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Learning Skills (LRSK) 0230 Functional Word Processing I (1 unit per semester; limit 4 units)
[Formerly Learning Skills 53ABCD]

Prerequisite: None

Total Hours: 16 hours lecture

Catalog Description: This course covers the fundamentals of word processing using assistive technology specifically designed and adapted for students with learning and/or physical disabilities. Students will learn basic word processing skills using assistive technology.

Type of Class/Course: Non-degree applicable

Text: None

Instructional Materials: Data disks and notebooks

Course Objectives:

By the end of the course, a successful student will be able to

1. operate appropriate assistive technological devices and/or applications related to word processing applications,
2. determine which technological assistive device or application is most appropriate for use in different situations, and
3. produce a paragraph, essay, and/or business letter using assistive technology and a word processing application.

Course Scope and Content:

Unit I Students will learn the components of the computer, basic computer terminology, uses of adaptive computer technology, become familiar with desktop icons, and initialization of applications.

Unit II Students will learn how to set up word processing applications for creating documents and write in the word processing application using assistive technology.

Unit III Students will learn correct procedures for formatting and saving documents, inserting, moving, and extracting text and graphics, and printing documents using appropriate assistive technology.

Learning Activities Required Outside of Class:

Students will be required to complete 1.5 hours of outside assignments per week.

Methods of Evaluation:

1. Students will recognize the components of the computer.
2. Students will employ basic computer terminology in class discussions and demonstrations.
3. Students will choose appropriate adaptive computer technology for different types of
4. applications.
5. Students will identify and locate different computer desktop icons.
6. Students will access the assistive technology applications for word processing applications.
7. Students will perform initial setup of word processing applications for creating documents using the appropriate assistive technology.
8. Students will demonstrate writing in the word processing application using assistive technology.
9. Students will demonstrate correct procedures for formatting and saving documents using appropriate assistive technology.
10. Students will demonstrate insertion, movement, and extraction of text within the document using assistive technology.
11. Students will demonstrate the insertion, movement, and extraction of graphics and text boxes in the word document using assistive technology.
12. Students will print the created document using assistive technology.
13. Students will evaluate the assistive technology applications.