

STV150 : Integrated Technology

General Information

Author:	<ul style="list-style-type: none">Kimberli Perner
Attachments:	Distance Education (DE) Individual Course Addendum Form - STV_150 (CE) COR 5:26:21 Code 6:13:21.pdf Distance Education (DE) Individual Course Addendum Form - STV_150 (CE) COR 5:26:21 Code 6:13:21.pdf
Course Code (CB01) :	STV150
Course Title (CB02) :	Integrated Technology
Department:	STV
Proposal Start:	Summer 2025
TOP Code (CB03) :	(0702.10) Software Applications
CIP Code:	(11.0601) Data Entry/Microcomputer Applications, General.
SAM Code (CB09) :	Possibly Occupational
Distance Education Approved:	No
Will this course be taught asynchronously?:	No
Course Control Number (CB00) :	CCC000608717
Curriculum Committee Approval Date:	11/27/2024
Board of Trustees Approval Date:	01/21/2025
Last Cyclical Review Date:	11/27/2024
Course Description and Course Note:	STV 150 introduces students to foundational integrated technology, focusing on both current and emerging concepts. The curriculum covers the use of software and peripheral devices to enhance input, output, and storage capabilities on Windows PCs, as well as Android and Apple smartphones and tablets. Students will learn how to set up and transfer data across applications, cloud environments, and connected devices. Additional topics include home automation, artificial intelligence, and platform integration. The course also emphasizes hardware and software security. Lecture 32 hours. Note: This course is Pass/No Pass only
Justification:	Mandatory Revision
Academic Career:	<ul style="list-style-type: none">Noncredit
Mode of Delivery:	No value
Author:	No value
Course Family:	No value

Academic Senate Discipline

Primary Discipline:	<ul style="list-style-type: none">Vocational (short-term): Non-Credit
Alternate Discipline:	No value
Alternate Discipline:	No value

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 not a special class.

Pre-Collegiate Level (CB21)

Not applicable.

Grading Basis

- Pass / No-Pass Only

Course Support Course Status (CB26)

No value

General Education and C-ID

General Education Status (CB25)

Not Applicable

Transferability

Not transferable

Transferability Status

Not transferable

Units and Hours

Summary

Minimum Credit Units (CB07)	0
Maximum Credit Units (CB06)	0
Total Course In-Class (Contact) Hours	32
Total Course Out-of-Class Hours	0
Total Student Learning Hours	32

Credit / Non-Credit Options

Course Type (CB04)

Non-Credit

Noncredit Course Category (CB22)

Short-Term Vocational.

Noncredit Special Characteristics

No Value

Course Classification Code (CB11)

Other Non-Credit Enhanced Funding.

Variable Credit Course

Funding Agency Category (CB23)

Not Applicable.

Cooperative Work Experience Education

Status (CB10)

Weekly Student Hours

	In Class
Lecture Hours	32

Out of Class
0

Course Student Hours

Course Duration (Weeks)	18
Hours per unit divisor	54

Laboratory Hours	0	0
Studio Hours	0	0

Course In-Class (Contact) Hours	
Lecture	32
Laboratory	0
Studio	0
Total	32

Course Out-of-Class Hours	
Lecture	0
Laboratory	0
Studio	0
Total	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

Prerequisites, Corequisites, Recommended Corequisites, and Recommended Preparation

Advisory

ESL40 - ENGLISH AS A SECOND LANGUAGE LEVEL 4

Objectives

- Demonstrate mastery of grammatical structures studied at a level sufficient to pass unit tests and the divisional grammar mastery test for this level.
- Converse at a functional level adequate for everyday use on the campus and in the community.
- 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.
- Decode 3,000-word reading passages, identify main ideas and supporting details, make inferences, and summarize short passages.
- Approximate standard American pronunciation well enough to be understood by typical fluent speakers of English.

Entry Standards

Entry Standards	Description
No value	No value

Course Limitations

Cross Listed or Equivalent Course

Description

No value

No value

Specifications

Methods of Instruction

Methods of Instruction

Lecture

Methods of Instruction

Multimedia

Out of Class Assignments

N/A

Methods of Evaluation

Rationale

Exam/Quiz/Test

Students complete a series of assessments at the end of each chapter

Exam/Quiz/Test

One comprehensive final.

Textbook Rationale

No Value

Textbooks

Author

Title

Publisher

Date

ISBN

David W Rakeen

Microsoft 365 and Office 2021
Introductory

Cengage

2023

9780357674925

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

No Value

Learning Outcomes

Course Objectives

Integrate Microsoft applications in real world situations.

Apply common input devices for capturing and reading data in electronic form, and for inputting audio data.

Utilize different types of storage systems to save programs, data, and processing results for later use.

Decide how and when to operate different types of output devices.

Explore Google Tools for the digital classrooms.

SLOs

Implement Microsoft applications, and technology in a general office setting.

Expected Outcome Performance: 70.0

STV
General Front Office Clerk III
Certificate

Compile and edit spreadsheets using common business software and/or the calculator.

Support business office operations and work independently from a variety of inputs to integrate documents and data with other business applications.

ILOs
Core ILOs

Demonstrate depth of knowledge in a course, discipline, or vocation by applying practical knowledge, skills, abilities, theories, or methodologies to solve unique problems.

STV
General Front Office Clerk II
Certificate

Operate a variety of business software to create business correspondence, reports, and other related documents.

Use common input devices for capturing reading data and audio data.

Expected Outcome Performance: 70.0

STV
General Front Office Clerk III
Certificate

Compile and edit spreadsheets using common business software and/or the calculator.

Support business office operations and work independently from a variety of inputs to integrate documents and data with other business applications.

ILOs
Core ILOs

Demonstrate depth of knowledge in a course, discipline, or vocation by applying practical knowledge, skills, abilities, theories, or methodologies to solve unique problems.

Integrate Google Tools with Microsoft application programs.

Expected Outcome Performance: 70.0

ILOs
Core ILOs

Demonstrate depth of knowledge in a course, discipline, or vocation by applying practical knowledge, skills, abilities, theories, or methodologies to solve unique problems.

STV
General Front Office Clerk III
Certificate

Support business office operations and work independently from a variety of inputs to integrate documents and data with other business applications.

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

Word Integration (3 hours)

- Copy and paste between applications
- Using Paste Special and Paste Options
- Embedding an object in Word
- Creating a linked object
- Using an Excel file as a Data Source

Excel Integration (2 hours)

- Copy and paste between applications
- Using Paste Special and Paste Options
- Embedding an object in Excel
- Creating a linked object

PowerPoint Integration (2 hours)

- Using Word outlines in PowerPoint
- Using Paste Special and Paste Options
- Embedding an object in Excel
- Creating a linked object

Access Integration (3 hours)

- Importing Excel data
- Exporting Access data to Excel
- Exporting Access data to Word
- Importing Word data
- Embedding Word and Excel data in Access
- Forms and Reports

MS Office and OneDrive (3 hours)

- Microsoft OneDrive w/ MS Office
- Sharing & Permissions
- Integration with Windows

Artificial Intelligence (3 hours)

- Microsoft CoPilot
- Integration into Office

Digital Imaging

- Scanners & Multi-function Printers
- Barcode Readers & QR codes
- Digital cameras, Smartphone cameras, and Video
- Video Publishing with YouTube
- Photos and Google Photos

Storage Devices (3 hours)

- Hard Drives (hard disk drives?)
- Flash Memory Storage Systems (SSD/M.2 SSD)
- USB Flash Drives
- Network and Cloud Storage Systems

Home Network & Wireless Technology (3 hours)

- WiFi
- Bluetooth
- NFC
- Smart Devices
- Home Routers
- Wireless Printers

Mobile Technology (3 hours)

- Cellular Technology (4G, 5G, Data)
- Tablets, e-readers
- Cell Phones (mobile apps)
- Hotspots & Public WiFi

Computer Security (3 hours)

- Types of Malware
- Scanning and removal
- Best practices

Total hours: 32

Additional Information

Repeatability

Repeatable

Justification (if repeatable was chosen above)

Non-credit courses

Is it possible this course will have a material fee?

No Value

I have contacted my library liaison (<https://campusguides.glendale.edu/faculty/liasons>):

No Value

What term(s) will this course be offered?

No Value

Will any additional resources be needed for this course? (Click all that apply)

No Value

If additional resources are needed, add a brief description and cost in the box provided.

No Value

Resources

Did you contact your departmental library liaison?

No

If yes, who is your departmental library liaison?

Shelley Aronoff (ESL-Noncredit, Noncredit Business & Life Skills)

Did you contact the DEIA liaison?

No

Were there any DEIA changes made to this outline?

No

If yes, in what areas were these changes made:

No Value

Will any additional resources be needed for this course? (Click all that apply)

- No

If additional resources are needed, add a brief description and cost in the box provided.

No Value