

**Course Outline**

**COURSE:** CSIS 575                      **DIVISION:** 30                      **ALSO LISTED AS:**

**TERM EFFECTIVE:** Fall 2021                      **CURRICULUM APPROVAL DATE:** 12/14/2021

**SHORT TITLE:** ACT for Reading and Writing

**LONG TITLE:** Assistive Computer Technology for Reading and Writing

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

**COURSE DESCRIPTION:**

This course provides instruction in effective use of assistive computer technology for reading and writing assistance. Students with disabilities will learn how to use text-to-speech and word prediction programs for improved reading, writing and study skills. Special emphasis will be placed on reading comprehension, vocabulary development, prewriting and editing for correct usage and research facilitation.

**PREREQUISITES:**

**COREQUISITES:**

**CREDIT STATUS:** C - Credit - Degree Non Applicable

**GRADING MODES**

P - Pass/No Pass

**REPEATABILITY:** R - Course may be repeated

Maximum of 3 times, 4 credit hours

**SCHEDULE TYPES:**

02 - Lecture and/or discussion

05 - Hybrid

71 - Dist. Ed Internet Simultaneous

72 - Dist. Ed Internet Delayed

## **STUDENT LEARNING OUTCOMES:**

By the end of this course, a student should:

1. Practice correct usage of reading and writing tools of text-to-speech software.
2. Utilize the dictionary and thesaurus features within the text-to-speech software to increase vocabulary development.
3. Apply study skills software tools to highlight main ideas and essential supporting details in content area reading.
4. Explore the text-to-speech software features for reading the web and accessing various types of course materials.
5. Employ text-to-speech writing tools to correct spelling errors and incorrect word usage, including homonyms.
6. Explore pre-writing, editing and research techniques while using the text-to-speech software.

## **COURSE OBJECTIVES:**

By the end of this course, a student should:

1. Explore various programs that will assist in their reading and writing skills.
2. Learn how to access the Kurzweil 3000 program.
3. Personalize their text-to-speech preferences in the Kurzweil 3000 program.
4. Display the various toolbars within the Kurzweil 3000 program.
5. Explore the reading, writing and study skills features within the Kurzweil 3000 program.
6. Create, edit and save a Kurzweil 3000 document and open it in Microsoft Word for editing.
7. Learn how to access the Read & Write program.
8. Explore the reading, writing and study skills features within the Read & Write program.

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

Curriculum Approval Date: 12/14/2021

1 Hour

Content: Introduction and Text-to-Speech Software Demonstration (Kurzweil 3000). Logging in (at home or on campus)

1 Hour

Content: Work with the Kurzweil 3000 User Interface.

A. Introduction to the Default Toolbars (Classic Toolbar)

1. Main toolbar
2. Reading Toolbar
3. Study Skills Toolbar
4. Writing Toolbar
5. Customizing or creating your own toolbar

1 Hour

Content: B. Navigate in a Document Window.

1. Scanning and Preparing a document for reading and writing;
2. Saving and Opening an existing document
3. Exploring File Formats
4. Changing the Page Number in a Kurzweil file.
5. Saving the Kurzweil file to open and edit in Microsoft Word.

2 Hours

Content: C. Setting Preferences for voice, reading speed, print size.

D. Text-to-Speech Reading Tools.

1. Read/Pause or Start/Stop Reading
2. Using the Dictionary and Thesaurus
3. Adding Bookmarks in Kurzweil 3000

2 Hours

Content: E. Text-To-Speech Writing Tools.

1. Correcting spelling errors
2. Using Word Prediction to assist with spelling and selecting correct homophones
3. Produce multi column notes and outlines.
4. Brainstorm to produce graphic organizers and outlines.
5. Edit essay for spelling and correct homophone usage
6. Use dictionary and thesaurus to improve sophistication of vocabulary.

2 Hours

Content: Work with the Read & Write User Interface.

2 Hours

Content: B. Introduction to the Writing and Self-Editing Tools.

1. Spell Checker
2. Word Prediction
3. Word Wizard
4. Sounds Like and Confusable Words (Check for Homophones)
5. Verb Checker
6. Speak While Typing

2 Hours

Content: C. Introduction to Kurzweil 3000's Study Skills Tools.

1. Highlighting main ideas, supporting details, and vocabulary words
2. Highlighting Text: How to highlight, erase, organize your highlights, and extracting highlights to column notes
3. Extracting annotations
4. Creating Text Notes, Sticky Notes, Bubble Notes and Footnotes

2 Hours

Content: D. Introduction to Read & Write's Study Skills and Features.

1. Dictionary
2. Highlighters
3. Vocabulary List Builder
4. Fact Finder, and Fact Folder.

1 Hour

Content: Introduction of other assistive computer technology programs that provide reading & writing assistance, such as: WYNN, Dragon Naturally Speaking voice recognition, Inspiration, Plato, and Solo.

2 Hours

Final Exam/Project

### **METHODS OF INSTRUCTION:**

Weekly lecture with demonstration using the assistive computer technologies, handouts, in-class lab assignments, hands on exercises, practice and discussion of assigned exercises, individual assistance with additional review and practice, quizzes, homework, and final exam/project.

**OUT OF CLASS ASSIGNMENTS:**

Required Outside Hours: 8

Assignment Description: Reading from class text

Required Outside Hours: 8

Assignment Description: Practice Skills

**METHODS OF EVALUATION:**

Writing assignments

Percent of total grade: 20

Written Homework; Lab Reports

Problem-solving assignments

Percent of total grade: 30

Lab Reports; Quizzes

Skill demonstrations

Percent of total grade: 30

Class Performance/s; Performance Exams

Objective examinations

Percent of total grade: 20

Multiple Choice; True/False; Matching Choice; Completion

**REPRESENTATIVE TEXTBOOKS:**

**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: CCC000576988

Sports/Physical Education Course: N

Taxonomy of Program: 493032