

[Course Name]

Course title:

Computers and Computer Software

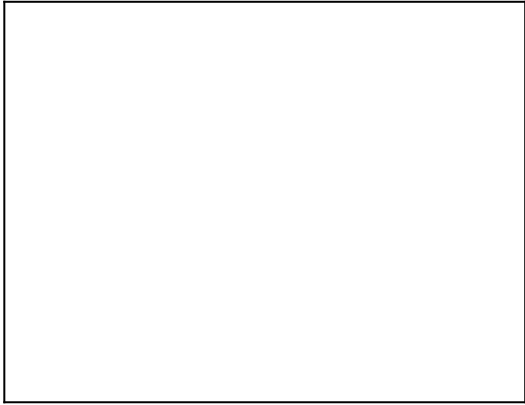
Course Description:

This course is designed to teach the student core skills in Microsoft Word, core skills in Microsoft Excel, and Microsoft PowerPoint, which are Microsoft Office 365 Applications. The course will include topics appropriate to prepare the student to take the MOS (Microsoft Specialist) certification test upon completion. Familiarity with Windows including Win file management is highly recommended before taking this course.

Is this course a new development or refresh?

Refresh

Is there anything you would like to share?



Trade Title	Appendix B competencies	Employer input
Industrial Manufacturing Technician, Electronics Technician	Computer Fundamentals	
Building Maintenance Mechanic, Industrial Manufacturing Technician, Maintenance and Repair Workers (General), Machinist (CNC), Quality Assurance Auditor	Basic Computer Skills	

Machinist (CNC)

Keyboarding

Course Planning/Alignment

Learning Objectives	Course Assessment(s)	Learning Activities
<p>Identify, understand, and perform basic and advanced functions in Microsoft Office 365 (Word, Excel, and PowerPoint) products, meeting the requirements outlined for preparation to take the Microsoft Office Specialist (MOS) certification exam</p> <p>Work with multiple different types of documents (.docx, .pptx, .xlsx, .pdf)</p> <p>Use text, cells, paragraphs, visual elements</p> <p>Understand proper file management</p> <p>Format worksheets, tables, charts, and special objects</p> <p>Learn how to utilize formulas and functions to create spreadsheets/workbooks, generating data that can be easily analyzed on a continuous basis</p> <p>Create, modify, customize, and deliver a presentation</p> <p>Learn proper page setup and printing</p>	<p>Each module includes: A graded training assessment and a multiple choice exam</p> <p>A lab that is completed in its corresponding Office 365 app, which demonstrates the ability to perform the functions learned that week in a live setting</p> <p>Each O365 app has an extensive final project where students create a document that has extensive requirements encompassing all lessons learned: Module 5: Word Final Project Module 10: Excel Final Project Module 15: PowerPoint Final Project</p>	<p>Readings and videos with comprehension check questions, interactive practice assessments/projects, and exams on the weekly topic</p> <p>Three comprehensive final projects (Word, Excel, and PowerPoint)</p>
<p>Understand proper file management</p> <p>Develop skills in Microsoft Office 365 applications: Word processing (Word) Spreadsheets (Excel) Presentations (PowerPoint)</p> <p>Learn proper page setup and printing</p> <p>Format worksheets/workbooks</p> <p>Create, modify, customize, and deliver a presentation</p> <p>Work with multiple different types of documents (.docx, .pptx, .xlsx, .pdf)</p>	<p>Each module includes: A graded training assessment and a multiple choice exam</p> <p>A lab project that is completed in its corresponding Office 365 app, which demonstrates the ability to perform the functions learned that week in a live setting</p> <p>Each O365 app has an extensive final project where students create a document that has extensive requirements encompassing all lessons learned: Module 5: Word Final Project Module 10: Excel Final Project Module 15: PowerPoint Final Project</p>	<p>Readings and videos with comprehension check questions, interactive practice assessments/projects, and exams on the weekly topic</p> <p>Three comprehensive final projects (Word, Excel, and PowerPoint)</p>

<p>All modules include videos/readings/assignments/projects/exams that introduce and test knowledge of priority keyboard shortcuts in Microsoft Office 365 as part of the week's lesson</p>	<p>Each module includes a lab project that is completed in its corresponding O365 app, which demonstrates the ability to perform the keyboarding functions learned that week in a live setting</p> <p>Each O365 app has an extensive final project where students create a document that utilizes common keyboarding functions: Module 5: Word Final Project Module 10: Excel Final Project Module 15: PowerPoint Final Project</p>	<p>Readings and videos with comprehension check questions, interactive practice assessments/projects, and exams on the weekly topic</p> <p>Three comprehensive final projects (Word, Excel, and PowerPoint)</p>
---	--	---

Resources (Content) Completed	
<p>MindTap for Carey/Pinard/Shaffer/Shellman/Vodnik's The New Perspectives Collection, Microsoft® Office 365® & Office 2019, 1 term Instant Access by Patrick Carey; Katherine T. Pinard; Ann Shaffer; Mark Shellman; Sasha Vodnik</p>	
<p>MindTap for Carey/Pinard/Shaffer/Shellman/Vodnik's The New Perspectives Collection, Microsoft® Office 365® & Office 2019, 1 term Instant Access by Patrick Carey; Katherine T. Pinard; Ann Shaffer; Mark Shellman; Sasha Vodnik</p>	

**MindTap for
Carey/Pinard/Shaffer/Shellman/Vodni
k's The New Perspectives Collection,
Microsoft® Office 365® & Office 2019,
1 term Instant Access by Patrick
Carey; Katherine T. Pinard; Ann
Shaffer; Mark Shellman; Sasha
Vodnik**

Template [OSCQR 4.0]

Sufficiently Present **Minor Revision** **Moderate Revision** **Major Revision** **Not Applicable** **Action Plan**
Estimated time needed for revision: *1/2 hour or less* *1/2-2 hours* *2+ hours*

RSI	1	Course includes Welcome and Getting Started content. (welcome video from Instructor)							1. Need ideas
RSI	2	Course provides an overall orientation or overview, as well as module-level overviews to make course content, activities, assignments, due dates, interactions, and assessments, predictable and easy to navigate/find.							2. Need ideas
RSI	3	Course includes a Course Information area that deconstructs the syllabus for learners in a clear and navigable way.							3. Need ideas
	4	A printable syllabus is available to learners (PDF, HTML).							4. Need ideas
	5	Course includes links to relevant campus policies on plagiarism, computer use, filing grievances, accommodating disabilities, etc.							5. Need ideas
RSI	6	Course provides access to learner success resources (technical help, orientation, tutoring).							6. Need ideas
	7	Course information states whether the course is fully online, blended, or web-enhanced.							7. Need ideas
	8	Appropriate methods and devices for accessing and participating in the course are communicated (mobile, publisher websites, secure content, pop-ups, browser issue, microphone, webcam).							8. Need ideas
RSI	9	Course objectives/outcomes are clearly defined, measurable, and aligned to learning activities and assessments.							9. Need ideas
RSI	10	Course provides contact information for instructor, department, and program.							10. Need ideas
	11	Requisite skills for using technology tools (websites, software, and hardware) are clearly stated and supported with resources.							11. Need ideas
	12	Technical skills required for participation in course learning activities scaffold in a timely manner (orientation, practice, and application - where appropriate).							12. Need ideas
	13	Frequently used technology tools are easily accessed. Any tools not being utilized are removed from the course menu.							13. Need ideas
	14	Course includes links to privacy policies for technology tools.							14. Need ideas
	15	Any technology tools meet accessibility standards.							15. Need ideas
	16	A logical, consistent, and uncluttered layout is established. The course is easy to navigate (consistent color scheme and icon layout, related content organized together, self-evident titles).							16. Need ideas

	16.a	Left navigation links are in a purposeful organization, include all necessary links and does not include unused tools.							
	17	Large blocks of information are divided into manageable sections with ample white space around and between the blocks.							17. Need idea:
	18	There is enough contrast between text and background for the content to be easily viewed.							18. Need idea:
RSI	19	Instructions are provided and well written.							19. Need idea:
	20	Course is free of grammatical and spelling errors.							20. Need idea:
	21	Text is formatted with titles, headings, and other styles to enhance readability and improve the structure of the document.							21. Need idea:
	22	Flashing and blinking text are avoided.							22. Need idea:
	23	A sans-serif font with a standard size of at least 12 pt is used.							23. Need idea:
	24	When possible, information is displayed in a linear format instead of as a table.							24. Need idea:
	25	Tables are accompanied by a title and summary description.							25. Need idea:
	26	Table header rows and columns are assigned.							26. Need idea:
	27	Slideshows use a predefined slide layout and include unique slide titles.							27. Need idea:
	28	For all slideshows, there are simple, non-automatic transitions between slides.							28. Need idea:

RSI	29	Course offers access to a variety of engaging resources to present content, support learning and collaboration, and facilitate regular and substantive interaction with the instructor.							29. Need idea:
RSI	30	Course provides activities for learners to develop higher-order thinking and problem-solving skills, such as critical reflection and analysis.							30. Need idea:
RSI	31	Course provides activities that emulate real world applications of the discipline, such as experiential learning, case studies, and problem-based activities.							31. Need idea:
	32	Where available, Open Educational Resources, free, or low cost materials are used.							32. Need idea:
	33	Course materials and resources include copyright and licensing status, clearly stating permission to share where applicable.							33. Need idea:
	34	Text content is available in an easily accessed format, preferably HTML. All text content is readable by assistive technology, including a PDF or any text contained in an image. (all course material is at a 'green' level with Blackboard Ally)							34. Need idea:
	35	A text equivalent for every non-text element is provided ("alt" tags, captions, transcripts, etc.).							35. Need idea:
	36	Text, graphics, and images are understandable when viewed without color. Text should be used as a primary method for delivering information.							36. Need idea:

	36.a	Assignments align to the learning goals/objectives							
	37	Hyperlink text is descriptive and makes sense when out of context (avoid using "click here").							37. Need idea:

RSI	38	Regular and substantive instructor-to-student expectations, and predictable/scheduled interactions and feedback, are present, appropriate for the course length and structure, and are easy to find.							38. Need idea:
RSI	39	Expectations for all course interactions (instructor to student, student to student, student to instructor) are clearly stated and modeled in all course interaction/communication channels							39. Need idea:
RSI	40	Learners have an opportunity to get to know the instructor.							40. Need idea:
RSI	41	Course provides activities intended to build a sense of class community, support open communication, promote regular and substantive interaction, and establish trust (e.g., ice-breaking activities, Course Bulletin Board, planned Office Hours, and dedicated discussion forums).							41. Need idea:
	42	Course offers opportunities for learner to learner interaction and constructive collaboration. (with a focus on building work ready skills like collaboration, teamwork,)							42. Need idea:
RSI	43	Course provides learners with opportunities in course interactions to share resources and inject knowledge from diverse sources of information with guidance and/or standards from the instructor.							43. Need idea:

RSI	44	Course grading policies, including consequences of late submissions, are clearly stated in the course information area or syllabus.							44. Need idea:
RSI	45	Course includes frequent, appropriate, and authentic methods to assess the learners' mastery of content.							45. Need idea:
RSI	46	Criteria for the assessment of a graded assignment are clearly articulated (rubrics, exemplary work).							46. Need idea:
RSI	47	Learners have opportunities to review their performance and assess their own learning throughout the course (pre-tests, automated self-tests, reflective assignments, etc.).							47. Need idea:
	48	Learners are informed when a timed response is required. Proper lead time is provided to ensure there is an opportunity to prepare an accommodation.							48. Need idea:
	49	Learners have easy access to a well designed and up-to-date gradebook. (either weighted total or total column is used and the unused is deleted. Columns are ordered sequentially or type of assignment. Unused columns are deleted instead of hidden. Hidden columns are purposeful)							49. Need idea:

	50	Learners have multiple opportunities to provide descriptive feedback on course design, course content, course experience, and ease of online technology.								50. Need ideas?
--	----	--	--	--	--	--	--	--	--	---------------------------------

M-A	M-A	Hyperlinks are provided for embedded content.								Need ideas?
M-B	M-B	The course avoids the use of bases and multiple levels of indents.								Need ideas?
M-C	M-C	Text is not placed to the left or right of images.								Need ideas?
M-D	M-D	When specifying width, percentages are used instead of pixels.								Need ideas?
M-E	M-E	The course is tested on multiple mobile devices.								Need ideas?
M-F	M-F	Any apps that are required for students are available on both Android and iOS mobile platforms.								Need ideas?
M-G	M-G	Efforts are made to minimize the use of content that does not work on mobile devices (such as Flash and Java).								Need ideas?
M-H	M-H	When file attachments are necessary, PDF is used as much as possible.								Need ideas?
M-I	M-I	Content is divided into small, manageable chunks.								Need ideas?





?

?

?

?

?

?

?

?

?

?

s?



s?

s?

s?

s?

s?



s?

s?

s?

s?

s?

s?

s?

s?

s?

s?

s?

s?

s?

s?

s?

s?

--