

Clackamas Community College

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

First Name: Renee

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Phone: 3294

Email: rharber

Course Prefix and Number:HOR - 222

Credits:2**Contact hours**

Lecture (# of hours): 20

Lec/lab (# of hours):

Lab (# of hours):

Total course hours: 20

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.

Course Title:Horticultural Computer Applications**Course Description:**

Utilizes database, spreadsheet, word-processing, PowerPoint, social media and other computer programs for record keeping and management and marketing for horticulture businesses.

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): Horticulture AAS & Certificate, Landscape AAS

Are there prerequisites to this course?

Yes

Pre-reqs: Pass CS-091 or placement in CS-120

Have you consulted with the appropriate chair if the pre-req is in another program?

Yes (A 'Yes' certifies you have talked with the chair and have received approval.)*

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?

✓ Winter

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. create word processing documents,
2. create PowerPoint presentations,
3. use excel to track, manipulate and chart data;
4. create and use email distribution lists,
5. establish a Web Presence for a hypothetical business

This course does not include assessable General Education outcomes.

Major Topic Outline:

1. Internet Tools.
 - a. Review several online sites that can provide a business with a Web Presence.
 - b. Value Added sites: (online faxing, file conversion, sending large files).
 - c. Discussion of privacy, copyright, and ethical use.
 - d. Distribution lists (list serves).
2. PowerPoint.
 - a. Review basic skills.
 - b. Formatting.
3. Spreadsheet.
 - a. Review basic skills.
 - b. Enter and calculate data using existing worksheet.
 - c. Enter simple formulas.
 - d. Formatting.
 - e. Create charts.
4. Word-processing.
 - a. Review basic skills.
 - b. Formatting.
 - c. Document design.
5. Social Media.
 - a. Review popular sites.
 - b. Consideration for business use.

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

1. Increased energy efficiency **No**

- 2. Produce renewable energy **No**
- 3. Prevent environmental degradation **No**
- 4. Clean up natural environment **No**
- 5. Supports green services **No**

Percent of course:0%

First term to be offered:

Specify term: Winter 2015
