

**Clackamas Community College**

## Online Course/Outline Submission System

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**Section #1 General Course Information****Department:**Manufacturing**Submitter**

First Name: Adriana

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**Course Prefix and Number:**MFG - 109

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**# Credits:**3**Contact hours**

Lecture (# of hours): 39

Lec/lab (# of hours):

Lab (# of hours):

Total course hours: 39

For each credit, the student will be expected to spend, on average, 3 hours per week in combination of in-class and out-of-class activity.

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**Course Title:**Computer Literacy for Technicians**Course Description:**

Presents the uses of computers in business and industry. Subjects covered include computer platforms, basic hardware, data communication and operating systems. Reviews & uses word processing, spreadsheet and database software for the PC.

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**Type of Course:**Career Technical Preparatory

Is this class challengeable?

**Yes**

Can this course be repeated for credit in a degree?

**No**

Is general education certification being sought at this time?

**No**

Does this course map to any general education outcome(s)?

**No**

Is this course part of an AAS or related certificate of completion?

**Yes**

**Name of degree(s) and/or certificate(s):**Manufacturing Programs

Are there prerequisites to this course?

**No**

Are there corequisites to this course?

**No**

Are there any requirements or recommendations for students taken this course?

**No**

Are there similar courses existing in other programs or disciplines at CCC?

**No**

Will this class use library resources?

**No**

Is there any other potential impact on another department?

**No**

Does this course belong on the Related Instruction list?

**No**

**GRADING METHOD:**

A-F or Pass/No Pass

**Audit:Yes**

When do you plan to offer this course?

- Fall**
- Winter**
- Spring**

Is this course equivalent to another?

If yes, they must have the same description and outcomes.

**No**

Will this course appear in the college catalog?

**Yes**

Will this course appear in the schedule?

**Yes**

Student Learning Outcomes:

Upon successful completion of this course, students should be able to:

1. describe the current uses and trends of computers in business and industry,
2. differentiate between operating systems, applications, and computer platforms;
3. identify the function of major hardware components of a computer,
4. manipulate files and create directories/folders by using Windows Explorer,
5. use the Internet to research a topic,
6. create and use a web-based email account,
7. create, edit, and print a document using Microsoft Word;
8. create a simple spreadsheet using Microsoft Excel,
9. create a simple presentation using Microsoft PowerPoint,
10. understand the jargon associated with computers.

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***This course does not include assessable General Education outcomes.***

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Major Topic Outline:

1. Basic computer hardware.
2. Basic computer software.
3. Operating systems.
4. File management.
5. Microsoft Office applications: Word, Excel, Internet Explorer, & PowerPoint.

Does the content of this class relate to job skills in any of the following areas:

- |                                      |           |
|--------------------------------------|-----------|
| 1. Increased energy efficiency       | <b>No</b> |
| 2. Produce renewable energy          | <b>No</b> |
| 3. Prevent environmental degradation | <b>No</b> |
| 4. Clean up natural environment      | <b>No</b> |
| 5. Supports green services           | <b>No</b> |

Percent of course:0%

First term to be offered:

**Next available term after approval**

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