

## ST DV193 : \* Computer Technology Literacy

### General Information

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Course Code (CB01) :	ST DV193
Course Title (CB02) :	* Computer Technology Literacy
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) :	CCC000644328
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 193 introduces students to the basics of computer technology, including hardware, software, and the Internet. Students will learn how to use common computer applications, troubleshoot basic computer problems, and stay safe online. By choosing disability-specific programs and/or the assistive technology best suited to their individual needs, students will set and work toward goals related to their education. Note: this course is primarily designed for students who meet Title 5 eligibility requirements for Disabled Student Programs and Services. The course may be repeated 4 times for credit.
Justification:	New Course
Academic Career:	<ul style="list-style-type: none"><li>Credit</li></ul>
Author:	<ul style="list-style-type: none"><li>Rita Zobayan</li></ul>

### Academic Senate Discipline

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

## 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)** 1

**Maximum Credit Units (CB06)** 1

**Total Course In-Class (Contact) Hours** 54

**Total Course Out-of-Class Hours** 0

**Total Student Learning Hours** 54

### 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	0	0
Laboratory Hours	3	0

### Course Student Hours

<b>Course Duration (Weeks)</b>	18
<b>Hours per unit divisor</b>	54
<b>Course In-Class (Contact) Hours</b>	
Lecture	0

Studio Hours	0	0	Laboratory	54
			Studio	0
			<b>Total</b>	54
<b>Course Out-of-Class Hours</b>				
			Lecture	0
			Laboratory	0
			Studio	0
			<b>Total</b>	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

ESL151 - Reading And Composition V

#### Objectives

- Read and critically analyze various academic readings.
- Compose a 500 to 550-word essay which: summarizes and cites appropriately a reading passage; includes a clear thesis statement; uses evidence to support the thesis; shows clear organization into an introduction, body, and conclusion.
- Employ basic library research techniques.

### Entry Standards

Entry Standards

Demonstrate basic computer knowledge, including familiarity with operating systems, file management, and basic computer applications such as word processors and web browsers.

Demonstrate good understanding of the English language, including reading, writing, and comprehension skills.

## Course Limitations

Cross Listed or Equivalent Course

No value

## Specifications

### Methods of Instruction

Methods of Instruction                      Laboratory

Methods of Instruction                      Discussion

Methods of Instruction                      Demonstrations

### Out of Class Assignments

- Research a topic related to computer technology, such as the history of the Internet, the development of a particular software application, or a current cybersecurity issue. Students can write a brief summary of their findings and share them in class.
- Complete online tutorials on computer applications, such as Microsoft Word, Excel, or PowerPoint. These tutorials can be found on various websites, such as YouTube, Lynda.com, or Khan Academy. Students can write a brief summary of what they learned and any challenges they faced.
- Complete a cybersecurity awareness activity, such as creating a strong password, enabling two-factor authentication on their social media accounts, or identifying and reporting a phishing email. Students can write a brief reflection on what they learned and how they can apply it to their online activities.

### Methods of Evaluation

### Rationale

Evaluation	Instructor evaluates computer skills
Exam/Quiz/Test	Assess students's ability to navigate computer components and features
Project/Portfolio	Showcase cyber safety skillset

### Textbook Rationale

No textbooks

### 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 use of common computer applications, such as word processors, spreadsheet software, presentation software, email, and web browsers to create, edit, and format documents, spreadsheets, and presentations.

Diagnose and troubleshoot basic computer problems, including identifying hardware issues, software conflicts, and system errors. They will also be able to perform basic maintenance and optimization techniques to improve system performance.

Express the importance of cybersecurity and online safety and will be able to identify common online threats and scams. They will also be able to implement password management and best practices to protect personal information online.

### SLOs

Comprehend the fundamental concepts of computer hardware, software, and networks. Expected Outcome Performance: 70.0

Develop beginning level skills in using common computer applications, such as word processing, spreadsheets, and presentation software. Expected Outcome Performance: 70.0

Acquire basic skills in troubleshooting common computer problems. Expected Outcome Performance: 70.0

Comprehend the importance of cybersecurity and online safety. Expected Outcome Performance: 70.0

## 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

No value

### Laboratory/Studio Content

#### **Computer Basics (10 hours)**

- Computer hardware and software
- Operating systems
- Basic computer terminology

#### **Cybersecurity and Online Safety (10 hours)**

- Online threats and scams
- Password management
- Best practices for protecting personal information online

#### **Microsoft Office Suite (34 hours)**

- Microsoft Office applications such as Word, Excel, and PowerPoint
- Create and edit documents, spreadsheets, and presentations

**Total hours: 54**