



Los Angeles Community College District

COURSE OUTLINE

(Replaces PNCR and Course Outline)

SECTION I: BASIC COURSE INFORMATION

1. **COLLEGE:** Los Angeles Southwest College
2. **SUBJECT (DISCIPLINE) NAME**¹ (40 characters, no abbreviations): **Computer Applications and Office Technologies (CAOT)**
3. **COURSE NUMBER:** CAOT-97
4. **COURSE TITLE:** Introduction to the Internet for Office Administration
5. **UNITS:** 3
6. **CATALOG COURSE DESCRIPTION** -- Provide a description of the course, including an overview of the topics covered:

Introduction to the Internet for Office Administration (3)

Lecture 3 hour; Laboratory 2 hours.

Acceptable for credit, California State University

This course provides hands-on experience with the Internet and World Wide Web using web browser software like Microsoft Internet Explorer and Netscape Navigator to find, access and use information from the Internet. Students will develop the skills to create, send and receive E-mail and Instant Messages using web based software. Students will learn how to find, evaluate, and select Internet Service Providers, E-commerce sites, and research resources. Skill will be developed to explore business, career, government, news, reference databases, travel, and other internet services and utilities. Students will learn the fundamentals of web page design and how to design and create basic web page using HTML.

7. **CLASS SCHEDULE COURSE DESCRIPTION** -- Provide a brief description of the course, including an overview of the topics covered:

Introduction to the Internet for Office Administration (3)

Lecture 3 hour; Laboratory 2 hours.

Acceptable for credit, California State University

This course provides hands-on experience with the Internet using web browser software like Microsoft Internet Explorer to find, access and use information from the Internet. Students will develop the skills to create, send and receive E-mail and Instant messages using web based software. Students will learn how to find, evaluate, and select ISPs, E-commerce sites, and research resources. Students will learn the fundamentals of web page design and how to design and create basic web page using HTML.

¹ Underlined course attributes are the same for the course throughout the LACCD; all other course attributes are college specific.

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8. COLLEGE APPROVAL DATE: **Pending**

9. UPDATES (check all applicable boxes):

- | | |
|---|--------------|
| <input type="checkbox"/> Content | Last Update: |
| <input type="checkbox"/> Objectives | Last Update: |
| <input type="checkbox"/> College Specific Course Attributes/Data Elements | Last Update: |
| <input type="checkbox"/> District wide Course Attributes/Data Elements | Last Update: |
| <input checked="" type="checkbox"/> Other (describe) | Last Update: |

Updates to: Course Description, Objectives, Textbook, Content and Objectives

10. CLASS HOURS:

	Hours per week (based on 18 weeks)	Total Hours per term (hrs per week x 18)	Units
Lecture:	2	36	2
Lab/activity (w/ homework):			
Lab/activity (w/o homework):	3	54	1
Total:	5	90	3

Note: The Carnegie Rule and Title 5, section 55002 sets forth the following minimum standards: 1 unit = 1 hour lecture per week, 2 hours homework per week; **OR** 2 hours per week of lab with homework; **OR** 3 hours of lab per week without homework. The hours per week are based on a standard 18-week calendar. Lecture also includes discussion and/or demonstration hours, laboratory includes activity and/or studio hours.

11. PREREQUISITES, COREQUISITES, ADVISORIES ON RECOMMENDED PREPARATION, and LIMITATION ON ENROLLMENT

Note: The LACCD's *Policy on Prerequisites, Co requisites and Advisories* requires that the curriculum committee take a separate action verifying that a course's prerequisite, co requisite or advisory is an "appropriate and rational measure of a student's readiness to enter the course or program" and that the prerequisite, co requisite or advisory meets the level of scrutiny delineated in the policy.

Prerequisites: **None** (If yes, complete information below)

Subject	Number	Course Title	Units	Validation Approval Date (for official use only)
<i>either</i>				

Co requisite: **None** (If yes, complete information below)

Subject	Number	Course Title	Units	Validation Approval Date (for official use only)

Advisories: **None** (If yes, complete information below)

Subject	Number	Course Title	Units	Validation Approval

either
either
either

				Date (for official use only)

12. OTHER LIMITATIONS ON ENROLLMENT (see Title 5, section 58106 and Board Rule 6803 for policy on allowable limitations. Other appropriate statutory or regulatory requirements may also apply):

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SECTION II: COURSE CONTENT AND OBJECTIVES

1. COURSE CONTENT AND OBJECTIVES:

COURSE CONTENT AND SCOPE – Lecture: If applicable, outline the topics included in the lecture portion of the course (<i>Outline reflects course description, all topics covered in class</i>).	Hours per topic	COURSE OBJECTIVES - Lecture (If applicable): Upon successful completion of this course, the student will be able to... (Use action verbs – see Bloom's Taxonomy below for "action verbs requiring cognitive outcomes.")
Introduction: Goals and objective of the class. Computer lab rules, how to use a PC hardware.	2	
Windows/Web Site: Window Operating System: using windows explorer, file management, identifying common GUI elements found in various software applications; Launching programs, controlling windows desktop, searching and finding files; Design file management structures; Finding, saving, renaming, coping and deleting files and folders.	2	Use MS Windows software to launch a browser
Intro to Internet: How computers are interconnected to form the Internet. What the World Wide Web is. How addresses are established and used. Domaine and Name Servers.	2	Describe the organization and use of the Internet and World Wide Web. Understand how web sites and email function.
Basic Email: What is an Email server and how it works. Web based email software and PC based email software. How to compose email. How to retrieve email.	2	Compose, send, and receive email
Browser Basics: Function of a browser. Common browsers and how they are similar and how different. Browser menu and toolbars. How to open and navigate a web site using a browser.	2	
Mid-Term Search the Web: Types of search engines, How Search engine work. Search Criteria and Boolean logic.	3 1	Use a browser to open and explore web pages
Information Resources: Find, Identify , and evaluate information resources on the web.	2	Evaluate search engine, select search criteria, and create efficient searches for web based information
FTP and Downloading: FTP software and its uses. Transfer files using FTP.	2	Appraise Internet resources and select the appropriate ones when doing research
Advanced Email Options: Advanced formatting of email messages, attachments, compressed files, automatic signatures, scrip files, out of office messages.	2	Set up and use FTP software to download and upload information to web sites
Advanced Communications: Evaluate, select and use of web communication tools such as instant messing, phone messaging,web logs and discussion boards	4	Create email using advanced email options such as attachment and detachment of files to email messages
Advanced Web Topics: Analyse, compare and contrast broadband, wireless and other services. Advanced Browser configuration tools,	3	Analyze, select and use advanced web communications tools
	3	Differentiate web service providers and compare and contrast advanced service options

E-Commerce: Analyse, compare and contrast E-commerce sites for content and security risks.	2	Appraise E-commerce sites and evaluate the security risks they offer.
HTML and Web Page Design: Disect web pages to understand the elements and their uses. Basic HTML code and construct simple one page web site. Publish web page on the internet.	4	Compose simple web page using HTML
Review and Final Exam	2	
Total lecture hours*	36	

COURSE CONTENT AND SCOPE --	Hours per topic	COURSE OBJECTIVES - Laboratory (If applicable):
<p>Laboratory: If applicable, outline the topics included in the laboratory portion of the course (<i>Outline reflects course description, all topics covered in class</i>).</p>		<p>Upon successful completion of this course, the student will be able to... (<i>Use action verbs – see Bloom’s Taxonomy below for “action verbs requiring cognitive outcomes.”</i>)²</p>
<p><u>Note</u> <i>The laboratory mirrors the lecture with the objective of reinforcing the topics</i></p> <p>Introduction: Goals and objective of the class. Computer lab rules, how to use a PC hardware.</p> <p>Windows/Web Site: Window Operating System: using windows explorer, file management, identifying common GUI elements found in various software applications; Launching programs, controlling windows desktop, searching and finding files; Design file management structures; Finding, saving, renaming, coping and deleting files and folders.</p> <p>Intro to Internet: How computers are interconnected to form the Internet. What the World Wide Web is. How addresses are established and used. Domaine and Name Servers.</p> <p>Basic Email: What is an Email server and how it works. Web based email software and PC based email software. How to compose email. How to retrieve email.</p> <p>Browser Basics: Function of a browser. Common browsers and how they are similar and how different. Browser menu and toolbars. How to open and navigate a web site using a browser.</p> <p>Search the Web: Types of search engines, How Search engine work. Search Criteria and Boolean logic.</p> <p>Information Resources: Find, Identify , and evaluate information resources on the web.</p> <p>FTP and Downloading: FTP software and its uses. Transfer files using FTP.</p> <p>Advanced Email Options: Advanced formatting of email messages, attachments, compressed files, automatic signatures, scrip files, out of office messages.</p> <p>Advanced Communications: Evaluate, select and use of web communication tools such as instant messing, phone messaging,web logs and discussion boards</p> <p>Advanced Web Topics: Analyse, compare and contrast broadband, wireless and other</p>	<p style="text-align: center;">4</p> <p style="text-align: center;">5</p> <p style="text-align: center;">4</p> <p style="text-align: center;">5</p> <p style="text-align: center;">4</p> <p style="text-align: center;">5</p> <p style="text-align: center;">4</p> <p style="text-align: center;">4</p> <p style="text-align: center;">5</p> <p style="text-align: center;">5</p>	<p><u>Note</u> <i>The laboratory mirrors the lecture with the student learning to apply the same skills and concepts.</i></p> <p>Use MS Windows software to launch a browser</p> <p>Describe the organization and use of the Internet and World Wide Web. Understand how web sites and email function.</p> <p>Compose, send, and receive email</p> <p>Use a browser to open and explore web pages</p> <p>Evaluate search engine, select search criteria, and create efficient searches for web based information</p> <p>Appraise Internet resources and select the appropriate ones when doing research</p> <p>Set up and use FTP software to download and upload information to web sites</p> <p>Create email using advanced email options such as attachment and detachment of files to email messages</p> <p>Analyze, select and use advanced web communications tools</p>

² In general “activity” courses or portions of courses are classified a “laboratory.”

services. Advanced Browser configuration tools, E-Commerce: Analyse, compare and contrast E-commerce sites for content and security risks.	5	Differentiate web service providers and compare and contrast advanced service options Appraise E-commerce sites and evaluate the security risks they offer. Compose simple web page using HTML
	4	
Total lab hours*	<u>54</u>	

*Total lecture and laboratory hours (which include the final examination) must equal totals on page 1.

2. REQUIRED TEXTS:

Provide a representative list of textbooks and other required reading; include author, title and date of publication:

Schneider, Evans, Carey *The Internet (New Perspectives Series)* Course Technology 3rd Edition 2002

3. SUPPLEMENTARY READINGS:

Reading assignments may include, but are not limited to the following:

Web site references to reinforce lecture concepts. For example, students will use a web site to expand the text presentation on how to do advanced web site searches.

4. WRITING ASSIGNMENTS:

Title 5, section 55002 requires grades to be “based on demonstrated proficiency in subject matter and the ability to demonstrate that proficiency, at least in part, by means of essays or, in courses where the curriculum committee deems them to be appropriate, by problem solving exercises or skills demonstrations by students.” Writing assignments in this course may include, but are not limited to the following:

Problem Solving and Lab Projects to demonstrate understanding of lecture and lab topics. Students will follow and complete a step-by step tutorial to reinforce the concepts present in the lecture and lab. For example, they will sign up for an email program and send and receive email messages.

5. REPRESENTATIVE OUTSIDE ASSIGNMENTS:

Out of class assignments may include, but are not limited to the following:

Projects demonstrating software proficiencies. These projects reinforce the lecture and lab topics covered. A typical homework assignment will reinforce the skills covered in the lab projects but will require the students to apply and practice the software skill with little direction other than the desired end result. A typical assignment could be for the Students to perform an advanced search and retrieve specific information from the Internet.

6. REPRESENTATIVE ASSIGNMENTS THAT DEMONSTRATE CRITICAL THINKING:

Title 5, section 55002(a) requires that a degree applicable course have a level of rigor that includes “critical thinking and the understanding and application of concepts determined by the curriculum committee to be at college level”. Critical thinking may include, but is not limited to analysis, synthesis, and evaluation. Provide examples of assignments that demonstrate critical thinking.

Problem Solving and Lab Projects that require students to demonstrate the ability to extend the concepts covered and apply them to demonstrate software proficiencies . For example the students will be assigned a project to investigate the three major ISP's, evaluate their service level and pricing and to prepare a report and make a recommendation.

7. METHODS OF EVALUATION:

Title 5, section 55002 requires grades to be “based on demonstrated proficiency in subject matter and the ability to demonstrate that proficiency, at least in part, by means of essays, or, in courses where the curriculum committee deems them to be appropriate, by problem solving exercises or skills demonstrations by students.” Methods of evaluation may include, but are not limited to the following (please note that evaluation should measure the outcomes detailed “Course Objectives” at the beginning of Section II):

Lab projects, quizzes, unit tests, midterms, homework, class participation, skills demonstration, final exam

8. METHODS OF INSTRUCTION:

Methods of instruction may include, but are not limited to the following:

- Lecture
- Discussion
- Laboratory
- Activity
- Field Experience
- Independent Study
- Other (explain) Group

Demonstrations, one-on-one conferences, small group collaboration, computer interactive assignments, independent research and study assignments

9. SUPPLIES:

List of supplies the student must provide.

RW CD Roms, Floppy Disks, Printer Paper

10. COMPUTER/INFORMATION COMPETENCY:

If applicable, explain how computer/information competency is included in the course.

This course uses Personal Computers and includes hands on lab experience with both hardware and software.

11. DIVERSITY:

If applicable, explain how diversity (e.g., cultural, gender, etc.) is included in the course.

These technologies are applicable across culture and demographics.

12. SCANS COMPETENCIES (required for all courses with vocational TOP Codes; recommended for all courses):

SCANS (**S**ecretary's **C**ommission on **N**ecessary **S**kills) are skills the Department of Labor identified, in consultation with business and industry leaders, which reflect the skills necessary for success in the workplace. Check the appropriate boxes to indicate the areas where students will develop the following skills (please note that all SCANS competencies do not apply to all courses):

RESOURCES

- Managing Time:** Selecting relevant goal-related activities, ranks them in order of importance, allocating time to activities, and understanding, preparing and following schedules.
- Managing Money:** Using or preparing budgets, including making cost and revenue forecasts; keeping detailed records to track budget performance, and making appropriate adjustments.
- Managing Material and Facility Resources:** Acquiring, storing, allocating, and distributing materials, supplies, parts, equipment, space or final products in order to make the best use of them.

INTERPERSONAL

- Participating as Member of a Team:** Working cooperatively with others and contributing to group's efforts with ideas, suggestions and effort.
- Teaching Others New Skills:** Helping others learn needed knowledge and skills.

- Exercising Leadership:** Communicating thoughts, feelings, and ideas to justify a position, encouraging, persuading, convincing or otherwise motivating an individual or group, including responsibly challenging existing procedures, policies or authority.
- Negotiating:** Working toward agreement that may involve exchanging specific resources or resolving divergent interests.
- Working with Cultural Diversity:** Working well with men and women and with people from a variety of ethnic, social, or educational backgrounds.

INFORMATION

- Acquiring and Evaluating Information:** Identifying a need for data, obtaining the data from existing sources or creating them, and evaluating their relevance and accuracy.
- Organizing and Maintaining Information:** Organizing, processing and maintaining written or computerized records and other forms of information in a systematic fashion.
- Interpreting and Communicating Information:** Selecting and analyzing information and communicating the results of others, using oral, written, graphic, pictorial, or multimedia methods.
- Using Computers to Process Information:** Employing computers to acquire, organize, analyze and communicate information.

SYSTEMS

- Understanding Systems:** Knowing how social, organizational and technological systems work and operating effectively with them.
- Monitoring and Correcting Performance:** Distinguishing trends, predicting impacts of actions on system operations, diagnosing deviations in the functioning of a system/organization, and taking necessary steps to correct performance.
- Improving or Designs Systems:** Making suggestions to modify existing systems in order to improve the quality of products or services and developing new or alternative systems.

TECHNOLOGY

- Selecting Technology:** Judging which sets of procedures, tools or machines, including computers and their programs, will produce the desired results.
- Applying Technology to Tasks:** Understanding overall intent and proper procedures for setting up and operating machines, including computers and their reprogramming systems.
- Maintaining and Troubleshooting Equipment:** Preventing, identifying, or solving problems with equipment, including computers and other technologies.

Section III: RELATIONSHIP TO COLLEGE PROGRAMS

1. THIS COURSE WILL BE AN APPROVED REQUIREMENT³ FOR AN APPROVED ASSOCIATE DEGREE OR CERTIFICATE PROGRAM: **Yes**

If yes, the course will be a **program requirement** portion of the "approved program" listed on the State Chancellor's Inventory of Approved Programs (approved programs can be found on the State Chancellor's Office website at <http://misweb.cccco.edu/esed/webproginv/prod/invmenu.htm>).

Note: In order for a course to be approved as a requirement for an associate degree or certificate program, the program must be listed on the State Chancellor's Office *Inventory of Approved Programs* AND the course must be listed in the college catalog as either a requirement or an elective for the program. If course is not part of an approved program at the college adopting the course, it will be considered to be a "stand-alone" course, and is subject to the State Chancellor's approval criteria and the college must complete and submit the Chancellor's Office "APPLICATION FOR APPROVAL OF CREDIT" form. Certain courses are granted "blanket approval" by the State Chancellor's Office and do not require approval. See the Chancellor's Office *Program and Course Approval Handbook* for details. LACCD Skills Certificates are **not** State approved programs listed on the Chancellor's Office *Inventory of Approved Programs*.

2. GENERAL EDUCATION REQUIREMENTS FOR THE ASSOCIATE DEGREE STATUS:

Area requested: **none** Approval date:

If applicable, provide an explanation of how the course meets the General Education parameters for one of the five general education areas – *Natural Sciences, Social and Behavioral Sciences, Humanities, Language and Rationality, Health and Physical Education* -- contained in Board Rule 6201.14 -General Education Requirements http://marlin.laccd.edu/district/BoardRules_AdmsRegs/boardrules.htm

2nd Area requested: **none** Approval date:

If applicable, provide an explanation of how the course meets General Education parameters for an additional general education area – *Natural Sciences, Social and Behavioral Sciences, Humanities, Language and Rationality, Health and Physical Education* -- contained in Board Rule 6201.14 -General Education Requirements http://marlin.laccd.edu/district/BoardRules_AdmsRegs/boardrules.htm

Section IV: ARTICULATION INFORMATION

(Compleat in consultation with College Articulation Officer)

1. TRANSFER STATUS:

University of California:

California State University:

UC **approval** date:

College **approval** date: Pending

2. GENERAL EDUCATION FOR TRANSFER:

IGETC Certification:

CSU Certification:

Area requested: **none**

Area requested: **none**

Date requested:

Date requested:

IGETC **approval** date:

CSU **approval** date:

If applicable, provide an explanation of how the course meets the appropriate General Education parameters, as defined in IGETC Certification Guidelines.

If applicable, provide an explanation of how the course meets the appropriate General Education parameters, as defined in CSU Certification Guidelines.

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2nd Area Requested: none

2nd Area requested: **none**

Date requested:

Date requested:

IGETC **approval** date:

CSU **approval** date:

If applicable, provide an explanation of how the course meets the appropriate General Education parameters, as defined in IGETC Certification Guidelines.

If applicable, provide an explanation of how the course meets the appropriate General Education parameters, as defined in CSU Certification Guidelines.

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3. MAJOR REQUIREMENT FOR TRANSFER – Will this course be articulated to meet lower division major requirements? NO

CAN NUMBER:

CAN SEQUENCE NUMBER:

CAN Approval -- Date requested:

Date approved:

Section V: SUPPLEMENTAL COURSE INFORMATION

1. **DEPARTMENT/DIVISION NAME:** **Business/ Computer Applications and Office Technologies**
2. **DEPARTMENT/DIVISON CODE:** **03**
3. **SUBJECT CODE** -- 3 characters, assigned by District Office: **686**
4. **SUBJECT ABBREVIATION** -- 7 characters, assigned by District Office: **CAOT**
5. **SPC CODE** -- 3 characters, assigned by District Office:
6. **ABBREVIATION FOR TRANSCRIPTS** -- 20 characters, assigned by District Office: **CAOT**
7. **DEGREE CREDIT:** **Degree Applicable**
8. **CREDIT/NO CREDIT GRADING:** **No**
9. **REPETITIONS** -- Number of times course may be repeated for credit (three maximum): **0**

How does the repetition of this course meet Title 5, section 58161 requirements? A course may be repeatable when, "course content differs each time it is offered, and that the student who repeats it is gaining an expanded educational experience for one of the following reasons: (A) Skills or proficiencies are enhanced by supervised repetition and practice within class periods; or (B) Active participatory experience in individual study or group assignments is the basic means by which learning objectives are obtained."

none

10. **PRIOR TO TRANSFERABLE LEVEL** – This course attribute applies to **English, writing, ESL, reading** and **mathematics** courses ONLY. If applicable, indicate how many levels below the transferable level this course should be placed:

Not applicable

11. **CREDIT BASIC SKILLS** -- Title 5, section 55502(d) defines basic skills as "courses in reading, writing, computation, and English as a Second Language, which are designated as non-degree credit courses pursuant to Title 5, section 55002(b)."

No If yes, course must be non-degree applicable

12. **CROSS REFERENCE** -- Is this course listed as equivalent in content to existing College/District courses in another discipline?

No If yes, list courses: (documentation of cross-discipline agreement must be provided)

This is the same course as the combination of CAOT Technologies-97 A and CAOT 97B

13. **COURSE SPECIFICALLY DESIGNED FOR STUDENTS WITH DISABILITIES** -- Title 5, section 56029 allows a course to be repeatable when continuing success of the students with disabilities is dependent on additional repetitions of a specific class. Is this course designated as an "approved special class" for students with disabilities?

No

If yes, provide an explanation of how this course meets the requirements of Title 5, section 56029.

14. COOPERATIVE EDUCATION STATUS -- Title 5, section 55252 allows for two types of Cooperative Education: 1) General Work Experience Education -- i.e., supervised employment, which is intended to assist students in acquiring desirable work habits, attitudes and career awareness, which need not be related to the students' educational goals; or 2) Occupational Work Experience Education -- i.e., supervised employment, extending classroom based occupational learning at an on-the-job learning station, which is related to the students' educational or occupational goal. Is this course part of the college's approved cooperative work experience education program, according to?

No

15. COURSE CLASSIFICATION:

Occupational

Note: A course's Classification, TOP Code and SAM code must be aligned – e.g., Courses with an “Occupational” Course Classification must have an “Occupational” TOP Code **and** a SAM Code of A, B, C, or D; courses that do not have an “Occupational” Course Classification cannot have an Occupational TOP Code **and** must have an “E” SAM Code.

16. TOP CODE – (6 digits XXXX.XX) 0514.00

Course content should match discipline description in Taxonomy of Programs found at www.cccco.edu/cccco/esed/curric/curriculum.htm.

17. SAM CODE (Student Accountability Model)

C – Clearly Occupational

SAM Codes (see CCC Chancellor's Office *Student Accountability Model Operations Manual*, 1984) should be assigned as follows:

Priority "A" – Apprenticeship: Courses designed for an indentured apprentice must have the approval of the State of California, Department of Industrial Relations Department, Division of Apprenticeship Standards.

Priority "B" – Advanced Occupational: Courses taken by students in the advanced stages of their occupational programs. Courses should be offered in one specific occupational area only. Priority letter “B” should be assigned sparingly; in most cases, no more than two courses in any one program should be labeled “B.” “B”-level courses must have Priority “C” prerequisites in the same program area.

Priority "C" – Clearly Occupational: Courses generally taken by students in the middle stages of their programs should have a difficulty level sufficient to detract "drop-ins." Courses may be offered in several occupational programs within a broad area. The "C" priority, however, should also be used for courses within a specific program area when the criteria for "B" classification are not met. A "C"-level course should provide the student with entry-level job skills.

Priority "D" -- Possibly Occupational: "D" courses are those taken by students in the beginning stages of their occupational programs. The "D" priority can also be used for service (or survey) courses for other occupational programs.

Priority "E" -- Non-occupational.

SECTION VI: APPROVAL STATUS

1. APPROVAL STATUS:

- | | | |
|---|--------------------------------|---------------------|
| <input type="checkbox"/> New Course | Board Approval Date: | Effective Semester: |
| <input type="checkbox"/> Addition of Existing District Course | College Approval Date: | Effective Semester: |
| <input type="checkbox"/> Course Change* | College Approval Date: | |
| <input checked="" type="checkbox"/> Outline Update | College Approval Date: Pending | |

* **Changes** to a course require the completion of a "Course Change Request" form and approval by the Curriculum Committee. In some cases district wide approval is also required; see, Administrative Regulation E-65, section 3(c) for details.

SECTION VII: APPROVAL INFORMATION FOR NEW OR ADDED COURSES

(Complete in consultation with Department Chair and the appropriate Academic Administrator)

1. IF THIS IS A NEW COURSE, INDICATE HOW THE COLLEGE PLANS TO MEET THE EXPENSE OF THIS COURSE:

- By additional funds. Describe:

- By deleting courses from the college catalog and course database. List specific courses to be deleted:

- By deleting sections of existing courses: List courses and number of sections to be deleted:

First year: Second year: Third year:

- By rotating sections of existing courses. List courses and number of sections to be rotated, as well as the semesters in which they will be offered:

2. **IMPACT** -- Will this course directly impact other course offerings and/or associate degree or certificate programs on campus?

No (If yes, briefly explain how)

3. **METHOD OF SUPPORT** -- Indicate how the college plans to support the proposed course:

Additional staff- List additional staff needed:

Classroom- List classroom type needed:

Equipment- List new equipment needed and indicate funding source for any new equipment:

Supplies- List supplies and indicate dollar value:

Library/Learning Resources- List Library and Learning Resources needed, including the cost and funding source for needed resources:

CERTIFICATION AND RECOMMENDATION

This course meets Title 5 requirements for Associate Degree applicable college credit towards an Associate of Arts Degree.

This course meets Title 5 requirements but does not satisfy the requirements for an Associate Degree applicable course.

We certify that the information and answers above properly represent this course.

Joseph Perret

Originator

10/27/03

Date

Carolyn Magee

Department/Cluster Chairperson

10/21/03

Date

Linda Larson Singer

Articulation Officer

12/10/03

Date

Shelley Werts

Librarian

01/05/04

Date

Earnestine Thomas-Robertson

Dean (if applicable)

11/13/03

Date

Glenn Yoshida

Curriculum Committee Chairperson

10/21/03

Date

Phyllis Norwood

Academic Senate President

01/05/04

Date

Leige Henderson

Vice President, Academic Affairs

01/06/04

Date

Audre Levy

College President

01/07/04

Date

LOS ANGELES COMMUNITY COLLEGE DISTRICT COURSE STANDARDS AND CRITERIA

Subject: **Computer Applications and Office Technologies (CAOT)**Number: **CAOT-97**Course Title: **Introduction to the Internet for Office Administration**

Using the Official Course Outline, please determine whether or not the above listed credit course meets the following standards and criteria required in Title V, Part VI of the California Administrative Code, and which has been designated as appropriate to the Associate Degree. Place a (X) in the appropriate box.

<u>CRITERIA AND STANDARDS</u> Section 55002	<u>RATING CRITERION</u>	
	MET	NOT MET
Is recommended by the responsible college officials, and the academic senate or other appropriate faculty body as meeting the requirements of this subsection and has been approved by the local district governing board as a course meeting the needs of the students for admission.	<input checked="" type="checkbox"/>	
Is taught by a credentialed instructor in the discipline.	<input checked="" type="checkbox"/>	
Is offered as described in an outline in official college files. That the outline shall specify the unit value, scope, objectives, content in terms of a specific body of knowledge, appropriate reading and writing assignments, outside of class assignments, instructional methodology and methods of evaluation for determining whether the stated objectives have been met by students.	<input checked="" type="checkbox"/>	
Is taught in accordance with a set of instructional objectives common to all students.	<input checked="" type="checkbox"/>	
Provides for measurement of students performance in terms of the stated course objectives and culminates in a formal recorded grade based upon uniform standards in accordance with Section 55578 of Title 5, which is permanently recorded as an evaluation of student performance; bases grades on demonstrated proficiency in subject matter determined by multiple measurement for evaluation; and has examinations, including essays and/or, where appropriate, uses appropriate symbol systems and/or skills demonstrations by students.	<input checked="" type="checkbox"/>	
Grants units of credit based upon a specified relationship between the number of lecture and/or laboratory hours or performance criteria specified in the course outline; and requires a minimum of three hours of work per week including class time for each unit of credit, prorated for short-term, lab and activity courses.	<input checked="" type="checkbox"/>	
Treats subject matter with a scope and intensity which requires students to study independently outside of class time.	<input checked="" type="checkbox"/>	
Requires, when appropriate, entrance skills and consequent prerequisites for the course before students are enrolled	<input checked="" type="checkbox"/>	
Requires the ability to think critically and to understand and apply concepts in order to participate in the course.	<input checked="" type="checkbox"/>	
Requires learning skills and a vocabulary appropriate for a college course.	<input checked="" type="checkbox"/>	
Requires the use of college level educational materials.	<input checked="" type="checkbox"/>	

Title5Assurances