

**REEDLEY COLLEGE**  
**Developmental Services**

**DEVSER 277 Fall 2021 Course Syllabus**  
**Course Title: Adapted Computer Literacy**

Schedule #53843

Instructor: Linda Reither, M.A., CCC-SLP, Learning Disability Specialist

Email using Canvas inbox: linda.reither@reedleycollege.edu

Text: 559-250-6728

---

---

**What is this class about?**

This two-unit class is designed as an introduction to computers and common computer applications for students with disabilities. The course focuses on helping students learn and practice using computer technology tools that will be needed in college classes.

---

---

**What textbook do I need?**

No separate textbook is required. You will be using Canvas materials.

---

---

**What Course Materials do I need?**

All course materials will be available on Canvas.

---

---

**What will I learn in this class?**

This is your chance to increase your use of computer technology, and expand your use of adaptive hardware and/or software to make your computer use more efficient.

---

---

**Student Learning Outcomes**

1. Identify the different basic parts/components of a computer (i.e. monitor, CPU, keyboard, mouse. Hard drive, disk drive, USB plug).
2. Open and reply to emails.
3. Locate and open software/programs on the computer including: email, Microsoft Word, Microsoft Excel, and Microsoft PowerPoint
4. Identify adaptive hardware/software you benefit from using to increase your ability to effectively use computers.

---

---

**What EXACTLY does that mean?**

- Identify the different basic hardware components of a computer.
- Identify and practice using the basic functions of the computer keyboard and mouse.
- Identify adaptive hardware/software that increase computer accessibility for individuals with disabilities.
- Explore the relationship between computers and high-tech adaptive devices.
- Follow directions, turn computers on and off, properly open software on computers.
- Open and reply to emails.
- Practice saving work to the cloud, computer hard drive, and/or a flash drive.
- Use the basic functions of Microsoft Word.
- Use Microsoft Excel to make lists.

- Use PowerPoint to create a basic slide show.

## Grading

Graded Assignments: Total possible points: 500

NOTE: This course is a pass/no pass course.

350 points are needed to earn a "pass" in this course

---



---

## Grade Distribution

Letter Grade	Percentage	Points
A	90-100%	450-500 points
B	80-89%	400-449 points
C	70-79%	350-399 points
D	60-69%	300-349 points
F	Less than 59%	0-299 points

## What are the course requirements?

### Assignments for Practice

Value: 140 points (10-20 points each)

Most weeks there will be practice assignments to help you to get comfortable using different computer programs.

---



---

### 8 Skill Demonstrations

Value: 200 points (25 points each)

Students will demonstrate use of learning tools while completing skill demonstration assignments.

---



---

### 8 Discussion Boards

Value: 80 points (10 points each)

Assignments and discussion board posts will provide opportunities for students to practice using learning tools while building skills needed for college level reading and writing.

---



---

### Class Participation in Class Canvas "Coffee Shop"

This is a place for you as students to share questions or concerns that you have about class items, technology, strategies, or other college struggles. I am hoping that you will offer ideas, support, and answer each other's questions about college or technology.

---



---

### Exams

Value: 80 points

**6 Quizzes (10 points each = 60 points)** Quizzes based on lecture material.

**Final Exam (20):** Based on lecture material.

### Students with Disabilities/Special Accommodations

If you have a verified need for an academic accommodation or materials in alternate media (e.g. Braille, large print, electronic text, etc.) per the Americans with Disabilities Act or Section 504 of the Rehabilitation Act, please contact me as soon as possible.

## Course Policies

---

### Communication Policy

I want you to communicate with me and I look forward to getting to know each of you! I am available Monday through Friday from 8 am to 4 pm OR by appointment.

If you communicate with me over the weekend, I will reply on Monday.

- Email me ONLY using the Canvas Inbox: this is a great way to connect with me because I can immediately see who you are.
- Text me (559) 250-6728: be sure to say who you are and which class you are in.
- Post a question in the Coffee Shop Q&A discussion. I check these 2 to 3 times a day.
- NOTE: posting a question there may get you a faster answer because a classmate may see it before I do and give you a response!
- Monday through Friday, expect a response to a text or email within 24 hours. I will catch up on weekend communications on Mondays. If it has been more than 24 hours, please resend your message!
- Zoom meetings: I will have open office hours where you can meet me via zoom every week on Mondays from 9:00 to 11:00 am.
- Other zoom meetings can be scheduled by contacting me. My zoom room ID is reitherzoom. From your zoom account on your phone or computer, just open the app and click "Join Meeting" and type in reitherzoom. During my office hours this will put you in my waiting room and I will let you in, or I will message you to say when I will be available to help you.

Need help? <https://www.reedleycollege.edu/covid-19/online/for-students.html>

---

### A Note about "Netiquette"

This is what to say online and how to say it

- Email to Me: begin all communication with Hi Mrs. Reither or Dear Mrs. Reither. Re-read the email before sending to be sure it is clear.
  - Discussion Board Comments to Classmates: Be thoughtful and kind in providing feedback, treat others as you would want to be treated, and notice what they did well as well as suggesting corrections. Re-read before submitting to be sure the message is clear.
- 

### Announcements

Watch for video and written announcements from me every week. These announcements will be reminders and explanations that will be helpful.

### Attendance and Drop Policy

---

#### Attendance

In an online class, attendance happens when you spend time online DOING, not just BEING.

- Posting responses on discussion boards
- Completing skill demonstrations and assignments
- Answering questions on quizzes (both actual quizzes and mini-quizzes in lectures)
- Participating in the class "coffee shop" Q&A
- Communicating with me via email or meeting with me on zoom when you have questions.

---

---

## **Attendance (Action) Requirements**

Note: There are TWO important checkpoints for all Reedley College courses: end of week 3 and end of week 9. Students who drop (or are dropped by me) by the end of week 3 will have no grade mark of any kind on their transcript. Students who drop by the end of week 9 will get a W on their transcript. After that, students will get letter grades.

The only firm deadlines for this class: end of Week 3 and end of Week 9. I will talk with any student who is struggling to keep up or complete work correctly so they can make a decision whether to continue or drop the class.

## **Important Fall Semester 2021 Dates**

Aug 9: First day of fall semester

Aug 20: Last day to drop a full term class and receive a refund

Aug 27: Last day to drop a full term class and avoid a mark on your transcript

Aug 27: Last day to add a full term class

Sept 6: HOLIDAY Labor Day

Oct 8: Last day to drop a full term class and receive a W. Letter grades are assigned after this date.

Nov 11: HOLIDAY Veterans Day

Nov 25-26: HOILDAY Thanksgiving

Dec 6-10: Final Exams Week

Dec 10: End of Fall 2021 semester

Jan 10: Beginning of Spring 2022 semester!