

Clackamas Community College

Online Course/Outline Submission System

 Show changes since last approval in red

Section #1 General Course Information

Department: Skills Development

Submitter

First Name: Lisa

Last Name: Nielson

Phone: 3401

Email: lisan

Course Prefix and Number: ASE - 066

Credits: .5

Contact hours

Lecture (# of hours):

Lec/lab (# of hours): 60

Lab (# of hours):

Total course hours: 60

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: Technology I

Course Description:

Focuses on the use of computers, understanding their structure and components, and word processing skills needed for academic environments.

Type of Course: Developmental Education

Can this course be repeated for credit in a degree?

No

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?

Yes

Recommendations: None

Requirements: Instructor consent

Will this class use library resources?

Yes

Have you talked with a librarian regarding that impact?

No

Is there any other potential impact on another department?

No

Does this course belong on the Related Instruction list?

No

GRADING METHOD:

Pass/No Pass Only

Audit: Yes

When do you plan to offer this course?

- ✓ **Summer**
- ✓ **Fall**
- ✓ **Winter**
- ✓ **Spring**

Will this course appear in the college catalog?

Yes

Will this course appear in the schedule?

No

Student Learning Outcomes:

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

1. identify main components of a computer,
2. identify different types of drives and storage,

3. explain the general structure of the Internet,
4. format a document in a word processing program,
5. upload a document to a website,
6. edit a document using change trackers and other tools.

This course does not include assessable General Education outcomes.

Major Topic Outline:

1. Introduction to computers
2. Overview of technology
3. Word processing

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:

Next available term after approval

:
