

COURSE OUTLINE

**Computer Applications and Business Office Technologies 92  
Introduction to Adapted Word Processing**

**I. Catalog Statement**

Computer Applications and Business Office Technologies 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.

Total Lecture Units: 3.0

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Total Lecture Hours: 48.0

**Total Faculty Contact Hours: 48.0**

Recommended Preparation: Eligibility for English 191 or ESL 141.

Note: This course is primarily intended for students who meet Title V eligibility requirements for Disabled Students Programs and Services.

**II. Course Entry Expectations**

Skills Level Ranges: Reading 4; Writing 4; Listening/Speaking 4; Math 2.

**III. Course Exit Standards**

Upon successful completion of the required coursework, the student will be able to:

1. demonstrate increased competency in using any necessary adaptation and/or assistive technology to successfully access the computer;
2. demonstrate basic computer literacy through use of computers and performance of correct use of personal storage devices, startup procedures and basic operating system commands;
3. demonstrate 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).

<b>IV. <u>Course Content</u></b>	<b>Total Faculty Contact Hours = 48 hours</b>
A. Evaluation	4 hours
1. Student skill levels	
2. Student strengths and limitations	
3. Selection of appropriate adaptations/assistive technology (e.g. alternative media format)	
B. Assistive technology specific instruction	4 hours
1. Adapted keyboard/mouse	
2. keyboard commands and/or mouse commands	
3. Screen magnification/screen reader software application	
4. CCTV's	
C. Word Processing	40 hours
1. Overview of computer history and computer basics; (e.g. hardware, software, memory, terminology, uses)	4 hours
2. Basic word processing procedures and computer basics	6 hours
a. File management	
b. Spellchecker	
c. Hardware vs. Software	
d. Use of removable storage devices	
3. Selecting Text	2 hours
4. Special Text Formats	4 hours
5. Formatting a document	3 hours
a. Line spacing	
b. Margins	
c. Indenting individual paragraphs	
6. Cut/Copy/Paste Text	4 hours
7. Find and Find/Replace	2 hours
8. Thesaurus	2 hours
9. Page Numbers	2 hours
10. Headers and Footers	4 hours
11. Works Cited and Hanging indents	3 hours
12. Word processing review	4 hours

**V. Methods of Instruction**

The following instructional methodologies may be used in the course:

1. lecture;
2. demonstration;
3. one-on-one instruction;
4. group discussions and/or collaborative learning.

**VI. Out of Class Assignments**

The following out of class assignments may be used in this course:

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.

**VII. Methods of Evaluation**

The following methods of evaluation may be used in this course:

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

**VIII. Textbook(s)**

*CABOT 92: Introduction to Word Processing Student Manual.* Current Edition.

Instructor-generated and duplicated at GCC.

7<sup>th</sup> Grade Textbook Reading Level.

**IX. Student Learning Outcomes**

1. Student will demonstrate efficient and appropriate use of course-related resources (eg: handouts and/or manuals and instructional support).
2. Student will develop and demonstrate competency in the efficient and independent use of appropriate assistive technologies and any other adaptations required to access the computer.
3. Student will demonstrate the ability to independently perform basic start-up procedures, basic Windows-based application program commands and appropriate use of personal data storage devices.
4. Student will demonstrate the ability to independently perform basic word processing commands (e.g. 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).