



**COURSE OUTLINE : STV 150**

**N Non-Credit**

**COURSE ID 010479**

**Cyclical Review: MAY 2021**

**COURSE DISCIPLINE :** STV  
**COURSE NUMBER :** 150  
**COURSE TITLE (FULL) :** INTEGRATED TECHNOLOGY  
**COURSE TITLE (SHORT) :** INTEGRATED TECHNOLOGY

**ACADEMIC SENATE DISCIPLINE:** Short Term Vocational

**CATALOG DESCRIPTION**

STV 150 provides students with a basic introduction to integrated technology concepts needed in the business world. The course focuses on microcomputer (PC) software and peripheral devices used to enhance input, output, and storage capability. The student will move data between applications (Word, Excel, PowerPoint, and Access), and install and use input and output devices such as smartphones, barcode readers and cloud storage systems, and demonstrate the ability to integrate Google Tools while using Microsoft application software. Lecture 32 hours.

Total Lecture Units:0.00

Total Laboratory Units: 0.00

**Total Course Units: 0.00**

Total Lecture Hours:32.00

Total Laboratory Hours: 0.00

Total Laboratory Hours To Be Arranged: 0.00

**Total Faculty Contact Hours: 32.00**

**Total Student Contact Hours: 32.00**

Recommended Preparation: ESL 40 or equivalent.



**ENTRY STANDARDS**

|   | <b>Subject</b> | <b>Number</b> | <b>Title</b>                         | <b>Description</b>   | <b>Include</b> |
|---|----------------|---------------|--------------------------------------|--|----------------|
| 1 | ESL            | 40            | ENGLISH AS A SECOND LANGUAGE LEVEL 4 | Demonstrate mastery of grammatical structures studied at a level sufficient to pass unit tests and the divisional grammar mastery test for this level;                         | Yes            |
| 2 | ESL            | 40            | ENGLISH AS A SECOND LANGUAGE LEVEL 4 | converse at a functional level adequate for everyday use on the campus and in the community;   | Yes            |
| 3 | ESL            | 40            | ENGLISH AS A SECOND LANGUAGE LEVEL 4 | demonstrate understanding of the majority of face-to-face speech, recorded, and live dialogues in standard dialect at a normal rate, although some repetition may be required; | Yes            |
| 4 | ESL            | 40            | ENGLISH AS A SECOND LANGUAGE LEVEL 4 | decode 3,000-word reading passages, identify main ideas and supporting details, make inferences, and summarize short passages;   | Yes            |
| 5 | ESL            | 40            | ENGLISH AS A SECOND LANGUAGE LEVEL 4 | approximate standard American pronunciation well enough to be understood by typical fluent speakers of English.  | Yes            |

**EXIT STANDARDS**

- 1 Integrate Microsoft applications in real world situations;
- 2 apply common input devices for capturing and reading data in electronic form, and for inputting audio data;
- 3 utilize different types of storage systems to save programs, data, and processing results for later use;
- 4 decide how and when to operate different types of output devices;
- 5 explore Google Tools for the digital classrooms.

**STUDENT LEARNING OUTCOMES**

- 1 implement Microsoft applications, and technology in a general office setting
- 2 use common input devices for capturing reading data and audio data;
- 3 integrate Google Tools with Microsoft application programs.



**COURSE CONTENT WITH INSTRUCTIONAL HOURS**

|   | Description   | Lecture | Lab | Total Hours |
|---|---|---------|-----|-------------|
| 1 | Word Integration <ul style="list-style-type: none"> <li>• Copy and paste between applications</li> <li>• Using Paste Special and Paste Options</li> <li>• Embedding an object in Word</li> <li>• Creating a linked object</li> </ul>  | 3       | 0   | 3           |
| 2 | Excel Integration <ul style="list-style-type: none"> <li>• Copy and paste between applications</li> <li>• Using Paste Special and Paste Options</li> <li>• Embedding an object in Excel</li> <li>• Creating a linked object</li> </ul>  | 3       | 0   | 3           |
| 3 | PowerPoint Integration <ul style="list-style-type: none"> <li>• Using Word outlines in PowerPoint</li> <li>• Using Paste Special and Paste Options</li> <li>• Embedding an object in Excel</li> <li>• Creating a linked object</li> </ul>   | 4       | 0   | 4           |
| 4 | Access Integration <ul style="list-style-type: none"> <li>• Importing Excel data</li> <li>• Exporting Access data to Excel</li> <li>• Exporting Access data to Word</li> <li>• Importing Word data</li> <li>• Embedding Word and Excel data in Access</li> <li>• Forms and Reports</li> </ul> | 4       | 0   | 4           |
| 5 | Input Devices <ul style="list-style-type: none"> <li>• Keyboards</li> <li>• Pointing Devices</li> <li>• Touch Devices</li> <li>• Scanners, Barcode Readers, and Digital Cameras</li> <li>• Mobile Devices/Smartphone</li> <li>• Audio Input</li> </ul>  | 5       | 0   | 5           |
| 6 | Storage Devices <ul style="list-style-type: none"> <li>• Hard Drives</li> <li>• Flash Memory Storage Systems</li> <li>• USB Flash Drives</li> <li>• Network and Cloud Storage Systems</li> </ul>  | 3       | 0   | 3           |
| 7 | Output Devices <ul style="list-style-type: none"> <li>• Display Devices</li> <li>• Data and Multimedia Projectors</li> <li>• Printers</li> <li>• Wearable Holographic Displays</li> <li>• Audio Output</li> <li>• Cloud Printing</li> </ul>   | 5       | 0   | 5           |



|   |  |   |   |           |
|---|--|---|---|-----------|
| 8 | Google Fundamentals  | 5 | 0 | 5         |
|   | <ul style="list-style-type: none"> <li>• Google Docs</li> <li>• Google Sheets</li> <li>• Google Slides</li> <li>• Google Calendar, Tasks, and Keep</li> <li>• Google Drive</li> <li>• Google Chrome</li> </ul> |   |   |           |
|   |  |   |   | <b>32</b> |

**OUT OF CLASS ASSIGNMENTS**

- 1 Not Applicable

**METHODS OF EVALUATION**

- 1 Students complete a series of assessments at the end of each chapter
- 2 One comprehensive final.

**METHODS OF INSTRUCTION**

- Lecture
- Laboratory
- Studio
- Discussion
- Multimedia
- Tutorial
- Independent Study
- Collaboratory Learning
- Demonstration
- Field Activities (Trips)
- Guest Speakers
- Presentations

**TEXTBOOKS**

| Title  | Type     | Publisher | Edition | Medium | Author       | ISBN          | Date |
|--|----------|-----------|---------|--------|--------------|---------------|------|
| Introductory, Microsoft Office 365 & Office 2019 | Required | Cengage   |         | Print  | Sandra Cable | 9780357026434 | 2020 |