Lassen Community College Course Outline

DS-110 Computer Access I   0.5 - 3.0 Units

I.   Catalog Description

Designed for students with learning, visual, physical, or language impairments. Provides training in computer access technologies within the context of document processing.
This course has been approved for online and hybrid delivery.

Diversity Statement

Our commitment to diversity requires that we strive to eliminate barriers to equity and that we act deliberately to create a safe and inclusive environment where individual and group differences are valued and leveraged for the growth and understanding as an educational community.

Corequisite(s): No required corequisite.

Advisory: Recommended this class be taken with a corequisite class requiring one or more written assignments.

Additional Course Information

Transfer Status:
>   NT - Does not transfer to UC/CSU

Total Number of Hours by Instructional Method:
>   25.5-153 Hours Laboratory
>   12- 20 Outside Class Hours (dependent upon student ability & technology access)
>   173 Total Student Learning Hours

Scheduled:
>   Fall, Spring

II.   Coding Information

Repeatability: Take 4 times
Grading Option: Pass/No Pass
Credit Type: Non-Credit/Not Degree Applicable
TOP Code: (493032)

III.   Course Objectives

A. Course Student Learning Outcomes

Upon completion of this course the student will be able to:

1. Produce a functional document using a computer in conjunction with appropriate software or hardware adaptive technologies.

B. Course Objectives

Upon completion of this course the student will be able to:

1. Produce a functional document using a computer in conjunction with appropriate software or hardware adaptive technologies.

IV. Course Content
A. Adaptive Soft/Hardware
Depending upon the needs of the student the following may be taught:
1. Enlargers
2. Screen Readers
3. Special Keyboard
4. Large Keyboard
B. Standard Software
Depending upon the need of the student the following may be taught:
1. Word Processing to include resumes, job applications, letters, etcetera
2. Spreadsheets
3. Presentation
4. Web Browsers
5. Electronic Mail and Social Communication Tools
C. Software Environments
The student will demonstrate the following functions:
1. Create file
2. Open file
3. Save file
4. Recall file
5. Rename file
6. Print file
7. Block
8. Bold
9. Center
10. Underline
11. Delete
12. Insert/typeover
13. Spell/Grammar check

V. Assignments
A. Appropriate Readings
1. None
A. Writing Assignments
1. Document Processing
B. Expected Outside Assignments
1. None expected; however, for students with access and ability, students can apply their skills gained to their own personal devices.
C. Specific Assignments that Demonstrate Critical Thinking
1. Computer lab assignments

VI. Methods of Evaluation
List general evaluation methods (i.e., mixed format exams, participation, written essays, oral

and listening exams)

Only include the appropriate evaluation modalities

Traditional Classroom Instruction

As appropriate, the student will produce a functional document using adaptive soft/hardware as necessary.

1. Document processing assignments
2. Computer lab assignments
3. Lab hours completed.

Hybrid Evaluation

All quizzes and exams will be administered during the in-person class time. Students will be expected to complete on-line assignments and activities equivalent to in-class assignments and activities for the on-line portion of the course. Electronic communication, both synchronous and asynchronous (chat/forum) will be evaluated for participation and to maintain effective communication between instructor and students

Online Evaluation

A variety of methods will be used, such as: papers, assignments, asynchronous and synchronous (chat/forum) discussions, on-line quizzes and exams, posting to online website and email communications.

VII. Methods of Delivery

Check those delivery methods for which this course has been separately approved by the Curriculum/Academic Standards Committee.

☒ Traditional Classroom Delivery
☐ Correspondence Delivery
☒ Hybrid Delivery
☒ Online Delivery

Only include the appropriate delivery modalities

Traditional Classroom Delivery

Demonstration/Laboratory, discussion, audio/visual aids, demonstration, lab, individualized programs and other as needed.

Hybrid Delivery

A combination of traditional classroom and online instruction will be utilized. Each semester a minimum of 17 hours, or 1/3 of the instruction hours, will be taught face-to face by the instructor and the remaining hours will be instructed online through the technology platform adopted by the District. Traditional class instruction could consist of exercises/assignments, lectures, visual aids, practice exercises, exams and quizzes. Online delivery could consist of exercises/assignments, lecture posts, discussions, exams and quizzes, adding extra resources and other media sources as appropriate.

Online Delivery

Participation in on-line discussions. On-line exercises/assignments contained on website. Web based video vignettes with discussion paper, email communications, postings to forums, on-line lecture notes and web links will compromise the method of instruction.

VIII. Representative Texts and Supplies
    A. Text: None
    B. Recommendation of using MLA or APA or equivalent formatting being sure to include all bibliographic information as required by corequisite class.

IX. Course Status
1. Current Status: Active
2. Original Approval Date: 6/25/1990
3. Course Originator: Cindy Howe
4. Board Approval Date:
5. Chancellor's Office Approval Date:
6. Revised By: Carrie Nyman
7. Curriculum/Academic Standards Committee Revision Date: 10/1/2024