# Accessible Course Schedule Table Template

Arapahoe Community College

*The schedule templates, available on the myACC portal, are reviewed yearly. Please visit the portal or eLearning’s webpage for the most up-to-date version of this document.*

*ACC Commitment to Accessibility and Inclusivity*

Arapahoe Community College is committed to creating an inclusive environment that is fair, equitable, and accessible to all students, staff, and our community. Therefore, all areas of our college actively work to ensure that all learning materials, electronic and information technology (EIT), policies and procedures, and public communications meet and exceed [Web Content Accessibility Guidelines](https://www.w3.org/WAI/standards-guidelines/wcag/) (WCAG) 2.x and are compliant with the following:

* Section 504 and 508 of the Rehabilitation Act
* Americans with Disability Act (ADA)
* ADA Amendments Act (ADAAA).

All campuses, departments, and stakeholders are responsible for ensuring that access to their web content, applications, and software meets the applicable requirements for accessibility.

Please use this template for all your course syllabi. This schedule follows the most recent version of WCAG and 508 standards. Therefore, this document should serve as instructors’ templates and should not be changed structurally.

**Note:**

***If you choose to use or create your schedule, it*** *must* ***meet all accessibility standards. You may bring or send eLearning a copy of your schedule before the semester start for verification and assistance.***

**How to Use This Template**

Once you have updated your schedule, please delete the first two pages and any empty returns/enters found within the document. You may turn on the ¶ by selecting the **Show/Hide** paragraph symbol in the **Paragraph** Group under the **Home** tab.

***Please avoid inserting tables, images/objects, URLs not in*** *Descriptive* ***Meaningful Text, and Roman Numerals.***

Accessibility and Digital Standards

The Learning Technology Department has created digital standards for web accessibility that all documents hosted within our courses must meet for compliance purposes. You may review the document on Digital Accessibility Standards (available myACC > Faculty/Instructor tab > eLearning).

**If you are copying from a prior schedule:**

You may transfer text from an older document by following these steps:

1. Save the document with the schedule title (i.e., COM125 Fall 2018 Smith).
2. Open existing schedule
3. Copy text from the existing schedule.
4. Paste text using **Merge Formatting** into the saved schedule template. Merge formatting (M) by right-clicking and selecting the middle paste option. This formatting allows text to be converted to the schedule styling **or use CTL+V+M to access merge formatting as a paste setting.**
5. Verify formatting (check headings, headers, and other styles as explained by Digital Accessibility Standards **(available myACC > Faculty/Instructor tab > eLearning)**.

**If you are creating a new schedule from a blank Word document**

1. Save the document with the schedule title (i.e., COM125 Fall 2018 Smith)
2. Highlight and type directly over purple and bracketed text.
3. Verify formatting (check headings, headers, and other styles as explained by Digital Accessibility Standards **(available myACC > Faculty/Instructor tab > eLearning)**.

**Formatting**

Please avoid having textual widows and orphans. (A heading without text underneath or a single line before a paragraph at the top of the page.) Use the **Widow/Orphan** control found in the **Pagination** section, within **Paragraph Settings**, under the **Home** tab.

**If you have questions about using this template or request assistance in converting your schedule and course documents, please contact Learning Technology at** [eLearning@arapahoe.edu](mailto:eLearning@arapahoe.edu) **or by telephone at 303-797-5080.**

**Please make sure to change all text to black and remove this statement and everything above before distribution.**

# Tentative Course Schedule

| **Week and Dates** | **Activities** |
| --- | --- |
| **Week One** |  |
| **Week Two** |  |
| **Week Three** |  |
| **Week Four** |  |
| **Week Five** |  |
| **Week Six** |  |
| **Week Seven** |  |
| **Week Eight** |  |
| **Week Nine** |  |
| **Week 10** |  |
| **Week 11** |  |
| **Week 12** |  |
| **Week 13** |  |
| **Week 14** |  |
| **Week 15** |  |