



Gavilan College
Accessible Education Center
High Tech Center
Course Syllabus
FALL 2017



COURSE TITLE: CSIS 575 – ACT FOR READING AND WRITING

INSTRUCTOR: JANE MARINGER-CANTU
OFFICE PHONE: 408.848.4722
OFFICE LOCATION: LIB102
OFFICE HOURS: M/W/F - 10-11am; T/R - 11:30am-12:30pm

EMAIL: jmaringer@gavilan.edu
WEBSITE: <http://hhh.gavilan.edu/jmaringer>

COURSE UNITS: 1.0 (10771)
COURSE TIME/DAY: WEDNESDAYS – 12:55 – 1:45pm
COURSE LOCATION: LIB 105
COURSE TEXT: NONE

COURSE DESCRIPTION:

This course provides instruction in effective use of assistive computer technology for reading and writing assistance. Students with disabilities will learn how to use text-to-speech and word prediction programs for improved reading, writing and study skills. Special emphasis will be placed on reading comprehension, vocabulary development, prewriting and editing for correct usage and research facilitation. This course is pass/no pass.

EXPECTED LEARNING OUTCOMES:

Upon successful completion of this course, students will:

1. Practice correct usage of reading and writing tools of text-to-speech software.
2. Utilize the dictionary and thesaurus features within the text-to-speech software to increase vocabulary development.
3. Apply study skills software tools to highlight main ideas and essential supporting details in content area reading.
4. Explore the text-to-speech software features for reading the web and accessing various types of course materials.
5. Employ text-to-speech writing tools to correct spelling errors and incorrect word usage, including homonyms.
6. Explore pre-writing, editing and research techniques while using the text-to-speech software.

COURSE GRADING PROCEDURE:

This is a non-transferable course, which is graded on a credit/no credit basis. To receive credit for this course you must complete all the required lab assignments and show reasonable progress on the course objectives.

Performance will be evaluated on the basis of the following:

1. Attendance & class participation = 40% of grade
2. Assignment completion = 60% of grade

ATTENDANCE IS MANDATORY - Login and log-out on the attendance computer whenever you enter and exit the lab. Students who miss more than four classes may be dropped from this course. The student should contact the instructor by phone (848-4722) or leave a message if he/she will not be in class more than one consecutive day. Students are expected to be punctual. A student who is 20 minutes late to class without prior arrangement with the instructor will be counted as absent.

There will be one additional hour of assigned homework per week required for the full credit and assignments will be given to assess the students' knowledge and skill mastery. The HTC lab is open Monday through Thursday from 9am-4pm and Friday from 9am-3pm. Missed coursework and homework may be made up by arrangement with the instructor.

PLEASE NOTE

Students requiring special services or arrangements because of hearing, visual or other disability should contact their instructor, counselor or the Accessible Education Center.

All course materials will be made available in alternate media formats for students with verified print disabilities upon request.

Occupational/Vocational Students-Limited English language skills will not be a barrier to admittance to and participation in vocational education programs.

Gavilan College does not discriminate on the basis of race, sex, color, religion, national origin, age, disabled or veteran status in the provision of educational programs and services or the employment process, pursuant to federal and state statutes and regulations pertaining to unlawful discrimination.

Students are expected to exercise academic honesty and integrity. Violations such as cheating and plagiarism will result in disciplinary action, which may include recommendation for dismissal.

Please help keep Gavilan College a litter free campus and preserve its park like setting.

Fun, Free Health & Wellness online (email or mobile) magazine for Gavilan Students. Articles related to managing time, your stress, meal planning, weight loss, fitness, study skills, personal goals, managing your money & others. (<http://readsh101.com/gavilan.html>)