

Course Outline of Record

1. Course Code: DSPS-041
2.
 - a. Long Course Title: Information Management Strategies
 - b. Short Course Title: INFO MGMT STRATEGIES
3.
 - a. Catalog Course Description:
 Course emphasis is to develop and enhance the ability of students with disabilities to manage and organize information. Multi-media instruction is utilized. The lecture section includes specific software programs and hardware designed to assist students in the management of academic coursework. The lab section provides repetition of the topics using various software applications, specialized hardware, and individualized computer instruction.
 - b. Class Schedule Course Description:
 This course is designed to assist students with disabilities in managing and organizing information utilizing various adaptive hardware and software programs.
 - c. Semester Cycle (if applicable): N/A
 - d. Name of Approved Program(s):
4. Total Units: 2.00 Total Semester Hrs: 54.00
 Lecture Units: 1.5 Semester Lecture Hrs: 27.00
 Lab Units: 0.5 Semester Lab Hrs: 27.00
 Class Size Maximum: 14 Allow Audit: Yes
 Repeatability No Repeats Allowed
 Justification 0
5. Prerequisite or Corequisite Courses or Advisories:
Course with requisite(s) and/or advisory is required to complete Content Review Matrix (CCForm1-A)
 Advisory: Intended for students with disabilities
6. Textbooks, Required Reading or Software: *(List in APA or MLA format.)* N/A
7. Entrance Skills: *Before entering the course students must be able:*

8. Course Content and Scope:

Lecture:

1. Text-to-speech software
2. Speech-to-text/voice access software
3. Mapping/outlining software
4. Tutorial lessons in a variety of subject areas
5. Writing skills software
6. Software to enhance cognitive, memory, and concentration skills
7. Stress Management software
8. Keyboarding software
9. Basic internet use
10. Basic Windows applications
11. Learning management system use

Lab: *(if the "Lab Hours" is greater than zero this is required)*

Direct student use of the listed software/hardware with the instructor providing individual assistance, as needed.

9. Course Student Learning Outcomes:

1. Use adaptive computer technology to organize and manage information.

10. Course Objectives: *Upon completion of this course, students will be able to:*

DSPS 041-Information Management Strategies

- a. Demonstrate basic knowledge and understanding of adaptive hardware and software available in the High Tech Center.
- b. Demonstrate a working knowledge of how to use the internet, Microsoft Word, Blackboard and basic computer applications.
- c. Utilize adaptive hardware and/or software to complete assignments.
- d. Complete a research paper utilizing various adaptive hardware and software.

11. Methods of Instruction: (*Integration: Elements should validate parallel course outline elements*)

- a. Laboratory
- b. Lecture

12. Assignments: (*List samples of specific activities/assignments students are expected to complete both in and outside of class.*)

In Class Hours: 54.00

Outside Class Hours: 54.00

a. In-class Assignments

During the lab portion of the course, students will demonstrate individual use of the software/hardware introduced in the lecture portion of the course each week. Using adaptive software/hardware, students will complete assignments designed to reinforce the skills necessary to utilize the adaptive technology independently.

b. Out-of-class Assignments

Students will apply the skills developed in class to complete various components of a research project utilizing adaptive technology.

13. Methods of Evaluating Student Progress: *The student will demonstrate proficiency by:*

- College level or pre-collegiate essays
- Written homework
- Term or research papers
- Laboratory projects
- Student participation/contribution

14. Methods of Evaluating: Additional Assesment Information:

15. Need/Purpose/Rationale -- *All courses must meet one or more CCC missions.*

IO - Critical Thinking and Communication

Apply standard conventions in grammar, mechanics, usage and punctuation.

IO - Global Citizenship - Scientific & Technological Literacy

Produce oral and written information in various modes and media, using technology such as computers, the Internet, and library databases.

PO-SSS Self-Awareness, Self-Understanding, and Self-Advocacy

Appreciate the value of feedback.

Adapt to challenging situations.

PO-SSS Self-Sufficiency and Independent Learning

Identify and utilize services, programs, and resources to become life-long learners including, but not limited to:

Study/Learning Labs

Special Programs for Student Success

16. Comparable Transfer Course

University System

Campus

Course Number

Course Title

Catalog Year

17. Special Materials and/or Equipment Required of Students:

Storage device

18. Materials Fees: Required Material?

Material or Item	Cost Per Unit	Total Cost
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19. Provide Reasons for the Substantial Modifications or New Course:

Periodic Course Update

20. a. Cross-Listed Course (Enter Course Code): *N/A*
 b. Replacement Course (Enter original Course Code): *N/A*

21. Grading Method (choose one): Letter Grade Only

22. MIS Course Data Elements

- a. Course Control Number [CB00]: CCC000415052
- b. T.O.P. Code [CB03]: 493030.00 - Learning Skills, Handicap
- c. Credit Status [CB04]: C - Credit - Not Degree Applicable
- d. Course Transfer Status [CB05]: C = Non-Transferable
- e. Basic Skills Status [CB08]: 1B = Course is a basic skills course
- f. Vocational Status [CB09]: Not Occupational
- g. Course Classification [CB11]: Y - Credit Course
- h. Special Class Status [CB13]: S - Approved for Disability
- i. Course CAN Code [CB14]: *N/A*
- j. Course Prior to College Level [CB21]: Y = Not Applicable
- k. Course Noncredit Category [CB22]: Y - Not Applicable
- l. Funding Agency Category [CB23]: Y = Not Applicable
- m. Program Status [CB24]: 2 = Stand-alone

Name of Approved Program (if program-applicable): *N/A*

Attach listings of Degree and/or Certificate Programs showing this course as a required or a restricted elective.)

23. Enrollment - Estimate Enrollment

First Year: 0
 Third Year: 0

24. Resources - Faculty - Discipline and Other Qualifications:

- a. Sufficient Faculty Resources: Yes
- b. If No, list number of FTE needed to offer this course: *N/A*

25. Additional Equipment and/or Supplies Needed and Source of Funding.

N/A

26. Additional Construction or Modification of Existing Classroom Space Needed. (Explain:)

N/A

27. FOR NEW OR SUBSTANTIALLY MODIFIED COURSES

Library and/or Learning Resources Present in the Collection are Sufficient to Meet the Need of the Students Enrolled in the Course: Yes

28. Originator Jackie Matthews Origination Date 03/12/15