DEVSER 277 **Fall 2017**
Course Syllabus

Course Title: Adaptive Computer Literacy **Schedule #: 54542**
Days/Room: M/F 12:00-12:50 LRC 104 W-11:00-12:50 LRC 104

Instructor: Lucy Calderon

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Office Hours: By appointment only.
Cell number: 559-731-7459
Office number: 559-638-0332

FINAL EXAM: Wednesday 12/13/17 12:00-1:50 p.m.

Holidays (No Class)

Monday 9/4/17 Labor Day (campus closed)
Friday 11/10/17 Veterans Day (campus open)
Thursday/Friday 11/23-24/17 Thanksgiving (campus closed)

Course Description: Introduction to computers and commonly used microcomputer applications. Emphasis on computer use and adaptation. In Depth coverage of computers and their impact in society. Designed for students with physical, communicative, and/or learning disabilities.

Course Purpose and Goals: This course is designed to teach students with disabilities basic computer skills and increase knowledge about adaptive technology and tools designed for people with disabilities.

In the process of completing this course, the student will demonstrate the ability to:

- **Identify:**
- **Different basic parts/components of a computer (i.e. monitor, CPU, Keyboard, Mouse, hard drive, disk drive, USB plug).**
- **Open and reply to emails.**

- **Locate and open software/programs on the computer including: email, Microsoft Word, Microsoft Excel, Microsoft PowerPoint.**
- **Identify adaptive hardware/software they benefit from using to increase their ability to effectively use computers.**

Course Guidelines:
Regular attendance, prompt arrival, preparation and active participation are expected. In the event that you are tardy, please try to disturb the class as little as possible and take a seat close to the door. Failure to attend promptly and regularly may affect course credit negatively. If a student is unable to attend it is his/her responsibility to notify the instructor. Students are allowed to have four excused/unexcused absences. Five or more unexcused/excused absences may result in a drop from the course.
The presentation of assignments is an important measure of professional skills; grammar, composition, typed presentation, and adherence to assigned criteria is a basic class expectation. Any work submitted that does not meet this criterion will not be accepted.

Plagiarism or cheating on any assignment or exam will result in automatic failure of the assignment. Further action may be taken in accordance with university policy. Students are instructed to refer to the policies and regulations section of their catalog.

Assignments are due during the designated class period. Students are responsible for all listed and announced dates, readings, assignments, and exams. Ten percent of the total assignment total will be deducted each weekday the assignment is late. No late assignments will be accepted after the assignment in question has been returned to the rest of class.

Make up exams may be allowed only with notice prior to exam period and/or an appropriate/reasonable excuse.

In the event of an absence, students are expected to make arrangements with peers to collect class information and materials. If an absence is anticipated by a student, any assignments due that day are to be submitted in advance.

Course Format

Learning experiences used in this class may include, but is not limited to lecture, hands-on demonstrations, and computer exercises. Students will access and use the following computer programs: Microsoft Word, Internet Explorer, Microsoft PowerPoint, and Microsoft Excel.

Any student in need of an accommodation due to a disability is encouraged to consult with the instructor immediately so that arrangement can be made. Students may refer to the policies and regulations section of their catalog for clarification.

Course Materials:

➢ Students need a current storage device with a minimum of 250 MB of storage space (i.e., flash drive, memory stick, external hard drive, etc.).

➢ There is no required textbook for this class, a Devser 277 Handbook will be provided by the instructor free of charge.

Grading:
This course is a credit/no credit course. Credit and no credit will be based on a typical point scale. Points will be based on attendance, participation, journal entries, homework, handbook maintenance, mid-term and final exam.

Graded Assignments

Participation	30 points
Skill demonstrations	120 points
Class assignments	75 points

Quizzes   75 points

Total possible points: 300 points

Grade Distribution:

        Letter Grade   *Points*

        A (Credit)   270-300

        B (Credit)   240-269

        C (Credit)   210-239

        D (Credit)   180-209

        F (No Credit)   179 and below

This syllabus and schedule are subject to change.

If you are absent from class, it is your responsibility to check on announcements and changes made while you were absent.