AIS 005: OFFICE TECHNOLOGY SKILLS

Originator
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Justification / Rationale
Title change, unit change, addition of content (email service software), additional SLO, and course material update

Effective Term
Fall 2023

Credit Status
Credit - Degree Applicable

Subject
AIS - Applications and Information Systems

Course Number
005

Full Course Title
Office Technology Skills

Short Title
OFFICE TECHNOLOGIES

Discipline

Disciplines List
Computer Information Systems (Computer network installation, microcomputer technology, computer applications)
Office Technologies (Secretarial skills, office systems, word processing, computer applications, automated office training)

Modality
Face-to-Face
100% Online
Hybrid

Catalog Description
This course provides the introductory technology skills necessary for success in an entry level office support role. Students become comfortable with Learning Management System, email systems and file management; understand the basics of how computers and mobile devices work. Students learn how to use common functions of email, word processing, and presentation software, Internet basics, and exploring the web as tools for academic and vocational success. Students also have an opportunity to develop keyboarding skills.

Schedule Description
Computer Survival Skills

Lecture Units
2
Lecture Semester Hours
36

Lab Units
1
Lab Semester Hours
54

In-class Hours
90

Out-of-class Hours
72

Total Course Units
3

Total Semester Hours
162

Required Text and Other Instructional Materials

Resource Type
Web/Other

Open Educational Resource
No

Year
2021

Description
TestOut Microsoft Office Library, ISBN 978-1-935080-80-0. Online resources integrated with the e-textbook including online virtual computer labs which allow students to practice, explore and try different solutions using a simulated labs, assignments, and projects

For Text greater than five years old, list rationale:
Special ISBN issued for eBook and online resources package.

Class Size Maximum
35

Course Content
1. Become familiar with Learning Management System (settings, notifications, submitting assignments, submitting multiple files, submitting videos, grades tab, and LMS Messaging)
2. Basics of how computers and mobile devices work (i.e. history, binary numbering system, bits and bytes, folders, file management, file compression)
3. Identify types and uses of technology, internet, social media, browsers, and streaming
4. Digital communication, privacy, and netiquette
5. Common Software Features: task bar, start menu, help option, quick access tool button, keyboard shortcuts, spell check, and backstage view
6. Common email software, sending documents, attachments, files, folders, setting up rules and email organization strategies
7. Electronic presentations software
8. Online safety and security
9. Evaluating online information as well as copyright and intellectual property

Lab Content
1. Keyboarding practice to develop speed and accuracy at a minimum level of 25 wpm
2. Common command and features practice
3. Learning Management System features practice
4. Presentation software practice: creating, retrieving, editing, saving, and printing basic presentation
5. Internet search practice on assigned topics
6. Creating, saving, naming and renaming, closing, opening, backing up files, sharing, exporting, file compression, and printing files
7. Clearing browser cache, configuring popups, privacy settings, and firewall
8. Identify online sources
9. Simulated exercises with email software functions and basic word processing and presentation menu and functions

Course Objectives

	Objectives
Objective 1	Understand the basics about computers and their role in business
Objective 2	Create basic electronic presentation slides

Objective 3	Demonstrate the ability to send and manage messages, save and retrieve documents, manage and create groups, work with a calendar
Objective 4	Demonstrate keyboard skills at a minimum of 25 wpm
Objective 5	Understand email basic software and netiquette
Objective 6	Understand computer and internet security
Objective 7	Understand how to evaluate online information

Student Learning Outcomes

	Upon satisfactory completion of this course, students will be able to:
Outcome 1	Create, manage, format, and design presentation slides
Outcome 2	Articulate the basics of the Internet and how computers work
Outcome 3	Demonstrate the ability to send and manage messages, save and retrieve documents, manage and create groups, work with a calendar

Methods of Instruction

Method	Please provide a description or examples of how each instructional method will be used in this course.
Discussion	In class discussion and/or online Canvas discussions
Demonstration, Repetition/Practice	Practice using different computer features according to the class content
Technology-based instruction	Use of software according to objectives
Lecture	Presentation of topic in content
Other (Specify)	Reading assignments and self-paced typing tutorials

Methods of Evaluation

Method	Please provide a description or examples of how each evaluation method will be used in this course.	Type of Assignment
Computational/problem-solving evaluations	Regular business-related critical thinking assignments, projects, and/or class discussions (80% out of class, 20% in class, approximately 2 hours per week)	In and Out of Class
Student participation/contribution	Regular class discussion and/or online LMS-based discussion (50% in class and 50% out of class, approximately 1 hour per week)	In and Out of Class
Laboratory projects	Regular classroom, lab, and/or online exercises such as drills, projects, and quizzes in order to apply computer basic features (50% in class and 50% out of class, approximately 2 hours per week)	In and Out of Class
Self/peer assessment and portfolio evaluation	At least one self and/or peer feedback on presentation or video (100% outside of class, approximately 1 hour per week)	Out of Class Only

Assignments

Other In-class Assignments

1. Regular multiple-choice quizzes and/or simulated activities
2. Regular participation in and contribution to classroom discussions
3. Regular completion of textbook review questions and exercises
4. Regular keyboard skills practice during lab hours
5. Demonstrate the ability to search the internet for appropriate information
6. Create at least one electronic slide presentation

Other Out-of-class Assignments

1. Completion of weekly textbook review questions and exercises
2. Create, save, retrieve, revise and print documents using common software

3. Internet research assignments
4. Create at least one electronic slide presentation using common software

Grade Methods
Letter Grade Only

Distance Education Checklist

Include the percentage of online and on-campus instruction you anticipate.

Online %
100
On-campus %
0

What will you be doing in the face-to-face sections of your course that necessitates a hybrid delivery vs a fully online delivery?
Nothing necessitates a hybrid delivery. However, student needs may indicate hybrid would be beneficial for orientations, study sessions, and individual &/or group meetings.

Instructional Materials and Resources

If you use any other technologies in addition to the college LMS, what other technologies will you use and how are you ensuring student data security?
Microsoft products and Publisher Access Codes will be used and available in labs on campus or for free download by students (both will be COD based or student personal computer based and student will create their own passcodes)

If used, explain how specific materials and resources outside the LMS will be used to enhance student learning.
This class will be learning how to use Windows-based products so they are essential. Additionally, students will purchase a publisher's access code (which includes the e-book) and it will allow for simulation exercises which will enhance the learning process

Effective Student/Faculty Contact

Which of the following methods of regular, timely, and effective student/faculty contact will be used in this course?

Within Course Management System:
Discussion forums with substantive instructor participation
Online quizzes and examinations
Private messages
Regular virtual office hours
Timely feedback and return of student work as specified in the syllabus
Video or audio feedback
Weekly announcements

External to Course Management System:
Direct e-mail
Posted audio/video (including YouTube, 3cmediasolutions, etc.)
Teleconferencing

For hybrid courses:
Orientation, study, and/or review sessions
Scheduled Face-to-Face group or individual meetings
Supplemental seminar or study sessions

Briefly discuss how the selected strategies above will be used to maintain Regular Effective Contact in the course.
This class if online is being taught via LMS. Instructors will use asynchronous text and video messages to interact with the students. Also, discussions boards, constant announcements will be used. Zoom virtual office hours with screen sharing and interaction capabilities will be available

If interacting with students outside the LMS, explain how additional interactions with students outside the LMS will enhance student learning.
LMS is used for external interaction as well

Other Information

MIS Course Data

CIP Code

52.0401 - Administrative Assistant and Secretarial Science, General.

TOP Code

051400 - Office Technology/Office Computer Applications

SAM Code

C - Clearly Occupational

Basic Skills Status

Not Basic Skills

Prior College Level

Not applicable

Cooperative Work Experience

Not a Coop Course

Course Classification Status

Credit Course

Approved Special Class

Not special class

Noncredit Category

Not Applicable, Credit Course

Funding Agency Category

Not Applicable

Program Status

Program Applicable

Transfer Status

Not transferable

General Education Status

Y = Not applicable

Support Course Status

N = Course is not a support course

Allow Audit

No

Repeatability

No

Materials Fee

No

Additional Fees?

No

Files Uploaded

Attach relevant documents (example: Advisory Committee or Department Minutes)

AIS 005 Approval Letter.pdf

Office Professional Advisory Meeting Minutes SP22.docx

Approvals

Curriculum Committee Approval Date
11/01/2022

Academic Senate Approval Date
11/10/2022

Board of Trustees Approval Date
12/16/2022

Chancellor's Office Approval Date
12/22/2022

Course Control Number
CCC000635125

Programs referencing this course

Real Estate Development Certificate of Achievement (http://catalog.collegeofthedesert.eduundefined/?key=103)
Golf Management Certificate of Achievement (http://catalog.collegeofthedesert.eduundefined/?key=116)
Business Information Worker - Office Professional Certificate of Achievement (http://catalog.collegeofthedesert.eduundefined/?key=199)
Golf Management AA Degree (http://catalog.collegeofthedesert.eduundefined/?key=22)
Applications and Information Systems AS Degree (http://catalog.collegeofthedesert.eduundefined/?key=223)
Office Technology Essentials- Certificate of Achievement (http://catalog.collegeofthedesert.eduundefined/?key=383)
Agriculture Food Safety Certificate of Achievement (http://catalog.collegeofthedesert.eduundefined/?key=83)
Agriculture Office Assistant Certificate of Achievement (http://catalog.collegeofthedesert.eduundefined/?key=84)
Agriculture Office Professional Certificate of Achievement (http://catalog.collegeofthedesert.eduundefined/?key=85)
Agriculture Pest Management Certificate of Achievement (http://catalog.collegeofthedesert.eduundefined/?key=86)
Agriculture Technician Certificate of Achievement (http://catalog.collegeofthedesert.eduundefined/?key=87)