COURSE OUTLINE

Computer Applications and Business Office Technologies 94
Advanced Adapted Applications

I.   Catalog Statement

Computer Applications and Business Office Technologies 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.

Total Lecture Units: 3.0
Total Course Units: 3.0

Total Lecture Hours: 48.0
Total Faculty Contact Hours: 48.0

Requisite Skills: Prerequisite: CABOT 92 or equivalent

Note: This course is primarily designed for students who meet Title 5 eligibility
            requirements for Disabled Student Programs and Services.

II.   Course Entry Expectations

Skills Level Ranges: Reading 4; Writing 4; Listening/Speaking 4; Math 3.

Prior to enrolling in the course, the student should be able to:
1. demonstrate competency in using any necessary adaptation and/or assistive
    technology to successfully access the computer;
2. demonstrate basic computer literacy through use of computers and performance of
    correct start-up procedures and basic operating system commands;
3. demonstrate word processing skill level equivalent to that required to pass CABOT
    92, using a current word processing program with any necessary assistive
    technologies.

III. **Course Exit Standards**

Upon successful completion of the required coursework, the student will be able to:
1. demonstrate increased competency in using any necessary adaptation to successfully access the computer;
2. demonstrate use of applicable features of word processing software relevant to the preparation of documents in a variety of formats (including data tables and mail merge).
3. demonstrate use of applicable features of spreadsheet/database software relevant to the preparation of 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.

IV. **Course Content** **Total Faculty Contact Hours = 48 hours**

A. Evaluation 4 hours
    1. Student skill levels
    2. Student strengths and limitations
    3. Selection of appropriate adaptations (e.g. alternate media format)
B. Assistive technology specific instruction 4 hours
    1. Hardware
    2. Keyboard commands and/or mouse commands
C. Review of basic word processing 4 hours
    1. Opening and exiting
    2. Managing files (e.g. open, save, save as, close, print)
    3. Headers and footers
    4. Page numbers
    5. Margins
    6. Hanging indent
    7. Indenting individual paragraphs
D. Advanced word processing 8 hours
    1. Word tables
        a. Creating and editing tables
        b. Sorting data in tables
        c. Performing calculations in tables
    2. Envelopes and labels
E. Windows basics file management using Windows Explorer 4 hours
    1. Navigation and icon activation
    2. View options
    3. Creating a folder
    4. Deleting files
    5. Cutting or copying files
F. Excel Spreadsheet basics 12 hours
    1. The Excel application environment
    2. Excel file management

  a. Opening files
  b. Save and save as
  c. Closing files
  d. Printing
3. Creating and editing spreadsheets
  a. Entering text and formatting numerical data
  b. Worksheet navigation
  c. Selecting text
  d. Editing cell contents
4. Formatting worksheets
  a. Inserting and deleting columns and rows
  b. Adjusting column width and row height
  c. Cell text alignment
  d. Borders and shading
  e. Landscape and portrait view
5. Sorting data
6. Perform calculations
  a. Autosum
  b. Formulas without functions
  c. Formulas with functions
  d. Copying formulas
  e. Displaying formulas
7. Chart basics
  a. Inserting charts
  b. Chart types and sub-types
  c. Chart titles
  d. Chart location
  e. Editing chart elements
G. Mail Merge   12 hours
  1. Terminology
  2. Creating a data source
  3. Creating a mail merge main document
  4. Attaching the data source and the main document
  5. Inserting merge fields
  6. Sorting the records
  7. Filtering the records
  8. Merging the data source and the main document

V. Methods of Instruction

The following instructional methodologies may be used in this course:
1. lecture using current industry-standard software applications;
2. demonstration of software features;
3. computer laboratory skills practice.

VI.   <u>Out of Class Assignments</u>

The following out of class assignments may be used in this course:
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.

VII.   <u>Methods of Evaluation</u>

The following methods of evaluation may be used in this course:
1. at-computer assignments/exercises;
2. quizzes;
3. midterm examination;
4. final project/examination;
5. student participation;
6. practical skills assessments.

VIII.   <u>Textbook(s)</u>

Andersen-Wahlberg, Tina and Atmore-Celestial, Claudia. Matsumoto, Laura, ed. *CABOT 94: Advanced Adapted Applications.* Glendale: Glendale Community College High Tech Center, current edition. Print.
(7th Grade Textbook Reading Level). No ISBN – instructor generated manual, updated and duplicated at Glendale Community College as needed based on changes to industry-standard software applications.

IX.   <u>Student Learning Outcomes</u>

Upon successful completion, the student will be able to:
1. demonstrate efficient and appropriate use of course-related resources (e.g.: handouts and/or manuals and instructional support);
2. develop and demonstrate competency in the efficient and <u>independent</u> use of appropriate assistive technologies and any other adaptations required to access the computer;
3. demonstrate the ability to <u>independently</u> perform: a) certain advanced word processing software commands (e.g. create & modify data tables, create envelopes and labels, and use mail merge, etc.), b) basic Windows file management (e.g. delete files, create new folders, copy files, etc.), and c) basic spreadsheet/database software operations (e.g. create & modify worksheets, use formulas and functions, etc.).