

Lassen Community College Course Outline

DS 111 Computer Access II

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 advanced document processing skills and basic spreadsheet and data base programs. 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 word processing, database or spreadsheet program on 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 word processing, data base or spreadsheet program on either PC or Apple computer in conjunction with appropriate soft/hard ware adaptive technologies.

IV. Course Content

A. Word Processing

Using appropriate adaptive technologies the student, depending upon ability, will be able to perform the following word processing functions:

1. Use a computer resident thesaurus
2. Cut and paste within a single document
3. Cut and paste between documents
4. Copy text within a document
5. Copy text between documents
6. Search
7. Search and replace
8. Change all margins
9. Change font and/or font size
10. Create simple macros
11. Perform simple merge functions
12. Set path for file

B. Spread Sheet

With appropriate adaptive technologies the student, depending upon ability, and type of spread sheet, will be able to perform the following spread sheet functions:

1. Addition, subtraction, multiplication, division between cells
2. Create headings
3. Change size of cell
4. Insert or delete cells, rows or columns
5. Cut, paste or copy within a worksheet
6. Cut, paste or copy between worksheets
7. Create borders to cells, rows or columns
8. Create formats for cells, rows, or columns
9. Create alignments for cells, rows, or columns

C. Data Sheet/Bases

With appropriate adaptive technologies the student, depending upon ability, and type of data base, will be able to perform the following data base functions:

1. Create a format appropriate to the desired function
2. Choose appropriate field types and names
3. Sort by one, two, and three fields
4. Set criteria for sort function

V. Assignments

A. Appropriate Readings

None

B. Writing Assignments

Word process, spreadsheet or database exercises.

C. Expected Outside Assignments

None

D. Specific Assignments That Demonstrate Critical Thinking

Computer lab assignments

VI. Methods of Evaluation

Traditional Classroom Evaluation

Production of functional data base spread sheet or word processing document.

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

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

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