

Lecture Contact Hours: 16-18; Outside-of-Class Hours: 32-36;
Laboratory Contact Hours: 16-18; Outside-of-Class Hours: 0;
Total Student Learning Hours: 64-72

CUYAMACA COLLEGE
COURSE OUTLINE OF RECORD

Personal Development – Success Services 085 – Adapted Computer Basics

1 hour lecture, 1 unit
1 hour laboratory
Total units: 1

Catalog Description

Individualized course of study for students with disabilities. Designed to acquaint students with basic assistive technology and techniques that may improve their ability to participate in general activities, programs and classes offered by the college and improve their potential for success in college. *May be taken for a maximum of 4 units. Pass/No Pass only. Non-degree applicable.*

Prerequisite

None

Course Content

The instructor will assess each student's instructional needs. Based on this assessment, the instructor will develop an individual course of study for each student which may include the following:

- 1) Parts of the computer and start-up procedures
- 2) Use of the operating system
- 3) Instruction in operating computer programs, to include standard productivity software as well as assistive software and hardware
- 4) Individualized study within an area of interest to the student such as beginning computer literacy, applications software (e.g., word processing, spreadsheet or graphics programs), telecommunications software, or learning to use specialized hardware and/or software for improving the student's capabilities in certain areas
- 5) Development of other skills as needed

Course Objectives

At an entry level, students will be able to:

- 1) Identify the components of a computer and describe how to purchase, install and maintain a personal computer based on current computer standards.
- 2) Apply critical thinking skills when comparing and evaluating various assistive technology hardware and software computer products to adjust for the limitations of a disability.
- 3) Independently use assistive technology products in conjunction with current mainstream software (Microsoft Office) and hardware products to produce academic and course work documents and presentations including Word, Excel, and PowerPoint.
- 4) Prepare Word documents and PowerPoint presentations that demonstrate their ability to be prepared for their college courses.

Method of Evaluation

A grading system will be established by the instructor and implemented uniformly. Grades will be based on demonstrated proficiency in subject matter determined by multiple measurements for evaluation, one of which must be exams, skills demonstration or, where appropriate, the symbol system.

- 1) Homework assignments that demonstrate students' ability to apply lecture and course materials to real world situations and college level courses.
- 2) Projects and performance tasks which measure students' ability to utilize basic assistive technology and techniques to succeed in college level courses.
- 3) Oral presentations that showcase students' ability to draw from what they have learned throughout the course and demonstrate their comprehension of course materials. For example, students will prepare and present a PowerPoint presentation from a list of given topics utilizing skills learned in class.
- 4) Written tests and final examination that measure students' ability to apply critical thinking skills, reading strategies, and use proper vocabulary.
- 5) Exercises which measure students' ability to properly identify the components of a computer and describe how to purchase a personal computer.

Special Materials Required of Student

As required for individualized course of study

Minimum Instructional Facilities

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

Method of Instruction

- 1) Hands-on exercises
- 2) Lecture and demonstration
- 3) Individualized assistance

Out-of-Class Assignments

- 1) Assignments that demonstrate students' ability to apply lecture and course materials to real world situations.
- 2) Preparation of materials to be used in conjunction with oral presentations.

Texts and References

- 1) Required (representative example): Michael Miller, Absolute Beginner's Guide Computer Basics Windows 11th Edition, Tenth Edition 2023, Pearson Education.
- 2) Supplemental: Manuals and other instructional materials supplied with the standard and assistive computer technology used in class.

Student Learning Outcomes

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

- 1) Prepare Word documents and PowerPoint demonstrations.
- 2) Evaluate various modes of assistive technology for one's academic adjustment needs.