

ST DV190 : * Introduction to Adapted Word Processing

General Information

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Course Code (CB01) :	ST DV190
Course Title (CB02) :	* Introduction to Adapted Word Processing
Department:	ST DV
Proposal Start:	Fall 2024
TOP Code (CB03) :	(0514.00) Office Technology/Office Computer Applications*
CIP Code:	(52.0401) Administrative Assistant and Secretarial Science, General.
SAM Code (CB09) :	Non-Occupational
Distance Education Approved:	No
Will this course be taught asynchronously?:	No
Course Control Number (CB00) :	No value
Curriculum Committee Approval Date:	12/13/2023
Board of Trustees Approval Date:	01/09/2024
Last Cyclical Review Date:	12/13/2023
Course Description and Course Note:	ST DV 190 is designed to provide individualized instruction to students with disabilities. The course uses assistive computer technology and word processing programs to teach students how to prepare simple written documents. Note: This course is Pass/No Pass only, and is primarily designed for students who meet Title 5 eligibility requirements for Disabled Students Programs and Students (DSPS). This course may be taken up to four times for credit. This course was formerly known as and is equivalent to CABOT 93.
Justification:	New Course
Academic Career:	<ul style="list-style-type: none">Credit

Academic Senate Discipline

Primary Discipline:	<ul style="list-style-type: none">Computer Technology (Adapted):Disabled Students Programs and Services
Alternate Discipline:	
Alternate Discipline:	

Course Development

Basic Skill Status (CB08)

Course is not a basic skills course.

Allow Students to Gain Credit by Exam/Challenge

Course Special Class Status (CB13)

Course is designated as an "approved special class" for students with disabilities.

Pre-Collegiate Level (CB21)

Not applicable.

Grading Basis

- Pass / No-Pass Only

Course Support Course Status (CB26)

Course is not a support course

Transferability & Gen. Ed. Options

General Education Status (CB25)

Not Applicable

Transferability

Not transferable

Transferability Status

Not transferable

Units and Hours

Summary

Minimum Credit Units (CB07) 1

Maximum Credit Units (CB06) 1

Total Course In-Class (Contact) Hours 54

Total Course Out-of-Class Hours 0

Total Student Learning Hours 54

Credit / Non-Credit Options

Course Type (CB04)

Credit - Not Degree Applicable

Noncredit Course Category (CB22)

Credit Course.

Noncredit Special Characteristics

No Value

Course Classification Code (CB11)

Credit Course.

Variable Credit Course

Funding Agency Category (CB23)

Not Applicable.

Cooperative Work Experience

Education Status (CB10)

Weekly Student Hours

	In Class	Out of Class
Lecture Hours	0	0
Laboratory Hours	3	0

Course Student Hours

Course Duration (Weeks)	18
Hours per unit divisor	54
Course In-Class (Contact) Hours	
Lecture	0

Studio Hours	0	0	Laboratory	54
			Studio	0
			Total	54
Course Out-of-Class Hours				
			Lecture	0
			Laboratory	0
			Studio	0
			Total	0

Time Commitment Notes for Students

No value

Units and Hours - Weekly Specialty Hours

Activity Name	Type	In Class	Out of Class
No Value	No Value	No Value	No Value

Pre-requisites, Co-requisites, Anti-requisites and Advisories

Advisory

ESL123 - *Grammar And Writing II

Objectives

- Write a one-paragraph composition of 200-250 words in length that includes a topic sentence, supporting details, and transitional expressions.
- Demonstrate level appropriate mastery of spelling, vocabulary, punctuation, simple and progressive tenses, the present perfect tense, and adverb clauses of time and reason.

Entry Standards

Entry Standards

No value

Course Limitations

Cross Listed or Equivalent Course

Description

CABOT 93 - * Adapted Computer Laboratory

No Value

Specifications

Methods of Instruction

Methods of Instruction

Lecture

Methods of Instruction

Laboratory

Methods of Instruction

Discussion

Methods of Instruction

Multimedia

Methods of Instruction

Collaborative Learning

Methods of Instruction

Demonstrations

Out of Class Assignments

N/A

Methods of Evaluation

Rationale

Evaluation

Instructor evaluation of computer skills proficiency in laboratory

Activity (answering journal prompt, group activity)

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

Project/Portfolio

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

Textbook Rationale

No Value

Textbooks

Author	Title	Publisher	Date	ISBN
No Value	No Value	No Value	No Value	No Value

Other Instructional Materials (i.e. OER, handouts)

Description	Instructor prepared materials.
Author	No value
Citation	No value
Online Resource(s)	

Materials Fee

No value

Learning Outcomes and Objectives

Course Objectives

Demonstrate improved computer literacy through performance of correct start-up procedures and basic computer operating system commands.

Improve utilization of adaptations to successfully access the computer.

Use a word processing program/platform to prepare a basic document.

SLOs

Apply efficient and appropriate use of course-related materials. Expected Outcome Performance: 70.0

Independently perform basic functions and commands when using word processing applications or programs. Expected Outcome Performance: 70.0

Apply relevant concepts to the preparation of documents generated from word processing applications or programs. Expected Outcome Performance: 70.0

Additional SLO Information

Does this proposal include revisions that might improve student attainment of course learning outcomes?

No

Is this proposal submitted in response to learning outcomes assessment data?

No

If yes was selected in either of the above questions for learning outcomes, explain and attach evidence of discussions about learning outcomes.

No Value

SLO Evidence

No Value

Course Content

Lecture Content

Project Development (11 hours)

- Evaluation to identify goals and needs for computer/word processing program/platform access
- Mandatory orientation introducing students to ultimate goal of learning how to prepare simple written documents
- Identify assistive technology required to access computer/word processing platform for the production of simple written documents

Project Implementation (32 hours)

- Specialized one-on-one training in specific computer software applications, word processing program/platforms, and/or computer hardware
- Skill acquisition in software applications and/or other designated project components related to simple written document production

Project Evaluation (11 hours)

- Generation of project summary, including assessment of effectiveness of strategies, assistive technologies used, and success of project
- Written self-evaluation of progress toward identified goals in written document production

Total Hours: 54