ACT R001: ASSISTIVE COMPUTER TECHNOLOGY

Originator

pcowan

College

Oxnard College

Discipline (CB01A)

ACT - Assistive Computer Technology

Course Number (CB01B)

R001

Course Title (CB02)

Assistive Computer Technology

Banner/Short Title

Assistive Computer Technology

Credit Type

Credit

Start Term

Fall 2021

Catalog Course Description

This course provides in-depth computer access evaluation to determine the most appropriate access environment for students with a disability or multiple disabilities. Disability categories served could include: physical, learning, visual, cognitive, deaf/hard of hearing, and psychological. Other participants could include students recommended by instructional staff.

Taxonomy of Programs (TOP) Code (CB03)

4930.30 - Learning Skills, Disabled

Course Credit Status (CB04)

C (Credit - Not Degree Applicable)

Course Transfer Status (CB05) (select one only)

C (Not transferable)

Course Basic Skills Status (CB08)

N - The Course is Not a Basic Skills Course

SAM Priority Code (CB09)

E - Non-Occupational

Course Cooperative Work Experience Education Status (CB10)

N - Is Not Part of a Cooperative Work Experience Education Program

Course Classification Status (CB11)

Y - Credit Course

Educational Assistance Class Instruction (Approved Special Class) (CB13)

S - The Course is an Approved Special Class

Course Prior to Transfer Level (CB21)

Y - Not Applicable

Course Noncredit Category (CB22)

Y - Credit Course

Funding Agency Category (CB23)
Y - Not Applicable (Funding Not Used)

Course Program Status (CB24)
2 - Not Program Applicable

General Education Status (CB25)
Y - Not Applicable

Support Course Status (CB26)
N - Course is not a support course

Field trips
Will not be required

Grading method
Pass/No Pass Grading

Does this course require an instructional materials fee?
No

Repeatable for Credit
No

Is this course part of a family?
No

Units and Hours

Carnegie Unit Override
No

In-Class

Lecture
Minimum Contact/In-Class Lecture Hours
17.5
Maximum Contact/In-Class Lecture Hours
17.5

Activity

Laboratory
Minimum Contact/In-Class Laboratory Hours
52.5
Maximum Contact/In-Class Laboratory Hours
52.5

Total in-Class

Total in-Class
Total Minimum Contact/In-Class Hours
70
Total Maximum Contact/In-Class Hours
70

Outside-of-Class

Internship/Cooperative Work Experience

Paid

Unpaid

Total Outside-of-Class

Total Outside-of-Class
Minimum Outside-of-Class Hours
35
Maximum Outside-of-Class Hours
35

Total Student Learning

Total Student Learning
Total Minimum Student Learning Hours
105
Total Maximum Student Learning Hours
105

Minimum Units (CB07)
2
Maximum Units (CB06)
2

Student Learning Outcomes (CSLOs)

	Upon satisfactory completion of the course, students will be able to:
1	Select most effective software for computer accessibility.
2	Apply basic skills/concepts of word processing to assignment.

Course Objectives

	Upon satisfactory completion of the course, students will be able to:
1	Select applicable software/hardware for maximum computer accessibility e.g.: Zoom Text, Kurzweil 3000, Dragon Dictate, etc.
2	Express basic concepts of word processing and keyboarding based on lecture.
3	Apply basic skills of word processing and keyboarding based on lab practice.
4	Assess and analyze realistic educational goals dependent on computer access abilities.

Course Content

Lecture/Course Content
1. Interview with instructor
   a. Educational goals and objectives
   b. Previous computer experience, if any
   c. Disability issues/concerns, if needed
2. Instructor observation
   a. Standard keyboard access abilities
   b. Mobility and seating abilities
   c. Ability to manage basic tasks associated with computer systems
   d. Ability to follow written and verbal instructions
   e. Ability to perform physical tasks ex: turning on computer, inserting CD, flash drive
3. Students and instructor will select the most effective computer access tools by the following:

a. Introduction to access software and/or hardware
b. Trial use of access software and/or hardware
c. Adjustment of access software and/or hardware to individual student
4. Student will learn usage of recommended software and/or hardware via lecture and practice

Laboratory or Activity Content

1. Interview with instructor
   a. Educational goals and objectives
   b. Previous computer experience, if any
   c. Disability issues/concerns, if needed
2. Instructor observation
   a. Standard keyboard access abilities
   b. Mobility and seating abilities
   c. Ability to manage basic tasks associated with computer systems
   d. Ability to follow written and verbal instructions
   e. Ability to perform physical tasks ex: turning on computer, inserting CD, stick
3. Students and instructor will select the most effective computer access tools by the following:
   a. Introduction to access software and/or hardware
   b. Trial use of access software and/or hardware
   c. Adjustment of access software and/or hardware to individual student
4. Student will learn usage of recommended software and/or hardware via lecture and practice

Methods of Evaluation

Which of these methods will students use to demonstrate proficiency in the subject matter of this course? (Check all that apply):

Skills demonstrations
Written expression

Methods of Evaluation may include, but are not limited to, the following typical classroom assessment techniques/required assignments (check as many as are deemed appropriate):

Essays
Quizzes
Skills demonstrations

Instructional Methodology

Specify the methods of instruction that may be employed in this course

Class activities
Distance Education
Demonstrations
Instructor-guided use of technology
Other (specify)
Practica
Small group activities

Specify other method of instruction

Tutorial Assignments

Describe specific examples of the methods the instructor will use:

1. Instructor will interview each student individually to asses goals and objectives.
2. Instructor will assist students in determining the most appropriate software/hardware for each student.
3. Instructor will observe students' skills: keyboard ability, mobility and seating, ability to manage basic tasks associated with computer systems, ability to follow verbal and written instructions, ability to perform physical tasks such as turning on computer, inserting CD, memory stick.
4. Instructor will lecture on various computer access tools including software and hardware.
5. Instructor will provide independent practice whereby students will complete assigned tutorials under instructor supervision.
6. Instructor will provide independent practice via computer assisted instruction to develop proficiency.
7. Instructor will provide one an one instruction where students focus on specific software best suited to their specific needs.

Representative Course Assignments

Writing Assignments
1. Weekly practice items from selected readings relating to computer literacy.
2. Weekly summarization of assigned readings via blog or web post.

Reading Assignments
1. Weekly reading assignments from software documentation selections.
2. Reading of supplemental handouts from relating to general computer access software.

Skills Demonstrations
1. Students will demonstrate turning computer on and off.
2. Students will demonstrate skills such as basic typing, word processing, inserting a memory stick, opening and using appropriate software for their specific needs.

Other assignments (if applicable)
1. Students will practice using the computer and the software that has been selected based upon their specific needs.
2. Students will read articles and handouts relating to computer literacy and the hardware/software selected with/for them.

Outside Assignments

Representative Outside Assignments
1. Students will practice using the computer to show proven skill mastery in things such as basic typing, word processing, inserting a memory stick, opening and using appropriate software for their specific needs.
2. Weekly reading assignments from software documentation selections.
3. Reading supplemental handouts relating to general computer access software.
4. Weekly practice items from selected readings related to computer literacy.
5. Weekly summarization of assigned readings via blog or web post.

Articulation

Comparable Courses within the VCCCD
LS M14 - Computer/Tutorial Instruction

Textbooks and Lab Manuals
Resource Type
Other Instructional Materials

Description
Computer assisted tutorials for specific software such as: Dragon Dictate, Kurzweil 3000, JAWS and other access software..

Distance Education Addendum

Definitions

Distance Education Modalities
Hybrid (51%–99% online)
Hybrid (1%–50% online)
100% online

Faculty Certifications

Faculty assigned to teach Hybrid or Fully Online sections of this course will receive training in how to satisfy the Federal and state regulations governing regular effective/substantive contact for distance education. The training will include common elements in the district-supported learning management system (LMS), online teaching methods, regular effective/substantive contact, and best practices.
Yes

Faculty assigned to teach Hybrid or Fully Online sections of this course will meet with the EAC Alternate Media Specialist to ensure that the course content meets the required Federal and state accessibility standards for access by students with disabilities. Common areas for discussion include accessibility of PDF files, images, captioning of videos, Power Point presentations, math and scientific notation, and ensuring the use of style mark-up in Word documents.
Yes

Regular Effective/Substantive Contact

Hybrid (1%–50% online) Modality:

Method of Instruction	Document typical activities or assignments for each method of instruction
Asynchronous Dialog (e.g., discussion board)	Students will respond to and reply to classmates on a weekly discussion board on topics such as: What is the most challenging part of technology accessibility for you? How can an instructor most help you with your computer questions? What has been successful for you in past learning experiences?
Synchronous Dialog (e.g., online chat)	Students will meet online to discuss topics related to class, to participate in online lectures and activities including, telling others about the software/hardware that you have utilized to help yourself, challenges you are facing with accessibility, needs you currently have that are slowing you down
Video Conferencing	Students will meet with instructor for one on one interview, will meet with students who may need the same software to hear about how to utilize the many elements it presents, will meet with instructor for other 1:1 assistance

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Video Conferencing	Students will meet with instructor for one on one interview, will meet with students who may need the same software to hear about how to utilize the many elements it presents, will meet with instructor for other 1:1 assistance
Face to Face (by student request; cannot be required)	Students may request a face to face conference demonstrate skills pertinent to using technology, or utilizing the software/hardware that has been proposed.
Telephone	Instructor may speak to student over the phone when coaching student through some of the basics of accessibility, and using the software that has been selected

100% online Modality:

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Examinations

Hybrid (1%–50% online) Modality
Online
On campus

Hybrid (51%–99% online) Modality
Online
On campus

Primary Minimum Qualification
COMPUTER TECHNOLOGY (ADAPTED), DSPS

Review and Approval Dates

Department Chair
09/16/2020

Dean
09/18/2020

Technical Review
10/28/2020

Curriculum Committee
10/28/2020

DTRW-I
MM/DD/YYYY

Curriculum Committee
12/09/2020

Board
MM/DD/YYYY

CCCCO
MM/DD/YYYY

Control Number
CCC000153437

DOE/accreditation approval date
MM/DD/YYYY