50% of grade)** – all assignments made during lectures must be completed and turned in by the due date. These will be done during lab time **in the High Tech Center**, as they require the use of a computer.

**For All Assignments:**

You are provided a ONE WEEK grace period, AFTER that Assignments and/or Quizzes are LATE and will incur the following PENALTIES:

- 2 weeks late = minus 10 points
- 3 weeks late = minus 20 points
- 4 weeks late = minus 30 points
- OVER 4 weeks late = minus 50 points

**NOTE:** It is the student's responsibility to communicate with the instructor regarding any circumstances that he/she may have that require extended time for completion of assignments.

**Test:**

1. **Final (40% grade)** – instead of a final exam there will be a final project, which must be completed to receive credit for the class. This work must be done **using the High Tech Center computer lab.**

\*\* No exam make-ups are allowed without prior arrangements and approval of instructor

**Student Learning Outcomes:****Upon successful completion of the required coursework:**

1. Student will demonstrate efficient and appropriate use of course-related resources (eg: handouts and/or manuals and instructional support).
2. Student will develop and demonstrate competency in the efficient and independent use of appropriate assistive technologies and any other adaptations required to access the computer.
3. Student will demonstrate the ability to independently perform basic start-up procedures, basic Windows-based application program commands and appropriate use of personal data storage.
4. Student will demonstrate the ability to independently perform basic word processing commands (e.g. file management, spell checking and proofing, special text formats, alignments, formatting documents, etc.) and apply the relevant concepts to the preparation of documents in a variety of formats (including standard research paper format).

**Students with Disabilities**

All students with disabilities requiring accommodations are responsible for making arrangements in a timely manner through the Center for Students with Disabilities.

### **Academic Honesty and Student Conduct Policy**

Students are expected to adhere to the **Glendale Community College Academic Honesty Policy** and **Standards of Student Conduct** listed in the *Glendale Community College Catalog* and the *Student Handbook*. Incidents of academic dishonesty will be referred to the Vice President of Instruction.

### **GENERAL HTC LAB RULES**

**USE OF CELL PHONES IN THE HTC IS STRICTLY PROHIBITED!!!**

**NO FOOD OR DRINK (including candies, gum etc.)**

**NO INTERNET DURING CLASS**

**NO GAMING, CHAT, or IM**

**NO STREAMING MUSIC / VIDEO (unless verified as class related by syllabus)**

**ALL ACTIVITIES IN THE LAB SHOULD BE COURSE OR CAMPUS RELATED!**