

STV55 : Office Equipment

General Information

Author:	<ul style="list-style-type: none">Rosemarie Shamieh
Course Code (CB01) :	STV55
Course Title (CB02) :	Office Equipment
Department:	STV
Proposal Start:	Spring 2025
TOP Code (CB03) :	(0514.00) Office Technology/Office Computer Applications
CIP Code:	(52.0401) Administrative Assistant and Secretarial Science, General.
SAM Code (CB09) :	Possibly Occupational
Distance Education Approved:	No
Will this course be taught asynchronously?:	No
Course Control Number (CB00) :	CCC000617644
Curriculum Committee Approval Date:	05/22/2024
Board of Trustees Approval Date:	07/16/2024
Last Cyclical Review Date:	05/22/2024
Course Description and Course Note:	STV 55 gives students the necessary skills and practical knowledge to effectively use office equipment. Through comprehensive instruction, students will gain practical experience of office equipment in professional environments. Upon successful completion of this course, students will be prepared to apply their skills in real-world settings and collaborate with colleagues. Lecture/Demonstration: 32 hours. The is a pass/ no pass course.
Justification:	Mandatory Revision
Academic Career:	<ul style="list-style-type: none">Noncredit
Mode of Delivery:	
Author:	
Course Family:	

Academic Senate Discipline

Primary Discipline:	<ul style="list-style-type: none">Vocational (short-term): Non-Credit
Alternate Discipline:	No value
Alternate Discipline:	No value

Course Development

Basic Skill Status (CB08)

Course is not a basic skills course.

Allow Students to Gain Credit by Exam/Challenge

Course Special Class Status (CB13)

Course is not a special class.

Pre-Collegiate Level (CB21)

Not applicable.

Grading Basis

- Pass / No-Pass Only

Course Support Course Status (CB26)

Course is not a support course

General Education and C-ID

General Education Status (CB25)

Not Applicable

Transferability

Not transferable

Transferability Status

Not transferable

Units and Hours

Summary

Minimum Credit Units (CB07) 0

Maximum Credit Units (CB06) 0

Total Course In-Class (Contact) Hours 32

Total Course Out-of-Class Hours 0

Total Student Learning Hours 32

Credit / Non-Credit Options

Course Type (CB04)

Non-Credit

Noncredit Course Category (CB22)

Workforce Preparation.

Noncredit Special Characteristics

No Value

Course Classification Code (CB11)

Workforce Preparation Enhanced Funding.

Funding Agency Category (CB23)

Not Applicable.

Cooperative Work Experience

Education Status (CB10)

Variable Credit Course

Weekly Student Hours

	In Class	Out of Class
Lecture Hours	32	0
Laboratory Hours	0	0
Studio Hours	0	0

Course Student Hours

Course Duration (Weeks)	18
Hours per unit divisor	54
Course In-Class (Contact) Hours	
Lecture	32
Laboratory	0
Studio	0

Total 32

Course Out-of-Class Hours

Lecture	0
Laboratory	0
Studio	0
Total	0

Time Commitment Notes for Students

No value

Units and Hours - Weekly Specialty Hours

Activity Name	Type	In Class	Out of Class
No Value	No Value	No Value	No Value

Pre-requisites, Co-requisites, Anti-requisites and Advisories

Advisory

ESL30 - ENGLISH AS A SECOND LANGUAGE LEVEL 3

Objectives

- Write paragraphs at the low-intermediate level with sufficient unity.
- Develop coherence and mechanical accuracy.
- Demonstrate mastery of grammatical structures studied at a level sufficient to pass unit tests and the divisional grammar mastery test for this level.
- Converse at a functional level adequate for everyday use on the campus and in the community.
- Respond to questions about recorded and live speeches, dialogues, role plays, and lectures.
- Decode 2,500-word reading passages, respond to inference and recall questions, and utilize a monolingual English dictionary to advantage.

Entry Standards

Entry Standards

Course Limitations

Cross Listed or Equivalent Course

Specifications

Methods of Instruction

Methods of Instruction Lecture

Methods of Instruction Multimedia

Methods of Instruction Demonstrations

Methods of Instruction Field Activities (Trips)

Methods of Instruction Independent Study

Out of Class Assignments

N/A

Methods of Evaluation

Rationale

Activity (answering journal prompt, group activity)

Strategic and varied assignments

Other

Discussion forums

Exam/Quiz/Test

Practical exams

Textbook Rationale

No Value

Textbooks

Author	Title	Publisher	Date	ISBN
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No Value				
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Other Instructional Materials (i.e. OER, handouts)

Description

Instructor-crafted materials for the Office Equipment class are meticulously designed to enhance student learning and mastery of essential office equipment skills. These materials carefully curated include detailed guides, hands-on exercises, and interactive tutorials tailored to the specific needs of the course curriculum.

Author

No value

Citation

No value

Online Resource(s)

No value

Materials Fee

No value

Learning Outcomes and Objectives

Course Objectives

Name and operate various standard tools and equipment in an automated office.

Demonstrate workplace safety procedures.

SLOs

Gain confidence in the use of the: copy machine, scanner, printer, shredder, cutter, electric stapler and hole puncher.

Expected Outcome Performance: 0.0

ILOs Demonstrate depth of knowledge in a course, discipline, or vocation by applying practical knowledge, skills, abilities, theories, or
Core methodologies to solve unique problems.
ILOs

Recognize office safety hazards.

Expected Outcome Performance: 0.0

ILOs Demonstrate depth of knowledge in a course, discipline, or vocation by applying practical knowledge, skills, abilities, theories, or
Core methodologies to solve unique problems.
ILOs

Identify terminology associated with standard office copiers.

Expected Outcome Performance: 0.0

ILOs Demonstrate depth of knowledge in a course, discipline, or vocation by applying practical knowledge, skills, abilities, theories, or
Core methodologies to solve unique problems.
ILOs

Additional SLO Information

Does this proposal include revisions that might improve student attainment of course learning outcomes?

No

Is this proposal submitted in response to learning outcomes assessment data?

No

If yes was selected in either of the above questions for learning outcomes, explain and attach evidence of discussions about learning outcomes.

No Value

SLO Evidence

No Value

Course Content

Lecture Content

Use of Office Machines and Equipment (10 hours)

- Copier and reprographic machines
- Facsimile (FAX) machines
- Paper cutting equipment
- Stapling equipment
- Hole punching equipment
- Shredding equipment
- Printing equipment
- Lateral and vertical storage equipment

Related Information (8 hours)

- Terminology
- Techniques
- Supplies
- Reference materials
- Etiquette

General Office Safety (6 hours)

- Safety hazards and common accidents in the office
- Corrective actions/prevention methods
- Injury reporting
- Ergonomics

Work-Based Learning Experience (8 hours)

- Participation in office projects
- Student's role and expected outcomes
- Professional demeanor
- Safety issues
- Security policies and procedures
- Apply learned skills
- Reflection on the day's activities (both on-site and in the classroom)

Total hours: 32

Additional Information

Is this course proposed for GCC Major or General Education Graduation requirement? If yes, indicate which requirement in the two areas provided below.

No

GCC Major Requirements

No Value

GCC General Education Graduation Requirements

No Value

Repeatability

Repeatable

Justification (if repeatable was chosen above)

Non-credit courses

Resources

Did you contact your departmental library liaison?

No

If yes, who is your departmental library liaison?

No Value

Did you contact the DEIA liaison?

No

Were there any DEIA changes made to this outline?

No

If yes, in what areas were these changes made:

No Value

Will any additional resources be needed for this course? (Click all that apply)

- No

If additional resources are needed, add a brief description and cost in the box provided.

No Value