COURSE DISCIPLINE : CABOT

COURSE NUMBER : 91

COURSE TITLE (FULL) : * Introduction To Adapted Word Processing For Students With Visual Impairements

COURSE TITLE (SHORT) : * Adapt Wp For Visual Impaired

CATALOG DESCRIPTION

CABOT 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.

CATALOG NOTES

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

Total Lecture Units: 2.00

Total Laboratory Units: 0.00

Total Course Units: 2.00

Total Lecture Hours: 36.00

Total Laboratory Hours: 0.00

Total Laboratory Hours To Be Arranged: 0.00

Total Contact Hours: 36.00

Total Out-of-Class Hours: 72.00

Prerequisite: None.

ENTRY STANDARDS

	Subject	Number	Title	Description	Include
1				moderate keyboarding skills;	Yes
2				ability to utilize alternate text formats (e.g. Braille, enlarged text, or digital files).	Yes

EXIT STANDARDS

1 identify and describe appropriate assistive technologies and devices;
2 identify alternate text formats which address student's needs;
3 perform computer start-up procedures while using any necessary adaptations;
4 adjust and utilize personalized settings for assistive technology;
5 perform Windows-based application program commands while using any necessary adaptations;
6 demonstrate proper use of available data storage options;
7 utilize other adaptations required to access a computer;
8 prepare and print documents using a word processing program with appropriate assistive technology.

STUDENT LEARNING OUTCOMES

1 demonstrate and utilize skills within screen reading or text magnification programs to access a computer;
2 demonstrate computer literacy while using any necessary adaptations;
3 prepare documents using a combination of word processing applications and assistive technologies.

COURSE CONTENT WITH INSTRUCTIONAL HOURS

	Description	Lecture	Lab	Total Hours
1	Evaluation • Student skill levels • Student strengths and limitations • Selection of appropriate adaptations (e.g. alternate media format)	4	0	4
2	Assistive technology specific for persons with visual impairments - screen• magnification or screen reader software application • Hardware • Selection of appropriate assistive technology software application • Opening and adjusting settings • Adjusting settings after application is open • Reading and navigation commands • Keyboard commands and/or mouse commands	10	0	10

3	Word processing using an assistive technology application • Opening and exiting a word processing application • Creating and editing a document (e.g. insert, delete, and modify text) • Managing files (e.g. open, save, save as, close, print) • Document text navigation • Autocorrect features • Using spell checker • Proper removable storage and computer restart procedures	22	0	22
				36

OUT OF CLASS ASSIGNMENTS

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.

METHODS OF EVALUATION

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

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
Instructor generated instructional handouts							