

ST DV191 : * Introduction to Microsoft Office 365/Google Suite

General Information

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Course Code (CB01) :	ST DV191
Course Title (CB02) :	* Introduction to Microsoft Office 365/Google Suite
Department:	ST DV
Proposal Start:	Fall 2024
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) :	CCC000644326
Curriculum Committee Approval Date:	02/28/2024
Board of Trustees Approval Date:	04/16/2024
Last Cyclical Review Date:	02/28/2024
Course Description and Course Note:	ST DV 191 provides an overview of Microsoft Office 365 and Google Suite, including the core applications and features of both platforms. Students will learn how to navigate these tools, create and edit documents, collaborate with others, and organize their work efficiently. The course will also cover best practices for data security and privacy. Note: This course is primarily designed for students who meet Title 5 eligibility requirements for Disabled Student Programs and Services (DSPS). The course may be repeated 4 times for credit. Students should have access to a computer or laptop and reliable internet connection.
Justification:	New Course
Academic Career:	<ul style="list-style-type: none">Credit
Author:	<ul style="list-style-type: none">Rita ZobayanMidell, David

Academic Senate Discipline

Primary Discipline:	<ul style="list-style-type: none">Computer Technology (Adapted):Disabled Students Programs and Services
Alternate Discipline:	<ul style="list-style-type: none">Disabled Student Services & Programs (DSPS)
Alternate Discipline:	<ul style="list-style-type: none">Counseling: Disabled Students Programs and Services

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 designated as an "approved special class" for students with disabilities.

Pre-Collegiate Level (CB21)

Not applicable.

Grading Basis

- Grade with Pass / No-Pass Option

Course Support Course Status (CB26)

Course is not a support course

Transferability & Gen. Ed. Options

General Education Status (CB25)

Not Applicable

Transferability

Not transferable

Transferability Status

Not transferable

Units and Hours

Summary

Minimum Credit Units (CB07) 2

Maximum Credit Units (CB06) 2

Total Course In-Class (Contact) Hours 72

Total Course Out-of-Class Hours 36

Total Student Learning Hours 108

Credit / Non-Credit Options

Course Type (CB04)

Credit - Not Degree Applicable

Noncredit Course Category (CB22)

Credit Course.

Noncredit Special Characteristics

No Value

Course Classification Code (CB11)

Credit Course.

Variable Credit Course

Funding Agency Category (CB23)

Not Applicable.

Cooperative Work Experience

Education Status (CB10)

Weekly Student Hours

	In Class	Out of Class
Lecture Hours	1	2
Laboratory Hours	3	0

Course Student Hours

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

Studio Hours	0	0	Laboratory	54
			Studio	0
			Total	72
Course Out-of-Class Hours				
			Lecture	36
			Laboratory	0
			Studio	0
			Total	36

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

ESL133 - Grammar And Writing III

Objectives

- Compose a 300 to 350-word composition which: (a) includes a clear thesis statement; (b) shows clear organization into an introduction, body, and conclusion; (c) provides supporting details; (d) meets division criteria for fluency, clarity and accuracy.
- Demonstrate level appropriate mastery of spelling, vocabulary, punctuation, simple perfect tenses, passive voice, gerunds and infinitives, real conditionals, adverb clauses of reason and concession.
- Read multi-paragraph academic passages in textbooks.

AND

Advisory

ST DV190 - * Introduction to Adapted Word Processing

Objectives

- Demonstrate improved computer literacy through performance of correct start-up procedures and basic computer operating system commands.
- Use a word processing program/platform to prepare a basic document.

Entry Standards

Entry Standards

Demonstrate basic computer literacy skills and a working knowledge of file management and navigation within a computer system.

Demonstrate the ability to independently perform basic start-up procedures, basic Windows-based application program commands and appropriate use of personal data storage devices.

Course Objectives

Cross Listed or Equivalent Course

No value

Specifications

Methods of Instruction

Methods of Instruction	Lecture
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Methods of Instruction	Laboratory
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Methods of Instruction	Demonstrations
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Methods of Instruction	Multimedia
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Methods of Instruction	Tutorial
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Methods of Instruction	Collaborative Learning
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Out of Class Assignments

- Document Creation and Collaboration: Assign students to work on a collaborative document within Microsoft 365 or Google Suite. This could be a group project, a research paper, or a presentation. Encourage students to practice using version control and commenting features within the platform.
- Presentation Creation and Delivery: Assign students to create a presentation within Microsoft PowerPoint or Google Slides. This could be a group presentation, a sales pitch, or a creative project. Encourage students to use multimedia elements like images, videos, and audio to enhance their presentation.

Methods of Evaluation

Exam/Quiz/Test

Project/Portfolio

Evaluation

Rationale

Assess students's knowledge of using the program's features

Showcase students's application of the program's features

Measure the students's performance throughout the course and provide feedback for improvement

Textbook Rationale

None

Textbooks

Author

Title

Publisher

Date

ISBN

No Value

No Value

No Value

No Value

No Value

Other Instructional Materials (i.e. OER, handouts)

No Value

Materials Fee

No value

Learning Outcomes and Objectives

Course Objectives

Demonstrate increased competency in using any necessary adaptation and/or assistive technology to successfully access the computer.

Perform basic navigation and utilization tasks involving Microsoft 365 applications and Google suite applications.

Use word processing software and apply the relevant concepts to the preparation of documents, presentations, spreadsheets, and other materials generated from the Microsoft 365 Suite applications or Google suite applications.

SLOs

Demonstrate competency in the efficient and independent use of appropriate assistive technologies and any other adaptations required to access the computer and specific applications therein. Expected Outcome Performance: 70.0

Independently perform basic functions and commands and use basic features throughout the Microsoft 365 suites of applications, as well as the Google Suite. Expected Outcome Performance: 70.0

Apply the relevant concepts to the preparation of documents, presentations, spreadsheets, and other materials generated from the Microsoft 365 Suite or the Google suite independently. Expected Outcome Performance: 70.0

Course Content

Lecture Content

Evaluation (1 hour)

- Student skill levels
- Student strengths and limitations
- Selection of appropriate adaptations/assistive technology (e.g. alternative media format)

Assistive Technology Specific instruction (3 hours)

- Adapted keyboard/mouse
- Keyboard commands and/or mouse commands
- Screen magnification/screen reader software application
- CCTV's

Word Processing (14 hours)

- Overview of computer history and computer basics; (e.g. hardware, software, memory, terminology, uses)
- Basic word processing procedures and computer basics
- File management
- Spellchecker
- Hardware vs. Software
- Use of removable storage devices
- Selecting Text
- Special Text Formats
- Formatting a document
- Line spacing
- Margins
- Indenting individual paragraphs
- Cut/Copy/Paste Text
- Find and Find/Replace
- Thesaurus
- Page Numbers
- Headers and Footers
- Works Cited and Hanging indents
- Word processing review

Total hours: 18

Laboratory/Studio Content

Evaluation (3 hours)

- Student skill levels
- Student strengths and limitations
- Selection of appropriate adaptations/assistive technology (e.g. alternative media format)

Assistive Technology Specific instruction (9 hours)

- Adapted keyboard/mouse
- Keyboard commands and/or mouse commands
- Screen magnification/screen reader software application
- CCTV's

Word Processing (42 hours)

- Overview of computer history and computer basics; (e.g. hardware, software, memory, terminology, uses)
- Basic word processing procedures and computer basics
- File management
- Spellchecker
- Hardware vs. Software

- Use of removable storage devices
- Selecting Text
- Special Text Formats
- Formatting a document
- Line spacing
- Margins
- Indenting individual paragraphs
- Cut/Copy/Paste Text
- Find and Find/Replace
- Thesaurus
- Page Numbers
- Headers and Footers
- Works Cited and Hanging indents
- Word processing review

Total hours: 54