



El Camino College  
COURSE OUTLINE OF RECORD – Official

<b>Course Acronym:</b>	EDEV
<b>Course Number:</b>	140
<b>Descriptive Title:</b>	Assisted Computer Literacy
<b>Division:</b>	Library and Learning Resources
<b>Department:</b>	Educational Development
<b>Course Disciplines:</b>	Educational Development
<b>Catalog Description:</b>	<p>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.</p> <p>Note: This course is appropriate for students with disabilities.</p>
<b>Prerequisite:</b>	
<b>Co-requisite:</b>	
<b>Recommended Preparation:</b>	Minimum typing speed of five words per minute
<b>Enrollment Limitation:</b>	
<b>Hours Lecture (per week):</b>	2
<b>Hours Laboratory (per week):</b>	1
<b>Outside Study Hours:</b>	4
<b>Total Course Hours:</b>	54
<b>Course Units:</b>	2
<b>Grading Method:</b>	Letter Grade and Pass/No Pass
<b>Credit Status:</b>	Credit, degree applicable
<b>Transfer CSU:</b>	Yes
<b>Effective Date:</b>	April 8, 1996
<b>Transfer UC:</b>	No
<b>Effective Date:</b>	
<b>General Education:</b>	ECC
<b>Term:</b>	
<b>Other:</b>	
<b>CSU GE:</b>	
<b>Term:</b>	
<b>Other:</b>	
<b>IGETC:</b>	
<b>Term:</b>	

<b>Other:</b>	
<b>Student Learning Outcomes:</b>	<p><b>SLO #1 Word Document</b> Students will create a properly formatted word document</p> <p><b>SLO #2 Short Cut Key</b> Students will utilize short cut keys to edit a word document</p> <p><b>SLO #3 Internet Research</b> Students will utilize the internet to research information using reliable sources.</p>
<b>Course Objectives:</b>	<ol style="list-style-type: none"> <li>1. Demonstrate proper use of a computer keyboard and mouse (or appropriate alternative input device) to access the computer.</li> <li>2. Create, edit, save and print a word document.</li> <li>3. Demonstrate knowledge of specific vocabulary terms.</li> <li>4. Access the Internet and acquire and gather research information for a specific research project.</li> <li>5. Identify pros and cons and the applicability of different mass storage devices.</li> </ol>
<b>Major Topics:</b>	<p><b>I. Computer Basics (6 hours, lecture)</b></p> <ol style="list-style-type: none"> <li>1. History of the computer, including minority inventors, contributors, and role models.</li> <li>2. Logon, keyboard, mouse, and screen concepts</li> <li>3. Computer terminology</li> <li>4. Mass storage devices and cloud storage</li> <li>5. Future of the computer</li> <li>6. Ergonomics</li> </ol> <p><b>II. Assistive Technology (8 hours, lecture)</b></p> <ol style="list-style-type: none"> <li>1. Overview of Assistive Technology</li> <li>2. Skill assessment and assistive technology, as appropriate according to the student's learning preference, ability, and functional limitations related to their ability</li> <li>3. Computer accessibility features and functionality, as appropriate according to the student's learning preference, ability, and functional limitations related to their ability</li> </ol> <p><b>III. Internet (8 hours, lecture)</b></p> <ol style="list-style-type: none"> <li>1. Basics of the internet</li> <li>2. Basics of internet research</li> <li>3. Basics of email</li> <li>4. Using the ECC student portal and other student engagement and learning programs (MyECC, ECC Connect, Canvas, etc.)</li> </ol> <p><b>IV. Using Microsoft Word (14 hours, lecture)</b></p> <ol style="list-style-type: none"> <li>1. Create a new document</li> </ol>

	<ol style="list-style-type: none"> <li>2. Save and print a new document</li> <li>3. Open, edit, and save an old document</li> <li>4. Change margins, indentation, and line spacing</li> <li>5. View document, select and undo text</li> <li>6. Change font, style size, and other effects (Color, bold, underline, italics, etc)</li> <li>7. Use shortcut keys</li> <li>8. Use spellchecker and thesaurus</li> </ol> <p><b>V. Computer Basics (2 hours, lab)</b></p> <ol style="list-style-type: none"> <li>1. Logon, keyboard, mouse, and screen concepts</li> <li>2. Computer terminology</li> <li>3. Mass storage devices and cloud storage</li> <li>4. Ergonomics</li> <li>5. Typing skills</li> </ol> <p><b>VI. Assistive Technology (3 hours, lab)</b></p> <ol style="list-style-type: none"> <li>1. Skill assessment and use of assistive technology, as appropriate according to the student's learning preference, ability, and functional limitations related to their ability</li> <li>2. Computer accessibility features and functionality, as appropriate according to the student's learning preference, ability, and functional limitations related to their ability</li> </ol> <p><b>VII. Internet (2 hours, lab)</b></p> <ol style="list-style-type: none"> <li>1. Basics of the internet</li> <li>2. Basics of internet research</li> <li>3. Basics of email</li> <li>4. Using the ECC student portal and other student engagement and learning programs (MyECC, ECC Connect, Canvas, etc.)</li> </ol> <p><b>VIII. Using Microsoft Word (11 hours, lab)</b></p> <ol style="list-style-type: none"> <li>1. Create a new document</li> <li>2. Save and print a new document</li> <li>3. Open, edit, and save an old document</li> <li>4. Change margins, indentation, and line spacing</li> <li>5. View document, select and undo text</li> <li>6. Change font, style size, and other effects (Color, bold, underline, italics, etc)</li> <li>7. Use shortcut keys</li> <li>8. Use spellchecker and thesaurus</li> </ol>
<b>Total Lecture Hours:</b>	36
<b>Total Laboratory Hours:</b>	18
<b>Total Hours:</b>	54
<b>Primary Method of Evaluation:</b>	3) Skills demonstrations

<b>Typical Assignment Using Primary Method of Evaluation:</b>	Create and print a document using Word. Save the document to One Drive and share the file with the instructor.
<b>Critical Thinking Assignment 1:</b>	Review two designated internet websites, compare the content information on both sites, and determine if the information is reliable.
<b>Critical Thinking Assignment 2:</b>	Discuss in small groups different assistive technology, how the technology can be effective in your education, and strategies to use the technology in your courses.
<b>Other Evaluation Methods:</b>	Class Performance, Other Exams, Performance Exams, Quizzes, Laboratory Reports, True/False, Matching Items, Multiple Choice, Computer Proficiency Assignments
<b>Instructional Methods:</b>	Lecture, Lab, Discussion, Guest Speakers, Multimedia Presentations, Demonstration,
<b>If other:</b>	
<b>Work Outside of Class:</b>	Required reading, skill practice, study
<b>If Other:</b>	Lab assignments to be completed in the High Tech Center
<b>Up-To-Date Representative Textbooks:</b>	Rizk, Ziko. CIS101 - Computer Fundamentals. OER (Public) Version. Linn-Benton Community College, 2016. <a href="https://moodle.linnbenton.edu/course/view.php?id=3130">https://moodle.linnbenton.edu/course/view.php?id=3130</a> . Creative Commons Attribution Non-Commercial 4.0 International. (Discipline Standard)  GCF Global. (1988-2022). Technology. OER. Goodwill Community Foundation. <a href="https://edu.gcfglobal.org/en/subjects/tech/">https://edu.gcfglobal.org/en/subjects/tech/</a> .
<b>Alternative Textbooks:</b>	
<b>Required Supplementary Readings:</b>	
<b>Other Required Materials:</b>	
<b>Requisite:</b>	
<b>Category:</b>	
<b>Requisite course(s): List both prerequisites and corequisites in this box.</b>	
<b>Requisite and Matching skill(s): Bold the requisite skill. List the corresponding course objective under each skill(s).</b>	
<b>Requisite Skill:</b>	
<b>Requisite Skill and Matching Skill(s): Bold the requisite skill(s). If applicable</b>	
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<b>course objective under each skill(s).</b>	
<b>Requisite Skill:</b>	Minimum typing speed of five words per minute
<b>Requisite Skill and Matching skill(s): Bold the requisite skill. List the corresponding course objective under each skill(s). If applicable</b>	Minimum typing speed of five words per minute
<b>Enrollment Limitations and Category:</b>	
<b>Enrollment Limitations Impact:</b>	
<b>Course Created by:</b>	Raymond R. Lovell
<b>Date:</b>	04/01/1988
<b>Original Board Approval Date:</b>	
<b>Last Reviewed and/or Revised by:</b>	Kathryn Holmes
<b>Date:</b>	09/13/2016
<b>Last Board Approval Date:</b>	12/19/2022