

**Clackamas Community College**

## Online Course/Outline Submission System

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**Section #1 General Course Information****Department:** Skills Development**Submitter**

First Name: Lisa

Last Name: Nielson

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Email: lisan

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**Course Prefix and Number:** ASE - 067

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**# 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.

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**Course Title:** Technology II**Course Description:**

Focuses on the use of technology in academic and career areas. Provides students hands on experience working with spreadsheets, databases, presentations, and computer applications.

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**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. create a spreadsheet that displays information appropriately,

2. utilize a database,
3. present information using a computer slideshow,
4. perform beginning and intermediate computer applications,
5. create a project using technological tools covered.

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

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**Major Topic Outline:**

1. Spreadsheets
2. Databases
3. Presentations
4. Applications
5. Project

**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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