COURSE DISCIPLINE :   CABOT

COURSE NUMBER :   92

COURSE TITLE (FULL) :   * Introduction to Adapted Word Processing

COURSE TITLE (SHORT) :   * Intro to Adapted Word Proc

CATALOG DESCRIPTION

CABOT 92 is designed to instruct students with disabilities in the use of a word processing application program and assistive computer technology to produce and format written documents and academic assignments.

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: 3.00

Total Laboratory Units: 0.00

Total Course Units: 3.00

Total Lecture Hours: 54.00

Total Laboratory Hours: 0.00

Total Laboratory Hours To Be Arranged: 0.00

Total Contact Hours: 54.00

Total Out-of-Class Hours: 108.00

Recommended Preparation: CABOT 90.

ENTRY STANDARDS

	Subject	Number	Title	Description	Include
1	CABOT	90	* Self-Paced Introduction To Adapted Word Processing	basic computer literacy through performance of correct start-up procedures and basic computer operating system commands;	Yes
2	CABOT	90	* Self-Paced Introduction To Adapted Word Processing	use necessary adaptations to successfully access the computer;	Yes
3	CABOT	90	* Self-Paced Introduction To Adapted Word Processing	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.	Yes

EXIT STANDARDS

1 show increased competency in using any necessary adaptation and/or assistive technology to successfully access the computer;

2 show basic computer literacy through use of computers and performance of correct use of personal storage devices, startup procedures and basic operating system commands;

3 show use of word processing software and apply the relevant concepts to the preparation of documents in a variety of formats (including standard research paper format).

STUDENT LEARNING OUTCOMES

1 show efficient and appropriate use of course-related resources

2 develop and show competency in the efficient and independent use of appropriate assistive technologies and any other adaptations required to access the computer

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

4 demonstrate the ability to independently perform basic word processing commands (eg 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)

COURSE CONTENT WITH INSTRUCTIONAL HOURS

	Description	Lecture	Lab	Total Hours
1	Evaluation • Student skill levels • Student strengths and limitations • Selection of appropriate adaptations/assistive technology (e.g alternative media format)	6	0	6

2	Assistive technology specific instruction • Adapted keyboard/mouse • keyboard commands and/or mouse commands • Screen magnification/screen reader software application • CCTV's	4	0	4
3	Word Processing • Overview of computer history and computer basics; (e.g. hardware, 4 hours • software, memory, terminology, uses) • Basic word processing procedures and computer basics 6 hours • File management • Spellchecker • Hardware vs. Software • Use of removable storage devices • Selecting Text 2 hours • Special Text Formats 4 hours | • Formatting a document 3 hours • Line spacing • Margins • Indenting individual paragraphs • Cut/Copy/Paste Text 4 hours • Find and Find/Replace 2 hours • Thesaurus 2 hours • Page Numbers 2 hours • Headers and Footers 4 hours • Works Cited and Hanging indents 3 hours • Word processing review 4 hours	44	0	44
				54

OUT OF CLASS ASSIGNMENTS

1   assignments and exercises requiring the application of word processing skills (e.g., file management, formatting and editing academic documents);
2   skill practice of student's appropriate assistive technologies.

METHODS OF EVALUATION

1   at computer assignments/exercises;
2   quizzes;
3   final project/examination;
4   student participation;
5   computer skills assessments.

GLENDALE
COMMUNITY
COLLEGE

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 92: Introduction to Word Processing Student Manual. Current Edition. Instructor-generated and duplicated at GCC							