

Course Outline

COURSE: CSIS 572 **DIVISION:** 30 **ALSO LISTED AS:**

TERM EFFECTIVE: Spring 2020 **CURRICULUM APPROVAL DATE:** 06/11/2019

SHORT TITLE: ADAPT COMPUTR BASIC

LONG TITLE: Adaptive Computer Basics

Units	Number of Weeks		Contact Hours/Week		Total Contact Hours
1	18	Lecture:	1	Lecture:	18
		Lab:	0	Lab:	0
		Other:	0	Other:	0
		Total:	1	Total:	18

COURSE DESCRIPTION:

This course will include an introduction to the basic concept of how computers work, using the computer keyboard, beginning Internet, word processing and presentation graphics. This course will be self-paced and adjusted so that students with disabilities can learn a number of adaptive devices designed to make computers accessible. This is a pass/no pass course. May be repeated as necessary based on measurable progress as documented in the Academic Accommodation Plan. **ADVISORY:** This course is intended for students with a verified disability who show a need for the use of adaptive computer programs and/or equipment or demonstrated academic deficit.

PREREQUISITES:

COREQUISITES:

CREDIT STATUS: C - Credit - Degree Non Applicable

GRADING MODES

P - Pass/No Pass

REPEATABILITY: R - Course may be repeated

Maximum of 99 times, 1782 credit hours

SCHEDULE TYPES:

02 - Lecture and/or discussion

STUDENT LEARNING OUTCOMES:

1. recognize and use computer terminology to describe appropriate functions of computer systems and applications.

Measure of assessment: Lab Exercises, Homework, Quizzes

Semester/Year assessed, or planned Semester/Year of assessment: Fall 2020

2. use the Internet to browse web pages, print pages, search for information, and compose, send and retrieve e-mail.

Measure of assessment: Lab Exercises, Homework, Performance Exam

Semester/Year assessed, or planned Semester/Year of assessment: Fall 2020

3. practice beginning skills level using application programs that provide word processing.

Measure of assessment: Textbook Exercises, Lab Exercises; Quizzes

Semester/Year assessed, or planned Semester/Year of assessment: Fall 2020

4. employ MS PowerPoint skills to produce a presentation.

Measure of assessment: Lab Exercises, Final Project

CONTENT, STUDENT PERFORMANCE OBJECTIVES, OUT-OF-CLASS ASSIGNMENTS

Curriculum Approval Date: 06/11/2019

1 HOUR

CONTENT: Orientation

1. Class requirements: lab rules and procedures, course outline, grading and attendance policies.

2. Adaptation (s) and assessment

SPO: Students will evaluate and identify their need for computer access and complete a learning styles inventory to assess their individual learning profile.

1 HOUR

CONTENT: Computer Fundamentals

1. Vocabulary

2. Removable storage handling

3. Software / hardware demonstration

4. Uses of computer exercise

SPO: The student will identify the parts of a window, use a mouse, save to a flash drive, create a folder and shortcut on the desktop, and start up/shut down a computer.

1 HOUR

CONTENT: Internet Introduction

1. Web Browsers

2. Email

3. Netiquette

4. Search engines

SPO: The student will send proper netiquette email messages successfully and be able to attach files, use an address book, and use techniques such as replying to and forwarding messages. The student will complete projects to browse the Internet, download information, copy & save images and use search engines.

3 HOURS

CONTENT: Windows Introduction

SPO: The student will:

1. Identify the screen components of a Windows Operating System
2. Use the mouse and menus
3. Manipulate a window with Minimize, Maximize/Restore, Close, Move & Size controls
4. Identify the parts of a dialog box
5. Use toolbars, bars, and buttons
6. Use the search and help functions

5 HOURS

Content: Word Processing Introduction

SPO: The student will:

1. Use access technologies appropriate to the student's disability
2. Prepare and use flash drives for document storage
3. Define word processing terminology and identify word processing concepts.
4. Use the save and retrieve functions and print simple documents.
5. Use text entry features such as boldface, underlining, italicizing, centering, setting/clearing tabs, temporary right and left margins.
6. Edit documents by inserting and deleting words/lines, and searching/replacing text.
7. Use the autocorrect, spell and thesaurus features.

SPO: Student performance is determined by "hands-on" exercises and worksheets. These objectives will be met by progressing through the lessons in the textbook.

5 HOURS

Content: Presentation Graphics

SPO: The student will:

1. Use access technologies appropriate to the student's disability
2. Create a PowerPoint presentation
3. Apply a Design
4. Insert Clip Art, Picture Files, Video, Chart, Table & WordArt
5. Add Music to the presentation
6. Applying Custom Animation to each slide
7. Setting the Transitions

2 HOURS

METHODS OF INSTRUCTION:

1. Weekly lecture with demonstration using the overhead projector; handouts; review; in-class assignments with textbook; hands on exercises, practice and discussion of assigned exercises. 2. Individual assistance with additional review and practice for students with disabilities. 3. Individualized computer assisted instruction.

OUT OF CLASS ASSIGNMENTS:

Required Outside Hours: 36

Assignment Description:

Textbook readings and exercises

Online tutorials

Weekly quizzes

Internet assignments

Preparation for Final PowerPoint Presentation

METHODS OF EVALUATION:

Writing assignments

Percent of total grade: 10.00 %

Writing assignments: 10% - 20% Written homework Lab reports

Problem-solving assignments

Percent of total grade: 20.00 %

Problem-solving demonstrations: 20% - 40% Lab reports Quizzes

Skill demonstrations

Percent of total grade: 20.00 %

Skill demonstrations: 20% - 40% Class performance Performance exams

Objective examinations

Percent of total grade: 10.00 %

Objective examinations: 10% - 20% Multiple choice True/false Matching items Completion

Other methods of evaluation

Percent of total grade: 0.00 %

REPRESENTATIVE TEXTBOOKS:

None.

Will be utilizing free OER resources on Windows 10, Word 2016 and PowerPoint 2016.

ARTICULATION and CERTIFICATE INFORMATION

Associate Degree:

CSU GE:

IGETC:

CSU TRANSFER:

Not Transferable

UC TRANSFER:

Not Transferable

SUPPLEMENTAL DATA:

Basic Skills: N

Classification: Y

Noncredit Category: Y

Cooperative Education:

Program Status: 2 Stand-alone

Special Class Status: S

CAN:

CAN Sequence:

CSU Crosswalk Course Department:

CSU Crosswalk Course Number:

Prior to College Level: Y

Non Credit Enhanced Funding: N

Funding Agency Code: Y

In-Service: N

Occupational Course: E

Maximum Hours:

Minimum Hours:

Course Control Number: CCC000341420

Sports/Physical Education Course: N

Taxonomy of Program: 493032