

## TECH 104 – Making Your Syllabus Accessible

### Description

The Making your syllabus accessible workshop is designed to be an information session for new faculty members, offering syllabus content requirements from the faculty manual, basic principles of document accessibility for those with low visual acuity and/or who use screen readers, and practice in taking an inaccessible syllabus sample, and going through steps to make it accessible.

### Course Offering

Check the Center for Teaching Excellence website for details on when this course is being offered. This course is usually offered in the fall/spring

### Outcomes

Upon successful completion of the Making Your Syllabus Accessible workshop, participants should be able to:

1. Understand the syllabus content requirements from the GGC Faculty Manual
2. Understand basic accessibility principles for electronic documents regarding font type, font size, and use of color
3. Fix an inaccessible syllabus sample, following the basic accessibility principles, and using the Accessibility Checker tool in MS word for windows
4. Know the limitations of the Accessibility Checker tool

### Completion Criteria

In order to receive a micro badge for the course, the following deliverables must be successfully completed:

1. Attend face-to-face workshop

### Micro badge

The badge for this course will be awarded after successful completion of the course. If you do not successfully complete the requirements for the course in the time allotted during New Faculty Orientation, you may do so at a later time. You can then apply for the course badge by visiting the GGC Academic Commons, located at

<http://commons.ggc.edu>. Once there, you can click on Badge Library menu item, and locate the TECH 101 badge using the filters on the left of the page or the actual badge listings. Once you have located the badge and reviewed the criteria, you can click on the “Apply for Badge” button.

**NOTE:** Verification and badge application processing time will take 24-48 hours. Once the badge is awarded you can verify receipt by logging into the Academic Commons. Once logged in, you will receive a popup notice indicating a badge has been awarded.

## Faculty Foundations

Completion of this course fulfills the partial requirements for Faculty Foundations Track. For full details on the track requirements, please visit the CTE web site at <http://cte.ggc.edu>.

## Version

- 1.2 – Revised (11/1/2016)
- 1.1 - Added URL for each track (9/16/2016)
- 1.0 – Initial version (7/25/2016)

v1.2 – Revised 11/1/2016