



# El Camino College

## COURSE OUTLINE OF RECORD - Official

### I. GENERAL COURSE INFORMATION

**Subject and Number:** Educational Development 140  
**Descriptive Title:** Assisted Computer Literacy

**Course Disciplines:** Special Education

**Division:** Health Sciences and Athletics

**Catalog Description:** This introductory computer course is designed to instruct students with disabilities in the use of assistive computer technology appropriate to the individual's functional limitations. The student will acquire basic computer literacy skills with an emphasis on word processing in the Windows environment.

*Note: This course is appropriate for students with disabilities.*

**Conditions of Enrollment: Recommended Preparation**  
minimum typing speed of five words per minute

**Course Length:**  Full Term  Other (Specify number of weeks):  
**Hours Lecture:** 2.00 hours per week  TBA  
**Hours Laboratory:** 1.00 hours per week  TBA  
**Course Units:** 2.00

**Grading Method:** Both  
**Credit Status:** Associate Degree Credit

**Transfer CSU:**  Effective Date: April 8, 1996  
**Transfer UC:**  No

**General Education:**

**El Camino College:** \_\_\_\_\_

**CSU GE:** \_\_\_\_\_

**IGETC:** \_\_\_\_\_

### II. OUTCOMES AND OBJECTIVES

**A. COURSE STUDENT LEARNING OUTCOMES** (The course student learning outcomes are listed below, along with a representative assessment method for each. Student learning outcomes are not subject to review, revision or approval by the College Curriculum Committee)

1. Students will create a properly formatted word document.
2. Students will utilize short cut keys to edit a word document.
3. Students will utilize the internet to research information using reliable sources.

The above SLOs were the most recent available SLOs at the time of course review. For the most current SLO statements, visit the El Camino College SLO webpage at <http://www.elcamino.edu/academics/slo/>.

**B. Course Student Learning Objectives (The major learning objective for students enrolled in this course are listed below, along with a representative assessment method for each)**

1. Demonstrate proper use of a computer keyboard and mouse (or appropriate alternative input device) to access the computer.

Class Performance

2. Create, edit, save and print a word document.

Class Performance

3. Demonstrate knowledge of specific vocabulary terms.

Matching Items

4. Access the Internet and acquire and gather research information for a specific research project.

Laboratory reports

5. Identify pros and cons and the applicability of different mass storage devices.

Class Performance

**III. OUTLINE OF SUBJECT MATTER (Topics are detailed enough to enable a qualified instructor to determine the major areas that should be covered as well as ensure consistency from instructor to instructor and semester to semester.)**

Lecture or Lab	Approximate Hours	Topic Number	Major Topic
Lecture	6	I	Computer Basics 1. History of the computer 2. Logon, keyboard, and screen concepts 3. Computer terminology 4. Mass storage devices 5. Future of the computer
Lecture	8	II	Access Technology 1. Overview of Access Technology 2. Skill assessment and assistive technology 3. Computer accessibility features and functionality
Lecture	7.5	III	Internet 1. Basics of the internet 2. Using MY ECC
Lecture	14.5	IV	Using Microsoft Word 1. Creating a new document 2. Saving and printing a new document 3. Open, edit and save an old document 4. Changing margins, hidden codes and double

			spacing 5. View document, select and undo text 6. Bold, underline, italicize and position text 7. Changing font style and size 8. Spell checker and thesaurus
Lab	1.5	V	Computer Basics 1. History of the computer 2. Logon, keyboard, and screen concepts 3. Computer terminology 4. Mass storage devices 5. Future of the computer
Lab	3	VI	Access Technology 1. Skill assessment and assistive technology 2. Computer accessibility features and functionality
Lab	1.5	VII	Internet 1. Basics of the internet 2. Using MY ECC
Lab	12	VIII	Using Microsoft Word 1. Creating a new document 2. Saving and printing a new document 3. Open, edit and save an old document 4. Changing margins, hidden codes and double spacing 5. View document, select and undo text 6. Bold, underline, italicize and position text 7. Changing font style and size 8. Spell checker and thesaurus
<b>Total Lecture Hours</b>		36	
<b>Total Laboratory Hours</b>		18	
<b>Total Hours</b>		54	

#### IV. PRIMARY METHOD OF EVALUATION AND SAMPLE ASSIGNMENTS

##### A. PRIMARY METHOD OF EVALUATION:

Skills demonstrations

##### B. TYPICAL ASSIGNMENT USING PRIMARY METHOD OF EVALUATION:

Download a file from the server and select a designated amount of text. Delete selected text, save, and print the file. Reinsert the text using the "undo" button on the Quick Access toolbar. Save and print the file. Turn in both printouts of the file to the instructor.

##### C. COLLEGE-LEVEL CRITICAL THINKING ASSIGNMENTS:

1. Access two designated internet websites and compare the content information at both sites. Discuss your findings with the instructor.

2. Discuss in small groups the concepts of computer memory in terms of use, capacity, and mechanical devices (mega byte versus mega hertz) as it relates to different types of data storage.

**D. OTHER TYPICAL ASSESSMENT AND EVALUATION METHODS:**

- Performance exams
- Other exams
- Quizzes
- Laboratory reports
- Class Performance
- Multiple Choice
- Matching Items
- True/False
- Other (specify):
  - Computer proficiency assignments

**V. INSTRUCTIONAL METHODS**

- Demonstration
- Discussion
- Guest Speakers
- Laboratory
- Lecture
- Multimedia presentations

**Note: In compliance with Board Policies 1600 and 3410, Title 5 California Code of Regulations, the Rehabilitation Act of 1973, and Sections 504 and 508 of the Americans with Disabilities Act, instruction delivery shall provide access, full inclusion, and effective communication for students with disabilities.**

**VI. WORK OUTSIDE OF CLASS**

- Study
- Skill practice
- Required reading
- Other (specify)
- Lab assignments to be completed in the High Tech Center

**Estimated Independent Study Hours per Week: 4**

**VII. TEXTS AND MATERIALS**

**A. UP-TO-DATE REPRESENTATIVE TEXTBOOKS**

Jennifer Duffy. Microsoft Word 2010, Illus. Brief. Cengage, 2010.

**B. ALTERNATIVE TEXTBOOKS**

**C. REQUIRED SUPPLEMENTARY READINGS**

**D. OTHER REQUIRED MATERIALS**

**VIII. CONDITIONS OF ENROLLMENT**

**A. Requisites (Course and Non-Course Prerequisites and Corequisites)**

Requisites	Category and Justification
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**B. Requisite Skills**

Requisite Skills
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**C. Recommended Preparations (Course and Non-Course)**

Recommended Preparation	Category and Justification
Non-Course Recommended Preparation minimum typing speed of five words per minute	

**D. Recommended Skills**

Recommended Skills
minimum typing speed of five words per minute

**E. Enrollment Limitations**

Enrollment Limitations and Category	Enrollment Limitations Impact
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Course created by Raymond R. Lovell on 04/01/1988.

**BOARD APPROVAL DATE: 12/19/2016**

**LAST BOARD APPROVAL DATE:**

**Last Reviewed and/or Revised by Kathryn Holmes on 09/13/2016**