Basic Course Information

Semester:	**Spring 2017**	Instructor Name:	**Paula Dolf**
Course Title & #:	**Computer Access Projects DSPS 058**	Email:	**paula.dolf@imperial.edu**
CRN #:	**20919**	Webpage (optional):	
Classroom:	**2110**	Office #:	**2110**
Class Dates:	**February 13-June 8, 2017**	Office Hours:	**Tuesday-Thursday 8:00 am-12:00 pm**
Class Days:		Office Phone #:	**(760) 355-6406**
Class Times:		Emergency Contact:	
Units:	3.0		

Course Description

This course was designed for students with disabilities who have successfully completed Computer Access II, (DSPS056). Instructor permission is required. Students will enhance their computer access skills through the completion of assignments and a project. This will allow them to use PCs in other basic skills support courses. (Non-transferable, non-degree applicable.)

Student Learning Outcomes

Upon course completion, successful students will have acquired skills in using an application within MS Office, as demonstrated by being able to:
1. Present a project that was completed using one of the programs within MS Office.
2. Present printed copies of assignments which required use of software applications and online forms and information.

Course Objectives

1. Students will complete a 12 page computer project using an application from MS Office.
2. Students will complete six assignments which require use of software applications and online forms and information.

Textbooks & Other Resources or Links

1. Applications and hardware, as appropriate to individual student needs and projects, available at the DSPS computer lab.
2. Assignments, as assigned by instructor at computer lab.

Course Requirements and Instructional Methods

Out of Class Assignments: The Department of Education policy states that one (1) credit hour is the amount of student work that reasonably approximates not less than one hour of class time and two (2) hours of out-of-class time per week over the span of a semester. WASC has adopted a similar requirement.

Course Grading Based on Course Objectives

1. Weekly lab attendance and completion of the six assignments and project, as assigned, is mandatory.
2. Students are required to complete 72 hours of logged lab time by 4:00 pm, Thursday, June 8, 2017.
3. Students must be logged in and logged out by staff when entering and exiting the lab. Students may be dropped from the course without prior notification for falling behind on hours.

Attendance

Regular weekly attendance in the lab, starting the first week of the semester, is expected of all students. Students who do not log in during the first week may by dropped by the instructor. Should readmission be desired, the student's status will be the same as that of any other student who desires to add a class. It is the student's responsibility to drop or officially withdraw from the class. See General Catalog for details.

Anticipated Class Schedule/Calendar

The instructor will provide a tentative, provisional overview of the assignments and/or other activities for the duration of the course

Classroom Etiquette

- **Food and Drink are prohibited in the lab. Please comply as directed by the instructor.**

Academic Honesty

Students are expected to exercise academic honesty and integrity. Cheating, plagiarism, or viewing inappropriate web sites will result in disciplinary action and this could include a recommendation for dismissal.

Additional Student Services

Imperial Valley College offers various services in support of student success. The following are some of the services available for students. Please speak to your instructor about additional services which may be available.

- **Blackboard Support Site.** The Blackboard Support Site provides a variety of support channels available to students 24 hours per day.
- **Learning Services.** There are several learning labs on campus to assist students through the use of computers and tutors. Please consult your Campus Map for the Math Lab; Reading, Writing & Language Labs; and the Study Skills Center.
- **Library Services.** There is more to our library than just books. You have access to tutors in the Study Skills Center, study rooms for small groups, and online access to a wealth of resources.

Disabled Student Programs and Services (DSPS)

Any student with a documented disability who may need educational accommodations should notify the instructor or the Disabled Student Programs and Services (DSP&S) office as soon as possible. The DSP&S office is located in Building 2100, telephone 760-355-6313. Please contact them if you feel you need to be evaluated for educational accommodations.

Student Counseling and Health Services

Students have counseling and health services available, provided by the pre-paid Student Health Fee.

- **Student Health Center**. A Student Health Nurse is available on campus. In addition, Pioneers Memorial Healthcare District provide basic health services for students, such as first aid and care for minor illnesses. Contact the IVC Student Health Center at 760-355-6128 in Room 1536 for more information.
- **Mental Health Counseling Services**.   Short-term individual, couples, family, and group therapy are provided to currently enrolled students. Contact the IVC Mental Health Counseling Services at 760-355-6196 in Room 2109 for more information.

Student Rights and Responsibilities

Students have the right to experience a positive learning environment and to due process of law. For more information regarding student rights and responsibilities, please refer to the IVC General Catalog.

Information Literacy

Imperial Valley College is dedicated to helping students skillfully discover, evaluate, and use information from all sources. The IVC Library Department provides numerous Information Literacy Tutorials to assist students in this endeavor.