

All course materials, including this syllabus, are available in alternate formats upon request to Disabled Student Programs and Services (DSPS) in FACE 16 – 395-4334 (e.g., large print, Braille, e-text, audio format)

**Academic Development 195 – Spring 2009**  
**Word Processing for Students with Disabilities**

**Class #1 Mon. & Wed. 9:35 – 11:00 a.m. – Library 148**

**Class #2 Mon. & Wed. 11:10 – 12:35 p.m. – Library 148**

**Office Hours: Mon. & Wed. 8:45 – 9:35 & 11:00 – 11:10 a.m. in L 148, and 2:00 – 2:30 in FACE 16**

**Instructor:**

Joyce Kirst, 395-4334, Office – FACE 16  
www2.bakersfieldcollege.edu/jkirst

**Course Description:**

Students with disabilities learn to use Microsoft Word to write a variety of documents. This is a 3 unit grade-based course, not applying toward your degree. The course uses a hands-on curriculum designed to help you demonstrate mastery of computer commands. Students may request Credit/No Credit grading through Admissions and Records. Students who believe they may need accommodations (other than extra time on tests or large print) are encouraged to contact Disabled Student Programs and Services ASAP in FACE 16, 395-4334, to ensure that accommodations are made in a timely fashion.

**Required Texts & Materials:**

- Text – **Teach Yourself Visually Microsoft Office Word 2007**, by Elaine J. Marmel. ISBN: 0-470-04593-0 © 2007 by Wiley Publishing, Inc.
- Text supplement (provided by instructor)
- USB storage device or 3.5” floppy disk
- BC computer login account (free – available in Library/Computer Commons)
- BC Student ID Card required for pay-for-print (free – available in Student Activities CC 3)

**Course Requirements:**

- This class is designed for students with disabilities who need specialized materials or instruction.
- All students must attend class regularly. The instructor may drop a student after 4 or more absences or missed assignments, but it is the student's responsibility to officially withdraw to avoid academic consequences.
- All students must participate in class activities, turn in 7 weekly computer assignments, complete one research project, and successfully demonstrate computer skills on the midterm and final exams.
- No cell phones, food or drink (except water bottles) in class

**Course Student Learning Outcomes:**

*After completing ACDV 195 students will be able to:*

1. Write a variety of documents, including a single-source research report on assigned topics or subject areas.
2. Design a document with specified formatted text and layout.

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3. Use a mouse, keyboard, or equivalent to select and copy text.
4. Evaluate documents on disk, determine which to delete or rename, and choose an effective method to do so.
5. Send a word processed file attached to an email message.
6. Apply knowledge from Microsoft Word to demonstrate novel operations and get help in Word and other software programs.

**Grading:**

<b>AC DV 195 Course Activities Spring 2009</b>	<b>Points</b>
<b>Weekly Assignments</b> - 7 @ 5 point each, <u>due on Wednesdays</u>	35
<b>Midterm</b> <u>Wed., March 11</u> - 10 commands @ 1 point each + 5 objective questions @ 1 point each	15
<b>Research Project</b> due <u>Wed., April 15</u> - 5 points for each: Article Summary, Personal Opinion Paragraph, E-mail Attachment	15
<b>Final:</b> <u>Mon., May 11<sup>th</sup></u> from 10:00 to 11:50 am or <u>Wed., May 13<sup>th</sup></u> from 10:00 to 11:50 am; 15 commands @ 2 points each + 5 questions @ 1 point each	35
<b>Total Points:</b>	<b>100</b>
<b>Extra Credit:</b> <i>Bonus assignment #8 Advice: up to 5 points extra credit</i> <i>On-line Video &amp; College Knowledge Assignment: up to 2 points extra credit</i>	7

	<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>F</b>
<b>Number of Points Earned</b>	93 - 100	85 – 92	78 – 84	70 – 77	69 or fewer

**Notes:**

1. To earn points on weekly assignments, they must be turned in at the beginning of each Wednesday’s class when due or e-mailed beforehand. No late assignments will be accepted.
2. Midterm & Final exam are open book.
3. The exams are designed to take ½ of the test time, but all students will have the full class period. If extra time or large print are the only accommodations you usually need, no forms are required. Complete the Test Accommodation Form with the instructor for other disability-related needs.