GLENDALE
COMMUNITY
COLLEGE

COURSE DISCIPLINE :   CABOT

COURSE NUMBER :   90

COURSE TITLE (FULL) :   * Self-Paced Introduction To Adapted Word Processing

COURSE TITLE (SHORT) :   * Self-Paced Adapted Word Proc

CATALOG DESCRIPTION

CABOT 90 is designed to provide individualized, self-paced instruction to students with disabilities. The course combines specially designed assistive computer technology and a word processing program to enhance basic word processing skill acquisition and facilitate the production of simple written documents.

CATALOG NOTES

Note: This course is primarily intended for students who meet Title V eligibility requirements for Disabled Students Programs and Services.

Total Lecture Units:1.50

Total Laboratory Units: 0.50

Total Course Units: 2.00

Total Lecture Hours:27.00

Total Laboratory Hours:27.00

Total Laboratory Hours To Be Arranged:0.00

Total Contact Hours: 54.00

Total Out-of-Class Hours: 54.00

Recommended Preparation: ESL 123 and ESL 126.

ENTRY STANDARDS

	Subject	Number	Title	Description	Include
1	ESL	123	Grammar and Writing II	Write a one-paragraph composition of 200-250 words in length that includes a topic sentence, supporting details, and transitional expressions;	Yes
2	ESL	123	Grammar and Writing II	demonstrate level appropriate mastery of spelling, vocabulary, punctuation, simple and progressive tenses, the present perfect tense, and adverb clauses of time and reason;	Yes
3	ESL	126	Reading And Vocabulary For ESL II Students	demonstrate comprehension of academic readings at the intermediate credit ESL vocabulary level;	Yes

EXIT STANDARDS

1   basic computer literacy through performance of correct start-up procedures and basic computer operating system commands;

2   use necessary adaptations to successfully access the computer;

3   demonstrate basic document preparation techniques using a word processing program by completing all module tests and the final project with a minimum score of 70% on each.

STUDENT LEARNING OUTCOMES

1   appropriate use of lab resources

2   independent use of any appropriate assistive technologies and any other adaptations necessary to successfully access the computer.

3   independently perform basic start-up procedures, basic Windows-based application program commands and appropriate use of personal data storage devices.

4   independently produce electronic documents utilizing basic preparation techniques using a word processing program.

COURSE CONTENT WITH INSTRUCTIONAL HOURS

	Description	Lecture	Lab	Total Hours
1	Evaluation • Student skill levels • Student strengths and limitations • Selection of appropriate adaptations	4	0	4

2	Assistive Technology Specific Instruction • Hardware • Alternative keyboards • Alternative mouse • Adaptive furniture • Selection of appropriate assistive technology software applications • Open and adjust setting • Keyboard and/or mouse commands	8	0	8
3	Word Processing • Basic word processing procedures and computer basics • File management (e.g., creation, opening, saving, closing, editing ,• printing documents); • Spellchecker • Correct use of removable storage devices.	42	0	42
				54

OUT OF CLASS ASSIGNMENTS

1   None required

METHODS OF EVALUATION

1   instructor evaluation of computer skills proficiency in laboratory;

2   module tests;

3   student participation (e.g. working in groups, students develop responses to common computer word processing problems);

4   practical final project (e.g. students may develop a portfolio of individual assignments showing mastery of formatting and word processing concepts)

METHODS OF INSTRUCTION

☑ Lecture

☐ Laboratory

☐ Studio

☐ Discussion

☐ Multimedia

☐ Tutorial

☐ Independent Study

☑ Collaboratory Learning

☑ Demonstration

☐ Field Activities (Trips)

☐ Guest Speakers

☐ Presentations

TEXTBOOKS

Title	Type	Publisher	Edition	Medium	Author	IBSN	Date
CABOT 90: Self-Paced Introduction to Basic Adapted Word Processing Student Manual					Instructor-generated and duplicated at GCC		