

AIS 020: ACCESSIBILITY FOR OFFICE PROFESSIONALS

Originator

mrichards

Justification / Rationale

Accessibility technology is changing quickly and the availability of tools and techniques have increased since we started the curriculum process. In putting this class together, we discovered we need much more time and assignments to go into the variety of details. Therefore, we need additional class time to do it justice in teaching to its changes and complexity.

Effective Term

Fall 2023

Credit Status

Credit - Degree Applicable

Subject

AIS - Applications and Information Systems

Course Number

020

Full Course Title

Accessibility for Office Professionals

Short Title

ACCESSIBILITY

Discipline**Disciplines List**

Office Technologies (Secretarial skills, office systems, word processing, computer applications, automated office training)

Modality

Face-to-Face

100% Online

Hybrid

Catalog Description

This class explores accessibility guidelines of The Americans with Disabilities Act (ADA) and Section 508 of the Rehabilitation Act. Students are guided through criteria and provided insight into the need and reality of implementing accessible material. Students will discover and apply criteria learned from Microsoft Office documents, and learn how those guidelines can also be applied when updating a business website. It is recommended that students have some experience with Microsoft Office (specifically Word and PowerPoint).

Schedule Description

This course covers a wide spectrum of accessibility guidelines and how to apply them. Advisory: AIS 005

Lecture Units

2

Lecture Semester Hours

36

Lab Units

1

Lab Semester Hours

54

In-class Hours

90

Out-of-class Hours

72

Total Course Units

3

Total Semester Hours

162

Prerequisite Course(s)

Advisory: AIS 005

Required Text and Other Instructional Materials**Resource Type**

Book

Open Educational Resource

Yes

Formatting Style

MLA

Author

Digital Education Strategies- The Chang School

Title

Understanding Document Accessibility: A Reference for Creating Accessible Documents

City

Toronto

Publisher

The Chang School, Ryerson University

Year

2020

College Level

Yes

ISBN #

n/a

Class Size Maximum

35

Requisite Course Objectives

AIS 005-Understand the basics about computers and their role in business

AIS 005-Create basic electronic presentation slides

AIS 005-Demonstrate the ability to send and manage messages, save and retrieve documents, manage and create groups, work with a calendar

AIS 005-Demonstrate keyboard skills at a minimum of 25 wpm

AIS 005-Understand email basic software and netiquette

AIS 005-Understand computer and internet security

AIS 005-Understand how to evaluate online information

Course Content

1. ADA and Section 508 of the Rehabilitation Act.
2. Assistive devices and uses.

3. Accessibility in documents.
4. Accessibility in videos.
5. Accessibility in websites.
6. Accessibility and workplace accommodations.

Lab Content

1. Practice making Microsoft Word documents accessible.
2. Practice making Microsoft PowerPoint Presentations accessible.
3. Practice testing documents for accessibility.
4. Practice making videos accessible.
5. Experience assistive devices.
6. Create workplace accommodations given scenarios.

Course Objectives

Objectives	
Objective 1	Articulate The Americans with Disabilities Act, and Section 508 of the Rehabilitation Act.
Objective 2	Analyze how documents, videos, and websites help and/or hinder viewing, learning, and reading for consumer.
Objective 3	Explain how to create an accessible Microsoft Word document.
Objective 4	Articulate how to create an accessible Microsoft PowerPoint document.
Objective 5	Outline the main considerations when creating accessible website content.
Objective 6	Summarize the necessary steps when creating an accessible video.
Objective 7	Relate the main steps of creating accessible workplace accommodations.

Student Learning Outcomes

Upon satisfactory completion of this course, students will be able to:	
Outcome 1	Create accessible documents and videos.
Outcome 2	Summarize the key points of the Americans with Disabilities Act and Section 508 of the Rehabilitation Act.
Outcome 3	Demonstrate creating accessible workplace accommodations.

Methods of Instruction

Method	Please provide a description or examples of how each instructional method will be used in this course.
Collaborative/Team	Discovery process of web-based information.
Demonstration, Repetition/Practice	Practice creating new documents and checking for accessibility issues in existing material as well as workplace accommodations.
Lecture	Presentation of topic content.
Discussion	In-class discussion and/or online Canvas discussions.
Technology-based instruction	Use of technology in checking and creating accessible documents.
Individualized Study	Individual research on web for current ADA guidelines.
Journal	Tracking learning through journaling.

Methods of Evaluation

Method	Please provide a description or examples of how each evaluation method will be used in this course.	Type of Assignment
Computational/problem-solving evaluations	Weekly business-related problem solving (and accommodation possibilities) through assignments and discussions (20% in class and 80% out of class).	In and Out of Class
Student participation/contribution	Weekly class discussion and online Canvas-based discussion (50% in class and 50% out of class).	In Class Only
Presentations/student demonstration observations	Create and share approximately 3 projects that show proper accessibility guidelines (20% in class and 80% out of class).	In and Out of Class

Tests/Quizzes/Examinations	Weekly in-class and/or online drills and quizzes to apply accessibility guidelines (50% in class and 50% out of class).	In and Out of Class
Self/peer assessment and portfolio evaluation	Approximately 3 self and/or peer-assessment projects (20% in class and 80% out of class).	In and Out of Class

Assignments

Other In-class Assignments

- Document practice.
- Group projects.
- Quizzes.

Other Out-of-class Assignments

- Weekly readings.
- Internet research.
- Regular assigned practice exercises.
- Video creation.
- Solve accommodation scenarios.

Grade Methods

Letter Grade Only

Distance Education Checklist

Include the percentage of online and on-campus instruction you anticipate.

Online %

100

On-campus %

0

What will you be doing in the face-to-face sections of your course that necessitates a hybrid delivery vs a fully online delivery?

This class will be learning how to use Windows-based products so they are essential. Additionally, students will purchase a publisher's access code (which includes the e-book) and it will allow for simulation exercises which will enhance the learning process.

Instructional Materials and Resources

If you use any other technologies in addition to the college LMS, what other technologies will you use and how are you ensuring student data security?

We use Microsoft products that students may download, and create their own accounts and passcodes.

If used, explain how specific materials and resources outside the LMS will be used to enhance student learning.

Microsoft products will need to be used for practicing what they are learning.

Effective Student/Faculty Contact

Which of the following methods of regular, timely, and effective student/faculty contact will be used in this course?

Within Course Management System:

Discussion forums with substantive instructor participation
 Online quizzes and examinations
 Private messages
 Regular virtual office hours
 Timely feedback and return of student work as specified in the syllabus
 Video or audio feedback
 Weekly announcements

External to Course Management System:

Direct e-mail
 Posted audio/video (including YouTube, 3cm mediasolutions, etc.)

Synchronous audio/video
Telephone contact/voicemail

For hybrid courses:

Library workshops
Orientation, study, and/or review sessions
Scheduled Face-to-Face group or individual meetings
Supplemental seminar or study sessions

Briefly discuss how the selected strategies above will be used to maintain Regular Effective Contact in the course.

With the use of all listed above there will be multiple ways that instructor/student interaction with questions, information sessions, virtual office hours, weekly announcements, discussion, and assignment feedback.

If interacting with students outside the LMS, explain how additional interactions with students outside the LMS will enhance student learning.

Email, virtual Zoom Office hours and individual Zoom appointments will be used.

Other Information**Provide any other relevant information that will help the Curriculum Committee assess the viability of offering this course in an online or hybrid modality.**

This class is going to be assisting with remote working so fully online or hybrid class will be a great way to practice what they are learning.

MIS Course Data**CIP Code**

52.0401 - Administrative Assistant and Secretarial Science, General.

TOP Code

051400 - Office Technology/Office Computer Applications

SAM Code

C - Clearly Occupational

Basic Skills Status

Not Basic Skills

Prior College Level

Not applicable

Cooperative Work Experience

Not a Coop Course

Course Classification Status

Credit Course

Approved Special Class

Not special class

Noncredit Category

Not Applicable, Credit Course

Funding Agency Category

Not Applicable

Program Status

Program Applicable

Transfer Status

Not transferable

General Education Status

Y = Not applicable

Support Course Status

N = Course is not a support course

Allow Audit

No

Repeatability

No

Materials Fee

No

Additional Fees?

No

Files Uploaded**Attach relevant documents (example: Advisory Committee or Department Minutes)**

HR Advisory Meeting Minutes 8-19-20 (1).docx
Business Information Systems Technology_Jan20.pdf
AIS 020 CO Approval Letter - 2-07-2021.pdf
Office Professional Advisory Meeting Minutes SP22.docx

Approvals**Curriculum Committee Approval Date**

11/01/2022

Academic Senate Approval Date

11/10/2022

Board of Trustees Approval Date

12/16/2022

Chancellor's Office Approval Date

12/22/2022

Course Control Number

CCC000635127

Programs referencing this course

Applications and Information Systems AS Degree (<http://catalog.collegeofthedesert.eduundefined/?key=223>)
BIW III Remote Office Support and Technologies Certificate of Achievement (<http://catalog.collegeofthedesert.eduundefined/?key=339>)