**COURSE DISCIPLINE :**     CABOT

**COURSE NUMBER :**     94

**COURSE TITLE (FULL) :**     * Advanced Adapted Applications

**COURSE TITLE (SHORT) :**     * Adv Adapted Applications

## CATALOG DESCRIPTION

CABOT 94 is designed to instruct students with disabilities in the use of mainstream application program and assistive computer technology to produce written documents. Concepts related to spreadsheet/database applications and advanced word processing features are included.

## CATALOG NOTES

Note: This course is primarily designed for students who meet Title 5 eligibility requirements for Disabled Student Programs and Services. Note: May be taken 4 times for credit.

Total Lecture Units: 3.00

Total Laboratory Units: 0.00

**Total Course Units: 3.00**

Total Lecture Hours: 54.00

Total Laboratory Hours: 0.00

Total Laboratory Hours To Be Arranged: 0.00

**Total Contact Hours: 54.00**

**Total Out-of-Class Hours: 108.00**

Prerequisite: CABOT 92 or equivalent.

**ENTRY STANDARDS**

|  | Subject | Number | Title | Description | Include |
|---|---|---|---|---|---|
| 1 | CABOT | 92 | * Introduction to Adapted Word Processing | demonstrate increased competency in using any necessary adaptation and/or assistive technology to successfully access the computer; | Yes |
| 2 | CABOT | 92 | * Introduction to Adapted Word Processing | demonstrate basic computer literacy through use of computers and performance of correct use of personal storage devices, startup procedures and basic operating system commands; | Yes |
| 3 | CABOT | 92 | * Introduction to Adapted Word Processing | demonstrate use of word processing software and apply the relevant concepts to the preparation of documents in a variety of formats (including standard research paper format). | Yes |

**EXIT STANDARDS**

1  increased competency in using any necessary adaptation to successfully access the computer;
2  utilize applicable features of word processing software relevant to the preparation of documents in a variety of formats (including data tables and mail merge).
   utilize applicable features of spreadsheet/database software relevant to the preparation of
3  documents in a variety of formats (including the use of built-in formulas, sorting of data, and mail merge)
4  complete basic file and folder management in Windows Explorer.

**STUDENT LEARNING OUTCOMES**

1  efficient and appropriate use of course-related resources
2  efficient and independent use of appropriate assistive technologies and any other adaptations required to access the computer
3  Independently perform Windows-based functions (FR) 11/9/2020

**COURSE CONTENT WITH INSTRUCTIONAL HOURS**

| Description | Lecture | Lab | Total Hours |
|---|---|---|---|
| 1 | Evaluation<br>• Student skill levels<br>• Student strengths and limitations<br>• Selection of appropriate adaptations (e.g. alternate media format) | 4 | 0 | 4 |
| 2 | Assistive technology specific instruction<br>• Hardware<br>• Keyboard commands and/or mouse commands | 6 | 0 | 6 |

| | | | | |
|---|---|---|---|---|
| 3 | Review of basic word processing<br>• Opening and exiting\|<br>• Managing files (e.g. open, save, save as, close, print)<br>• Headers and footers<br>• Page numbers<br>• Margins<br>\| • Hanging indent<br>• Indenting individual paragraphs | 8 | 0 | 8 |
| 4 | Advanced word processing<br>• Word tables<br>• Navigation and icon activation<br>• View options<br>• Creating a folder<br>• Deleting files<br>• Cutting or copying files | 8 | 0 | 8 |
| 5 | Windows basics file management using Windows Explorer<br>• Navigation and icon activation<br>• View options<br>• Creating a folder<br>• Deleting files<br>• Cutting or copying files | 4 | 0 | 4 |

| | | | | |
|---|---|---|---|---|
| 6 | Excel Spreadsheet basics<br>• The Excel application environment<br>• Excel file management<br>• Opening files<br>• Save and save as<br>• Closing files<br>• Printing<br>• Creating and editing spreadsheets<br>• Entering text and formatting numerical data<br>• Worksheet navigation<br>• Selecting text<br>• Editing cell contents<br>• Formatting worksheets<br>• Inserting and deleting columns and rows<br>• Adjusting column width and row height<br>• Cell text alignment<br>• Borders and shading<br>• Landscape and portrait view<br>• Sorting data<br>• Perform calculations<br>• Autosum<br>• Formulas without functions<br>• Formulas with functions<br>• Copying formulas<br>• Displaying formulas<br>• Chart basics<br>• Inserting charts<br>• Chart types and sub-types<br>• Chart titles<br>• Chart location<br>• Editing chart elements | 12 | 0 | 12 |
| 7 | Mail Merge<br>• Terminology• Creating a data source<br>• Creating a mail merge main document<br>• Attaching the data source and the main document<br>• Inserting merge fields<br>• Sorting the records<br>• Filtering the records<br>• aMerging the data source and the main document | 12 | 0 | 12 |
| | | | | **54** |

**OUT OF CLASS ASSIGNMENTS**

1    assistive technology skills practice (e.g. open and adjust screen magnification/screen reader software application, reading and navigation commands);
2    assignments and exercises requiring the application of word processing program features and concepts (e.g. create and save new files, inserting and deleting text, spell check);
3    computer laboratory projects.

**METHODS OF EVALUATION**

1    at-computer assignments/exercises;
2    quizzes;
3    midterm examination;
4    final project/examination;
5    student participation;
6    practical skills assessments.

**METHODS OF INSTRUCTION**

☑ Lecture

☑ Laboratory

☐ Studio

☐ Discussion

☐ Multimedia

☐ Tutorial

☐ Independent Study

☐ Collaboratory Learning

☑ Demonstration

☐ Field Activities (Trips)

☐ Guest Speakers

☐ Presentations

**TEXTBOOKS**

| Title | Type | Publisher | Edition | Medium | Author | IBSN | Date |
|-------|------|-----------|---------|--------|--------|------|------|
| CABOT 94: Advanced Adapted Applications. | | Glendale: Glendale Community College High Tech Center, current edition. Print. | | | Andersen-Wahlberg | N/A | 2020 |