

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.

Does not transfer to UC/CSU

25.5-153 Hours Lab

Scheduled: Fall, Spring

II. Coding Information

Repeatability: Take 4 times

Grading Option: Pass/No Pass Only

Credit Type: 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:

Produce a functional document using a computer in conjunction with appropriate soft/hard ware adaptive technologies.

B. Course Objectives

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

Produce a functional document using a computer in conjunction with appropriate soft/hard ware 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 Key Board

B. Standard Software

Depending upon the need of the student the following may be taught:

1. Microsoft Word
2. Microsoft Excel
3. Microsoft Access
4. Internet Explorer
5. E Mail
6. Mavis Beacon Typing Tutor
7. Microsoft PowerPoint
8. Resume Applications

C. Word Processing Environment

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

None

B. Writing Assignments

Document Processing

C. Expected Outside Assignments

None

D. Specific Assignments that Demonstrate Critical Thinking

Computer lab assignments

VI. Methods of Evaluation

Traditional Classroom Evaluation

As appropriate, the student will produce a functional document using adaptive soft/hard ware 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 on-line 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

Traditional Classroom Delivery

Demonstration/Laboratory

Hybrid Delivery

A combination of traditional classroom and on-line instruction will be utilized. Each semester a minimum of 17 hours will be taught face-to face by the instructor and the remaining hours will be instructed on-line through the technology platform adopted by the District. Traditional class instruction will consist of exercises/assignments, lectures, visual aids, and practice exercises. Online delivery will consist of exercises/assignments, lecture posts, discussions, 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

None

IX. Discipline/s Assignment

Learning Disability Specialist, Computer Tech Spec (adapted), DSPS - Credit Instructor

X. Course Status

Current Status: Active

Original Approval Date: 6/25/1990

Revised By: Cindy Howe

Latest Curriculum/Academic Standards Committee Revision Date: 10/05/2021