Lecture Contact Hours: 16-18; Homework Hours: 32-36; Total Student Learning Hours: 48-54
Laboratory Contact Hours: 16-18; Homework Hours: 0; Total Student Learning Hours: 16-18

CUYAMACA COLLEGE
COURSE OUTLINE OF RECORD

PERSONAL DEVELOPMENT – SUCCESS SERVICES 087 – ADAPTED COMPUTER STUDIES

1 hour lecture, 1 hour laboratory, 1 unit

Catalog Description
Individualized course of study for students with disabilities. Provides in-depth, individualized instruction in assistive technology and techniques to maximize independent use of assistive and mainstream computer hardware/software. This course is intended to improve students' ability to participate in general activities, programs and classes offered by the college and improve their potential for success in college-level courses. *May be taken for a maximum of 4 units.* **Pass/No Pass only. Non-degree applicable.**

Prerequisite
None

Course Content
1) Parts of the computer and start-up procedures
2) Use of the operating system
3) Compare and evaluate the use of specialized hardware and software to enhance personal and academic productivity.
4) In-depth study within an area of interest to the student to maximize independent use of assistive technology hardware and software
5) Projects using current Microsoft Windows and Office software

Course Objectives
Students will be able to at an intermediate level:
1) Apply critical thinking skills to compare and evaluate various assistive hardware and software computer products to adjust for the limitations of a disability.
2) Independently use assistive technology products in conjunction with (Microsoft Office) software and hardware products to produce Word, Excel, and PowerPoint documents and presentation for school and work.
3) Troubleshoot problems with software and hardware in computer applications.
4) Prepare Word documents, Excel spreadsheets, and PowerPoint presentations through practical projects and applications at an intermediate level.

Method of Evaluation

A grading system will be established by the instructor and implemented equitably. Grades will be based on demonstrated proficiency in subject matter determined by multiple measurements for evaluation.

1) Written quizzes that measure students' ability to identify computer components.
2) Hands-on exercises that measure students' ability to purchase, install and maintain a personal computer.
3) Portfolio of tutorials and projects that are completed by a step-by step process that demonstrates students' ability to independently use current Microsoft Windows and Office software.
4) Written summary and analysis of selected assistive technology software and hardware products that could apply to the limitations of an individual's disability. Summary must include how the selected assistive technology could be integrated with software and hardware products.

Special Materials Required of Student

Microsoft Office and Internet access.

Minimum Instructional Facilities

Computer facilities equipped with furniture, hardware and software designed or modified for use by students with disabilities

Method of Instruction

1) Lecture, demonstration, in-class hands-on exercises
2) Audiovisual materials, computer software programs and assistive technology
3) Small and large group discussions
4) Independent tutorials and projects
5) Individualized assistance

Out-of-Class Assignments

1) Projects created in Word, (flyers, resume, research paper) Excel (data, charts, multiple worksheets) and PowerPoint (inserting objects/multimedia, slide transitions and animations).
2) Research of various assistive technology products

Texts and References

1) Required (representative example): Freud, Microsoft Windows 10 Intermediate 2016, Cengage Learning.
2) Supplemental: Manuals and other instructional materials supplied with standard and assistive computer technology.

Student Learning Outcomes

Upon successful completion of this course, students will be able to:

1) Create a portfolio to demonstrate intermediate applications of Microsoft Office.
2) Evaluate, adapt and reflect on various modes of assistive technology for one's academic adjustment needs.