

CABOT 90: SELF-PACED INTRO. TO ADAPTED WORD PROCESSING**Fall 2012****STUDENT INFORMATION SHEET****Instructor:** Kathryn "Kc" Camp**Email:** kccamp@glendale.edu**Phone:** (818) 240-1000 Kc ext. 5585**Class Times:** (M/ W 1:40 – 3:05pm) or T/Th 9:10- 10:35 am).**Phone:** (818) 240-1000 ext. 5402**Location:** High Tech Center for Students with Disabilities, SG108**Office Hours:** As needed, by appointment and drop-in**Supplies:**

1. CABOT 90 Self-Paced Introduction to Word Processing Student Manual,
 2. One USB flash drive,
 3. One colored highlighter,
 4. One 3-ring notebook.
- CABOT 90 is a **self-paced** class that is an Introduction to Adapted Word Processing.
 - CABOT 90 is a **graded** class-- with regular college-level grades of: A - F grades.
 - CABOT 90 is designed to give improved instruction to meet the needs of students who wish to learn word processing on a computer at their own pace and who make measurable progress in learning the basics of word processing.
 - CABOT 90 is built on completions of 6 modules and a Final Project. Each student must show proficiency in completion of each module **before** moving onto the next module.

The Six Modules:

Basic File Management	Writing Tools	Selecting Text and Special Text Formats	Text Alignments	Line Spacing	Setting Margins
-----------------------	---------------	---	-----------------	--------------	-----------------

To Pass each Module and the Class:

1. The student must complete all assignments and pass the module quiz.
2. Demonstrate the ability to use the computer **independently** as required by the instructor.
3. The module quizzes will be graded on correct word processing skills and the level of independence or assistance needed by the student to complete the quiz.
4. To receive a passing grade in the class, a student must pass all five modules.

Grading Criteria for Modules and Class:

1. Assignments = 20% of grade.
2. Module Quizzes (6) = 60 % of grade.
3. Final Project- Part 1 and Part 2 = 15 % of grade.
4. Attendance and punctuality = 5%

Student Learning Outcomes:

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

1. Student will demonstrate appropriate use of lab resources (e.g., handouts, and/or manuals and instructional support.
2. Student will develop and demonstrate competency in the independent use of any appropriate assistive technologies and any other adaptations necessary to successfully 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 devices.
4. Student will demonstrate the ability to independently produce electronic documents utilizing basic preparation techniques (e.g., create, save, edit, format, print) using a word processing program.

Attendance:

1. Attendance - 3 class hours per week.
2. Performance of a total of 45 class hours.

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.

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.

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