



El Camino College
COURSE OUTLINE OF RECORD – Official

Course Acronym:	PASS
Course Number:	509
Descriptive Title:	Technology Skills for College
Division:	Library and Learning Resources
Department:	Pathways to Academic Success
Course Disciplines:	Pathways to Academic Success
Catalog Description:	This noncredit course is designed to develop students' technology skills for college. This class will cover ECC email, Microsoft Office, MyECC, ECC Connect, OneDrive, Google Drive, any relevant smartphone apps for ECC students, and basic computer literacy.
Prerequisite:	
Co-requisite:	
Recommended Preparation:	
Enrollment Limitation:	
Hours Lecture (per week):	.5
Hours Laboratory (per week):	0
Outside Study Hours:	1
Total Course Hours:	9
Course Units:	0
Grading Method:	Pass/No Pass only
Credit Status:	Noncredit
Transfer CSU:	
Effective Date:	
Transfer UC:	
Effective Date:	
General Education:	
ECC	
Term:	
Other:	
CSU GE:	
Term:	
Other:	
IGETC:	
Term:	
Other:	

<p>Student Learning Outcomes:</p>	<ol style="list-style-type: none"> 1. Foundational computer literacy: Students will be able to navigate a basic computer for schoolwork and to fully participate in ECC classes. 2. Online Learning Preparation: Students will prepare for general online learning by practicing internet navigation and ECC online products navigation. 3. Technology for class: Students will be able to use relevant cloud computing products for their classwork needs.
<p>Course Objectives:</p>	<ol style="list-style-type: none"> 1. Use ECC email to contact instructors and other students. 2. Navigate MyECC and be able to use all basic functions. 3. Navigate the ECC website and find websites for students' Division Office, program, and support services. 4. Navigate ECC Connect to find instructor and support services communication. 5. Use Microsoft Word to type a sample essay or assignment. 6. Use Microsoft PowerPoint to create a simple set of slides. 7. Create a simple set of documents and slides in OneDrive. 8. Display understanding of the difference between cloud storage and hard drive storage. 9. Create a simple set of documents and slides in Google Drive. 10. Download and use the Canvas app if applicable. 11. Display basic understanding of internet browsers. 12. Display understanding of common file formats.
<p>Major Topics:</p>	<p>I. ECC Online Products (3 hours, lecture)</p> <ul style="list-style-type: none"> A. ECC email B. MyECC C. ECC Connect D. ECC website <p>II. Computer Literacy (3 hours, lecture)</p> <ul style="list-style-type: none"> A. Browsers B. File formats

	<p>C. Save locations</p> <p>D. Basic screenshot and screen capture</p> <p>III. Software Programs Necessary for Class (3 hours, lecture)</p> <p>A. Microsoft Office</p> <p>B. Microsoft OneDrive</p> <p>C. Google Drive</p>
Total Lecture Hours:	9
Total Laboratory Hours:	0
Total Hours:	9
Primary Method of Evaluation:	3) Skills demonstration
Typical Assignment Using Primary Method of Evaluation:	Look over your written assignment requirements and create a plan for typing and saving your document. How will you be able to access this document to print on campus? Use screen capture skills to create a two-minute video on your process and upload to the course Canvas shell.
Critical Thinking Assignment 1:	Review the speech assigned by your instructor. How would you approach creating your own slides and storing them so you can present them in class? Create a short slide deck in both Microsoft PowerPoint and Google Slides, maximum three slides. Write one paragraph about which program you prefer and why.
Critical Thinking Assignment 2:	In pairs of two, share with a classmate your strategy for organizing and storing your schoolwork so you can easily access it and prevent it from being lost, using programs and skills learned in class. Share out to the class your partner's strategy and have your partner share yours.
Other Evaluation Methods:	Journal kept throughout course; Oral Exams; Presentation; Written Homework
Instructional Methods:	Demonstration; Discussion; Group Activities; Lecture; Multimedia presentations
If other:	
Work Outside of Class:	Journal (done on a continuing basis throughout the semester); Skill practice; Written work (such as essay/composition/report/analysis/research)
If Other:	
Up-To-Date Representative Texts:	No textbook - instructor-generated material to be used
Alternative Texts:	
Required Supplementary Readings:	
Other Required Materials:	
Requisite:	
Category:	

Requisite course(s): List both prerequisites and corequisites in this box.	
Requisite and Matching skill(s):Bold the requisite skill. List the corresponding course objective under each skill(s).	
Requisite Skill:	
Requisite Skill and Matching Skill(s): Bold the requisite skill(s). If applicable	
Requisite course:	PASS 533 Fundamentals of Computer Skills
Requisite and Matching skill(s):Bold the requisite skill. List the corresponding course objective under each skill(s).	Basics of navigating the computer Keyboard and mouse use
Requisite Skill:	
Requisite Skill and Matching skill(s): Bold the requisite skill. List the corresponding course objective under each skill(s). If applicable	
Enrollment Limitations and Category:	
Enrollment Limitations Impact:	
Course Created by:	Camila Jenkin
Date:	10/21/2021
Original Board Approval Date:	12/14/2021
Last Reviewed and/or Revised by:	Camila Jenkin
Date:	10/21/2021
Last Board Approval Date:	04/15/2024
Effective Term:	FALL 2025