

5/18/05

**Dr. Wright/Deb Parziale/Dr. Ronald Quinta;**

**For the record, this review was started this review several months ago and statistics were issued that didn't quite feed the data needed for CAOT. Being a WIP document CAOT used the Chancellors office but information there was limited. Finally, a work order was placed to Student Services (Datatel) to get some feedback using the following information for the CAOT courses/program.**

**Total # of registration for a given course**

**How many completed?**

**% of those completed who got a passing grade A, B, C D, CS101L and CAOT**

**Student Services informed me yesterday that my reports will not be ready until May 27<sup>th</sup>. (Someone is going on vacation). In the interim..I have put together what CAOT feels is a good substitute for the numbers and have given you a flavor of where CAOT stands.**

**As soon as the datatel info arrives it will be incorporated into this document and forwarded on- then specific plans and ideas can be formulated from there.**

**Thanks**

**Lesley & Rick ☺**

**PS: Special thanks to Rick for the Spanish Translations...**

**Also I added in a couple of things, like a complete course listing and posting of certificates.**



**Self Study /Program review**

**Instructional Program and Discipline Review  
(IPDR)**

Program Review for: Computer Applications & Office Technology  
Renamed as of Spring 2005, Computer Applications and Occupational  
Technology. (Please see end for a complete list of the courses, certificate options  
offered through CAOT).

Program Description and Scope

- I. Provide a brief narrative that describes the instructional program.
- II. Describe how the program specifically serves students, faculty, staff, and/or the community.
- III. Describe how the program addresses current needs and applies current technologies.
- IV. Discuss the impact of the program on the college and the impact the college and/or other college programs have on the program being reviewed.
- V. Discuss the impact of the program on the community and the impact of the community on the program.

- I. This program provides a matrix of computer software applications for a variety of disciplines such as business, nursing, computer science, and others currently offered at Ohlone College. Students who take a course from the CAOT department are normally enrolled in other programs, and few take CAOT courses as their “major” focus of study. Most students are motivated to sign up for a CAOT course because these courses will further their computer software expertise and enhance their skills for the various occupations they may choose to enter. CAOT has evolved from just offering Keyboarding (KYB) courses to a full

suite of software applications that cover a broad area of interest. At present, CAOT courses include the following:

- a. Office application software
  - i. Word Processing (MS Word)
  - ii. Finance/Spreadsheets (MS Excel)
  - iii. Presentations (MS Powerpoint)
  - iv. Email (Outlook)
- b. Database software (MS Access)
- c. Desktop Publishing (MS Publisher)
- d. Web design
  - i. MS FrontPage
  - ii. Macromedia Dreamweaver Mx

Some of the general software application courses have also been reconfigured to target specific occupations, such as the Biotechnology and Biology major fields to address student needs.<sup>1</sup>

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<sup>1</sup> Check areas IV & VI for further clarification

## **II.**

The use of computers in all areas of employment (commercial, education, government, military, etc.) has been steadily rising over the past two decades to the point where there are a few jobs left that do not require proficiency in the USE of computers. There is substantial agreement among researchers in the social sciences that this trend will not reverse, and that it will, in fact, further strengthen over the next years. The CAOT curriculum is designed to provide students with the ability to master a broad suite of application software that is frequently used in various occupations. Since proficient keyboarding skills are essential for computer-focused work, students first take the key boarding (KYB) course, and once mastered, then have the ability to pick from a choice of software applications designed to enhance their skills as a user of computers. By participating in the CAOT program, students complete various courses in which they are asked to demonstrate mastery of the various the software application skills they learn.

## **III.**

This program addresses the need to have proficient knowledge and understanding in the usage of various computer software applications, and applies current technologies in several ways:

- a) The students are given the theoretical view; they are shown via text and computer demonstrations how to manipulate the software they are learning.
- b) The core courses of the program are taught by experts in the field. These experts bring to the College not only practical knowledge of the fields of study but also practical use of the technology, the software application in this instance, which a computer end-user would need. For example, last semester, fall 2004, Ohlone had a guest speaker from Sun Microsystems® who demonstrated how she used her Email Client Manager and Word Processing documents in a collaboration feature. Students got to experience first hand a “real-world” situation. Having such speakers allows the students to gain insights of the many ways software applications are being deployed.
- c) A host of people ranging from the Advisory committee to local residents and members of the Chamber of Commerce were consulted and/or surveyed on the shaping/future of the program. This showed a community appreciation for the program. The survey results suggested that changing the program name from Computer Application and Office Technology to Computer Application and Occupational Technology would be beneficial because a lot of the software courses that CAOT offers are targeting specific jobs. This survey was conducted by Lesley Anne Buehler and Rick Arellano<sup>2</sup>.

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<sup>2</sup> Survey results at end of document

- d) The CAOT Curriculum is continuously evolving, and a lot of instructional effort is being expended to ensure that the resources chosen for instruction always reflect recent developments in the areas of focus. This is made possible by working with select publishers such as Course Technology & Prentice Hall who offer a comprehensive portfolio of textbooks and instructional support material that are continually revised to stay abreast of technology developments.

#### **IV.**

The CAOT curriculum is designed to provide students with the ability to master a broad suite of application software that is frequently used in various occupations and/or courses of study. Since proficient keyboarding skills are essential for computer-focused work, students first take the key boarding (KYB) course, and once mastered, then have the ability to pick from a choice of software applications designed to enhance their skills as a user of computers. The CAOT program complements the other disciplines at Ohlone College because CAOT offers the students computer application courses that complement their major course of study. A finance major in the Business program, for example, can obtain the requisite EXCEL spreadsheet and WORD processing proficiency by starting with basic keyboarding, if required, and then work up to the advanced EXCEL and WORD level, which uses the multiple keyboarding techniques

learned. Students from all disciplines can sign up to take one or more courses from this program, and CAOT therefore serves as a matrix for the other disciplines.

For most students CAOT is considered a one-stop-shopping program. For example, if Biotech students with no previous computer experience need to master basic keyboarding and computer skills, courses offered through CAOT will allow them to do so in a variety of ways, either by signing up for a distance learning course, a self paced course, or by taking a traditional instructor lead class. This means the Biotech students can focus on their chosen major course of study, but still obtain the requisite computer application skills while spending time on the Ohlone College campus.

## V.

The CAOT software application courses serve the needs of the degree track Ohlone students who have a requirement to obtain software application skills relative to their chosen field of study. Additionally, the flexible CAOT courses have proved to be very popular with employers and employees of various industries in the greater Ohlone community. The program is received well because many businesses do not have the requisite staff or programs to train their employees in all the functional areas where the company deploys various application software. Employees who cannot invest a lot of time in completing

training in a specific software application discipline can take one of the several CAOT certificate options available. Not surprisingly, Industry <sup>3</sup>employees make up quite a large part of the CAOT enrollment as employees who want to master the latest and greatest software, and enhance their professional growth at their place of work, enroll in the quick Certificate programs in significant numbers. Award certificates are issued which the employee or student can post at their place of work as a visible indication of their achievement.

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<sup>3</sup> see data to support this at end of document

## 1. Relationship to Ohlone College Mission and Goals

- State how the program supports one or more of the Ohlone College goals.
- If there are plans for the program to support other college goals, specify these plans.

CAOT supports Goal # 2 which is: “Develop across the curriculum the Learning College Model, utilizing methods and technologies that hold the most promise for improving student course and program completion success rates.” The CAOT program achieves recognition with this goal, because several of its courses work on a sequential footing; meaning courses follow each other in sequence. One must master Basic Keyboarding before progressing to a Beginning or Intermediate Level.

The program also supports Goal # 4 which reads to: Provide continuous learning for all personnel associated with the District and promote an organizational structure that is adaptable, collegial, and supportive of the Learning College Model. CAOT does this by offering courses to the campus staff, faculty and community should they need them. On several occasions we have offered training to outside teachers and administrators. CAOT has presented many workshops and professional development courses. CAOT also offers practice exams and certifications for the International Computers Drivers License certificate (ICDL) and Microsoft office user specialist (MOUS). In the fall of 2004, CAOT became one of the pilot centers for a newly acquired academic database called *CURRICUNET*®. [www.curricunet.com/ohlone](http://www.curricunet.com/ohlone). This pilot proved to be very successful.

## 2. Program Student Learning Outcomes

- Define a limited number (10 or less is recommended) of student learning outcomes at the program level. (course levels see later)

**Student Learning Outcomes** for the CAOT Program include but are not limited to:

Student Learning Outcomes	Related Courses
Students will be able to;	
Demonstrate proficiency in the use of Microsoft's (MS) Office Software  <b>with ESL focus</b>	CAOT-194A, CAOT-196 (CS101L)  CAOT-120, CAOT-121
Compile written directions and lab projects, specific business documents for other co-workers.	CAOT-172 A, B
Use Windows explorer filing and other skills used to support data management & storage	CAOT-196 (CS101L)  CAOT-153
Type on a computer keyboard a minimum of 50 wpm.	CAOT 104, 110 A, B, C, CAOT 111,  CAOT 112

**\*learning community, special ESL focus.**

- Indicate the process used to determine the student learning outcomes. Indicate any rationale for maintaining or changing established outcomes. Program faculty *are encouraged* to work together to reach consensus when defining the program student learning outcomes.

Constantly reviewing the program and listening to the Advisory committee, the students, the industry and the faculty input, reached program outcomes.

Reading down the table

Advisory Comm. Member	Industry/Other Connection
Alberto Huezo	City of Newark
Alberto Torrico	City of Newark
Bob Parks	Fricke Press, Fremont
Carl Smith (previous Ohlone student)	Real Estate Brokerage
Carolyn Brownell	(Ohlone Part-Time Faculty)
Christine Bolt	(Ohlone Full time Faculty)
Craig Moffett (previous Ohlone student)	Kaiser Permanente, Oakland/Richmond Administrative Assistant.
George White	(Ohlone Part-Time Faculty)
Gloria Fagerlin	Fremont Unified School District
Karen Ambus	Admin for Sun Microsystems
Kitty-Cecil Hunter (previous Ohlone student)	Mission Valley ROP
Kristine Hebison (previous Ohlone student)	Fine Line Sawing & Drilling
Maida Mawani	Kelly Services
Marlene Favareille	Fremont Bank
ATOS <sup>4</sup>	A-Temp Plus, SJ
ATOS	Core Staff Services, SJ
ATOS	Apple One, SJ
ATOS	Act One Employment, SJ
Nancy Smith (previous Ohlone student)	Data Commands, Fremont
Nelly Throop	(Ohlone Part-Time Faculty)
Pat Danielson	Health Matters
Paula White	American Cancer Society

<sup>4</sup> ATOS, Person on duty At Time Of Survey

Priscilla Azcueta	Manpower, Inc.
Rick Arellano	(Ohlone Faculty)
Sandi Arellano	Ohlone College Administrative Asst.
Sue Digby	Star Sight Telecast Inc.
Susan Curtzwiler	Independent Consultant

The next sections have been grouped together in one table for ease of view and quick analysis.

- Design assessments to measure learning outcomes. To accomplish this, the following *may* be considered:
  - Identify outcome(s) to measure.
  - Clarify purpose for the assessment.
  - Determine assessment method to employ and delineate performance standards.  
*Examples to consider:* capstone course, vendor or industry certification examination, institutional or departmental testing, portfolio assessment, performance assessment of behaviors a student should be able to competently perform by the end of the program, skills assessment, culminating project, placement tests used for course entry and exit decisions, *other*.
- Decide type of assessment data to be collected.  
*Examples to consider:* course retention and course completion rates, degrees and certificates awarded, graduates' transfer rates, success in another institution, employment data, student program evaluation surveys, student satisfaction surveys, *other*.

\*\*\*See table grid

### 3. Assessment of Student Success in Reaching Program Outcomes

- Assess student level of achievement for selected learning outcomes using stated assessment strategies. Analyze changes in data, identify trends and provide possible contextual explanations for these changes.

Most students take a nominal set of courses offered through CAOT, because as stated before it really serves as a vehicle for delivering occupational software expertise. How we analyze the data and identify trends is simply a matter of ensuring we are offering the latest in software versions, that we [Ohlone] answer to our Advisory Committee and industry needs and faculty are involved with industry companies. That is we hire experts in the field who are currently working and can offer us relative feedback.

\*\*\*See table grid

### 4. Assessment of Program through Review of the Teaching Learning Process.

- To accomplish this, the following *may* be considered:
- Relevance, appropriateness and currency of student learning outcomes.
  - Assessment of teaching strategies.
  - Results of classroom assessment techniques.
  - Assessment of curriculum revisions, *if applicable*.
  - Assessments of how assignments, criteria, and standards for sequenced courses relate.
  - Assessment of trends in student scores over time, including strengths and areas needing improvement.

\*\*\*See table grid

- Adequacy of resource utilization; include requests *if* there are new resources needed.

CAOT has no choice but to continually update its courses curricula, because technology changes at lightening speed and we must ensure our studnets are up-to-date for their potential or their employers. Constant review of text and instructional materials are being utilized.

#### 5. Assessment of Program Improvement Since Previous Program Review

(Note this step may be implemented during the second program review cycle using these guidelines)

- Discuss results of the implementation of the recommended outcome measures.
- Analyze how these results have promoted student success in reaching program learning outcomes and/or contributed to program improvement.
- Analyze discrepancies between outcomes and performance levels.
- Analyze the impact of the addition of resources, *if any*.
- Determine strengths to be continued and areas for improvement (opportunities for innovation).
- For areas needing improvement, state specific plans including outcomes measures and a time frame for implementation.

\*\*\*See table grid

CAOT, formerly called BOT, has revised a complete makeover in the last few years and here is why:

- 2002 CAOT main courses were moved into Hyman Hall. This eliminated the use of electric typewriters for Secretarial and Word Processing instruction. Ohlone College was converted to implementing computerized keyboarding and word processing techniques.
- Students are given the choice of taking courses traditionally or via a self-paced or distance learning mode.
- Revision of the Advisory Committee participants and number of members. Additional members were added to the current Advisory Committee to give the program not only more exposure to Industry but also to get more up-to-date feedback in more than one occupational skills area.
- CAOT is moving to generate more courses that involve direct application to specific big occupations, such as BIOTECH and BIOTECHNOLOGY.

- Strengths of the Department include the faculty and great IS support network available to them. Experts in the field who are hired as part time faculty also promote the viability of the program.

#### Areas of Improvement:

- ✦ Giving faculty release time to;
  - keep up on all the new software!
  - keep up on all the new jobs that require new software practices.
  - during the semester (not summer) to work alongside industry for a specific period of time. This would ensure all modes of industry are covered. In the short semester/summer visits made to industry by most CAOT faculty, it is hard to “capture” everything.
- ✦ Encourage more companies to sponsor the Industry tests. Even though our students acquire proficiency, (tested via our classroom tests and projects) several students do not take the industry tests for several reasons).
  - a. Too expensive (Each MOUS test is \$75 MRP and it does not allow for free retake) Ohlone College offered discounts of \$10 per exam (that’s our cost) for one year to encourage students to take the exam. –Still for most students taking each test separately was still too costly.
  - b. IC3 runs at \$45 per test, no retakes.
  - c. ICDL runs at \$299 for all seven tests or \$99 only when a promotional is on.
  - d. MOUS Tests expire after a certain length of time; that is with the latest version. MOUS expires with the next version, IC3 a couple years, ICDL expires every 5 years.
  - e. Tests are based on software version and cannot carry over. For example if you test for MS Office 2002, you cannot say you are MS Office 2003 proficient. Students have to retest.

## **ABOUT THE INDUSTRY TESTS:**

**MOUS testing:** <http://www.microsoft.com/learning/mcp/officespecialist/>

### **Synopsis:**

*“The Microsoft Office Specialist (Office Specialist) certification is the globally recognized standard for validating expertise with the Microsoft Office suite of business productivity programs. Learn more about the benefits Office Specialist provides to individuals, businesses, academic institutions, staffing agencies, information technology (IT) training centers, and government organizations.*

*Earning Office Specialist certification acknowledges you have the expertise to work with Microsoft Office programs. Office Specialist-certified individuals report increased competence and productivity with Microsoft Office programs as well as increased credibility with their employers, co-workers, and clients. Office Specialist certification sets you apart in today’s competitive job market, bringing employment opportunities, greater earning potential and career advancement, in addition to increased job satisfaction.”*

**ICDL testing:** <http://www2.icdlus.com/icdlus-lms-webclient/>

**ICDL is the world's leading credential to get a job or improve job performance and promotion opportunity.**

*“The International Computer Driver License (ICDL) is a globally recognized credential that certifies an individual as competent using computers. Over 3.5 million people in 135 countries are pursuing their ICDL. ICDL Certification Candidates your internationally-recognized ICDL certification informs current and prospective employers that you possess competency in fundamental Information Technology (IT) skills.”*

**IC3- [http://www.teknimedia.com/html/ic3\\_certification.html](http://www.teknimedia.com/html/ic3_certification.html)**

*“IC3 is the ideal starting point for anyone interested in learning computer and Internet basics. The program gives individuals sufficient Internet and computing literacy skills to enter current job markets or begin higher education programs. Prime candidates for IC3 certification are junior high school students, high school students, GED students, continuing education students, Job Corps participants, employees who use technology on the job, and anyone—young or old—who wants to gain a working knowledge of computers and the Internet.*

*Global, broad-based IC3 certification verifies that candidates possess the accepted standard level of basic computer and Internet literacy and are more efficient and marketable.”*

**The New CAOT BROCHURE seen below has been revised to show:**

- **Hyman Hall instead of Hyman Hallo**
- **Professor titles updated to Associate from Assistant**
- **The new Dept Head –Math Science and Technology (from Steven Wong to Dr. Ronald Quinta).**
- **Ohlone.edu instead of Ohlone.cc.ca.us**
- **ICDL certification is now offered.**
- **Updated pictures**
- **Translated into both Spanish & Mandarin Chinese to reach a greater target audience.-Spanish version attached too.**

2) **TABLE GRIDS BELOW INDICATING SLO's for MAIN CERTIFICATE PROGRAMS FOR CAOT.**

The current website for CAOT shows all of the following courses (4/21/05). Associate of Arts (A.A.) Degree

[Administrative Assistant](#) to be moved to **Business Supervisory Management program BSM Fall 2005**

Certificate of Achievement

[Administrative Assistant](#) to be moved to **Business Supervisory Management program BSM Fall 2005**

Certificate of Completion (also known as Fast-Track Certificate)

[Desktop Publishing](#) (Art Department)

[Office Computer Applications](#) (Computer Studies Department)

[Office Support](#) (Computer Studies Department)

**COMPLETE LIST OF CORE COURSES OFFERED THROUGH CAOT**

CAOT 104 Basic Keyboarding

CAOT 110A Beginning Keyboarding I

CAOT 110B Beginning Keyboarding II-Revised

CAOT 110C Beginning Keyboarding - III-Revised

CAOT 111 Intermediate Keyboarding

CAOT 112 Advanced Keyboarding-Revised

CAOT 120 ESL and Basic Computer Skills (Part I) (PART OF LEARNING COMMUNITY)



CAOT 121 ESL and Basic Computer Skills (Part II) ("



CAOT 134A Beginning Microsoft Access

CAOT 134B Intermediate Microsoft Access

CAOT 134C Advanced Microsoft Access

CAOT 141 PowerPoint for Legal Professionals



CAOT 145 Microsoft Visual Basic for Applications



CAOT 147 Computer Applications in Biology



CAOT 148 Computer Applications in Biotechnology



CAOT 153 Introduction to Internet

CAOT 156 Microsoft Publisher

CAOT 161A Digital Graphics I

CAOT 161B Digital Graphics II

CAOT 164 Introduction to FrontPage

CAOT 166 2D Drafting with AutoCAD

CAOT 167 3D Drafting with AutoCAD

CAOT 172A Beginning Word

CAOT 172B Intermediate Word

CAOT 178 Mastering MS Applications in the Real World



CAOT 187 PowerPoint Presentations

CAOT 188 Desktop Publishing With QuarkXpress

CAOT 193A Beginning Excel

CAOT 193B Intermediate Excel

CAOT 193C Advanced Excel

CAOT 194A Microsoft Office [revised]

CAOT 196 Business Office Software Applications

## CERTIFICATE PROGRAMS

### Administrative Assistant AA Degree and Certificate of Achievement

#### MAJOR FIELD

<i>Major Field Courses</i>		
Number	Title	Units
BA-106	Applied Accounting	3
BA-116	Business English and Communication	4
BA-125	Introduction to Business	3
BA-141A	Business Law	3
CAOT-112	Advanced Keyboarding	2
CAOT-172A	Beginning Word	0.5
CAOT-172B	Intermediate Word	0.5
CAOT-187	PowerPoint Presentations	0.5
CAOT-193A	Beginning Excel	0.5
		17

#### SUPPORTING COURSES

<i>Supporting Courses</i>		
Number	Title	Units
BA-123	Math for Accounting and Business	3
BA/PSY-139	Psychology in the Workplace	3
CAOT-153	Introduction to Internet	1
CAOT-188	Desktop Publishing with QuarkXpress	2
CAOT-194A	Microsoft Office	2
SPCH-101	Introduction to Public Speaking	3
	Major Field Elective (see list below)	3
		17

Recommended Major Field Electives: BA-110, CAOT-193B, CS-101, ENGL-101A or ENGL-151B; ENGL 156.

## DESKTOP PUBLISHING

Upon completion of the Desktop Publishing Certificate of Completion program students will be capable of using desktop publishing software to design and create printed documents and graphics. In addition, they will acquire basic skills for making presentations.

Number	Title	Units
CAOT-187	PowerPoint Presentations	0.5
CAOT-188	Desktop Publishing with QuarkXpress	2
GA-160A	Computer Graphics I	4
GA-160B	Computer Graphics II <b>OR</b>	4
GA-161	Digital Graphics I <b>OR</b>	(2)
CS-156	HTML	(4)

8.5-10.5

## OFFICE COMPUTER APPLICATIONS

Upon completion of the Office Computer Applications Certificate of Completion students will have a broad understanding of today's computers and information technology. Students will have the ability to use a wide variety of business software such as word processing, spreadsheet, database, presentation, and desktop publishing. In addition, students will be introduced to Windows, Accounting, and the Internet.

Number	Title	Units
BA-109A	Computerized Accounting for Personal Finance <b>OR</b>	1.5
BA-109B	Computerized Accounting for Small Business	(1.5)
CAOT-134A	Beginning Microsoft Access	0.5
CAOT-153	Introduction to Internet	1
CAOT-172A	Beginning Word	0.5
CAOT-187	PowerPoint Presentations	0.5
CAOT-188	Desktop Publishing with QuarkXPress	2
CAOT-193A	Beginning Excel	0.5
CAOT-193B	Intermediate Excel	0.5
CAOT-194A	Microsoft Office <b>OR</b>	2
CS-101L	Computer Applications	(2)
		9

## OFFICE SUPPORT

Upon completion of the Office Support Certificate of Completion students will have gained knowledge of how a business functions and human relations in business. In addition, students will have acquired basic office support skills.

<b>Number</b>	<b>Title</b>	<b>Units</b>
BA-116	Business English and Communication	4
CAOT-110A, B, or C	Beginning Keyboarding I, II, or III	1
CAOT-172A	Beginning Word	0.5
CAOT-172B	Intermediate Word	0.5
CAOT-187	PowerPoint Presentations	0.5
CAOT-193A	Beginning Excel	0.5

***Grids for the Individual Programs within CAOT***

*\*learning community, special ESL focus.*

**FOR THE ADMINISTRATIVE ASSISTANT**

SLO's Students will be able to;	Courses	Assessment	Performance ** Standards Criteria	Analysis of Data	Improvement Strategies
<b>Develop</b> technical computer based skills needed to prepare documents, presentations and spreadsheets Microsoft's (MS) Office Suite Software. (Including Access, Word, Excel, PowerPoint, and Outlook).	CAOT-172 A, B, CAOT-187, CAOT, 193 A, CAOT-194A, CAOT-196 (CS101L)	Exams, completion of project based work. Examination, institutional or departmental testing.	Industry standard Goals from industry exams-include but are not the limited to following skill sets learned:  Organizing Content Creating Content Customizing Collaboration Formatting Analyzing data Presenting data	<b>TBA</b> <b>Actual data</b>	Offer more fast track courses. Get companies to sponsor students to take the MOUS IC3 and ICDL tests as they are costly. Cross Reference CS101L w/ more CAOT courses.
<b>Compile</b> written directions, lab project and specific business documents for other co-workers.	CAOT-172 A , B,	Completion of multiple project based samples during course of study at Ohlone. These also feature Real-world case scenarios.  Examination, institutional or departmental testing.  Industry standard Certification Programs such as ICDL, MOUS and IC3 testing.	Examination, institutional or departmental testing -include but are not limited to the following skill sets learned  Creating Content Collaboration Formatting	<b>TBA</b> <b>Actual data</b>	
<b>Use</b> Filing and schedule management skills, used to support management and supervisors	CAOT-196 (X-referenced to CS101L)	Completion of multiple project based samples during course of study at Ohlone. These also feature Real-world case scenarios.	Examination, institutional or departmental testing-include but are not limited to the following skill sets learned Program management & storage using IE.	<b>TBA</b> <b>Actual data</b>	Include more examples of using Explorer in the courses
<b>Type</b> on a computer keyboard a minimum of 50 wpm	CAOT 104, 110 A, B, C, CAOT 111, CAOT 112	Examination, institutional or departmental testing. Industry standard Certification Programs such as ICDL, MOUS and IC3 testing.	Examination, institutional or departmental testing Timed Tests.	<b>TBA</b> <b>Actual data</b>	More timed practice tests. More drill practice
<b>Demonstrate</b> internet skills including: e-mail management, web research, and document exchange.	CAOT 153	Examination, institutional or departmental testing. Industry standard Certification Programs such as ICDL, MOUS and IC3 testing.	Examination, institutional or departmental testing Timed Tests.		

## **DESKTOP PUBLISHING**

Student Learning Outcomes Upon	Courses	Assessment	Performance Standards Criteria	Analysis of Data	Improvement Strategies
<b>Demonstrate Proficiency in the use of Desktop Publishing Software</b>	CAOT-156, CAOT-188,	Exams, completion of project based work. Examination, institutional or departmental testing.	Industry standard Certification Programs such as ICDL, MOUS and IC3 testing. Skill sets learned include but are not limited to;  Organizing Content Creating Content Editing Content Customizing Collaboration Formatting Presentation design Publishing	<b>TBA</b> <b>Actual data</b>	Offer more fast track courses. Get companies to sponsor students to take the MOUS IC3 and ICDL tests as they are costly. Cross Reference CS101L/ CAOT-196 w/ more CAOT courses.
<b>Improve their ability to recognize effective desktop integration, publishing design and style.</b>	CAOT-188, CAOT-156	Completion of multiple project based samples during course of study at Ohlone. These also feature Real-world case scenarios.	Portfolio Collected Culminating project. Skill sets learned include but are not limited to  Linking a Publisher Publication to an Excel Worksheet	<b>TBA</b> <b>Actual data</b>	Have more student showcase exhibits
<b>Use Digital and/or computer graphics in the desktop publishing medium.</b>	CAOT 188	Completion of multiple project based samples during course of study at Ohlone. These also feature Real-world case scenarios.	Portfolio Collected Culminating project- Skill sets learned include but are not limited to E-Commerce Website	<b>TBA</b> <b>Actual data</b>	Have more student showcase exhibits
<b>Demonstrate the integration of HTML with desktop publishing</b>	CS156	Completion of multiple project based samples during course of study at Ohlone. These also feature Real-world case scenarios.	Portfolio Collected Culminating project. Skill sets learned include but are not limited to E-Commerce Website	<b>TBA</b> <b>Actual data</b>	Have more student showcase exhibits

## OFFICE COMPUTER APPLICATIONS

Student Learning Outcomes	Courses	Assessment	Performance Standards Criteria	Analysis of Data	Improvement Strategies
<b>Demonstrate Proficiency in the use of computer applications</b>	CAOT-153, CAOT-187, CAOT-188, CAOT-193 A, B, CAOT-194A (CS101L),	Exams, completion of project based work. Examination, institutional or departmental testing.	Industry standard Certification Programs such as ICDL, MOUS and IC3 testing. Skill sets learned include but are not limited to Organizing Content Creating Content Formatting Presenting data	<b>TBA Actual numbers</b>	Offer more fast track courses. Get companies to sponsor students to take the MOUS IC3 and ICDL tests as they are costly. Cross Reference CS101L w/ more CAOT courses.
<b>Use Windows explorer filing and other skills used to support data management &amp; storage.</b>	CAOT 194A (CS101L)	Completion of multiple project based samples during course of study at Ohlone. These also feature Real-world case scenarios.  Examination, institutional or departmental testing.  Industry standard Certification Programs ICDL, MOUS and IC3 testing.	Examination, institutional or departmental testing-include but are not limited to the following skill sets learned Program management & Storage using IE.	<b>TBA Actual numbers</b>	Integrate more examples into coursework.
<b>Demonstrate internet skills including: e-mail management, web research, and document exchange.</b>	CAOT-153	Completion of multiple project based samples during course of study at Ohlone. These also feature Real-world case scenarios.	Industry standard Certification Programs such as ICDL & IC3 testing. -include but are not limited to the following skill sets learned Browser Basics Research Communication E-Commerce	<b>TBA Actual numbers</b>	Have a student showcase.

## OFFICE SUPPORT

Student Learning Outcomes	Courses	Assessment	Performance Standards Criteria	Analysis of Data	Improvement Strategies
<b>Develop technical computer based skills needed to prepare documents, presentations and spreadsheets Microsoft's (MS) Office Suite Software. (Including, Access, Word, Excel, PowerPoint, and Outlook).</b>	CAOT-172 A, B, CAOT-187, CAOT, 193 A	Exams, completion of project based work. Examination, institutional or departmental testing.	Industry standard Certification Programs such as ICDL, MOUS and IC3 testing. Skill sets learned include but are not limited to Organizing Content Creating Content Formatting Presenting data	<b>TBA</b> <b>Actual numbers</b>	Offer more fast track courses. Get companies to sponsor students to take the MOUS IC3 and ICDL tests as they are costly. Cross Reference CS101L w/ more CAOT courses.
<b>Type on a computer keyboard a minimum of 50 wpm</b>	CAOT 110 A, B or C. (CAOT-104)	Examination, institutional or departmental testing. Industry standard Certification Programs ICDL, MOUS and IC3 testing.	Examination, institutional or departmental testing Timed Tests	<b>TBA</b> <b>Actual numbers</b>	More timed practice tests. More drill practice



## Conclusions:

- 1) This program provides a matrix of computer software applications for a variety of disciplines such as business, nursing, computer science, and others currently offered at Ohlone College. Students who take a course from the CAOT department are normally enrolled in other programs, and few take CAOT courses as their “major” focus of study.
- 2) CAOT provides the platform for students to acquire proficient keyboarding skills, which are essential for computer-focused work. Students learn basics to advanced.
- 3) In vocational terms many of the students that pass through CAOT are there to upgrade skills and learn the latest version for specific computer application skills.
- 4) The faculty of CAOT is constantly producing new courses and trying new venues –just last Fall 04, Computers in Biology course was implemented. The faculty always displays positive upward energy that enhances an environment conducive to learning.
- 5) Although the Administrative Assistant courses offer computer application skills, they will be moved from CAOT to the Business Supervisory Management Program in order to give that certificate program more of a management edge. For today’s admin, management not only depends on their computer skills but also relies on them for some management support. Budget constraints often prevent managers from hiring additional personnel, so the need for skilled admins with a business focus was seen as recurring trend that will likely continue.
- 6) That the course named CS101L from the Computer Studies program should really be renamed to CAOT-101L or cross referenced as the course content is MS Office and most CAOT students take this course. These student numbers should be counted by CAOT.
- 7) That the name change from Computer Applications & Office Technology to Computer Applications & Occupational Technology while serving the need for new focus was also easy to implement into the College Datatel System. [Same Acronym.]
- 8) Skill sets and objectives for the program are also greatly influenced by exams established and formulated based on industry needs.
- 9) CAOT faculty have been consulted for curriculum ideas and training tips by Ohlone For Kids, Contract Education and Workforce Development teams at Ohlone College, because these faculty are on the cutting edge and can be an ideal bridge for these three departments. CAOT faculty was also involved in trying to obtain a grant in order to promote an Industry Work Outside the Box program WOBT.
- 10) CAOT was part of a pilot test group for the implementation of CURRICUNET ®.  
[www.curricunet.com/ohlone](http://www.curricunet.com/ohlone).



### For More Information:

To obtain more information or to request a program curriculum guide, contact the Math Science and Technology Division at (510) 659-6080.

Contact **Lesley Anne Buehler**,  
Associate Professor (510) 979-7411  
[lbuehler@ohlone.edu](mailto:lbuehler@ohlone.edu)

Contact **Rick Arellano**,  
Associate Professor (510) 659-6237  
[rarellano@ohlone.edu](mailto:rarellano@ohlone.edu)

### Visit us on the Web

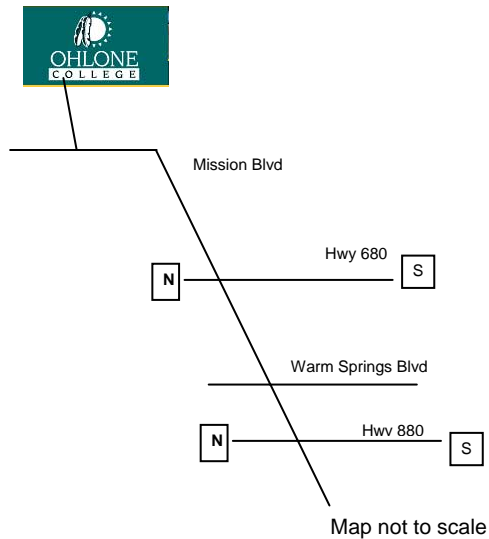
[http://www.ohlone.edu/instr/div\\_bus\\_info/bus\\_off\\_tech/home.html](http://www.ohlone.edu/instr/div_bus_info/bus_off_tech/home.html)

### Eligibility

Attendance is open to any California resident, 18-years-of-age or older or any district resident under 18-years-of-age with: 1) a High School diploma, OR 2) California certificate of High School proficiency, OR 3) High School junior or senior status within the district in a career accelerated program.

### How to Apply

To apply, submit an application to the Ohlone College Admissions Office or apply online at: <http://www.ohlone.edu/>. Assessment testing is required for all new students. Assessment may be waived based on prior course work or assessment.



## Computer Applications & Occupational Technology



**Ohlone College**  
43600 Mission Boulevard  
Fremont, CA 94539-0390  
For more information, contact the Admissions Office  
at (510) 659-6000

**Ohlone College Newark Center**  
35753 Cedar Boulevard  
Newark, CA 94560-5884  
<http://www.ohlone.edu/>

Expand Your Mind &  
Professional Skills!

# CAOT Welcomes You!

The majority of courses offered by the Computer Applications and Office Technology (CAOT) Department are taught at Hyman Hall a state-of-the-art technology center on the Fremont campus.

**Hyman Hall Hours of Operation:**  
Monday-Friday 8 a.m. – 10 p.m.  
Saturday 8 a.m. – 5 p.m.



Courses may be taken in a traditional classroom setting, self-paced, on-line, or Fast-Track (condensed program).

Some classes are offered at the Ohlone College Newark Center

**Microsoft Office User Specialist (MOUS) & ICDL training is available. Ohlone College is an approved testing center for both exams.**

Brochure revised by Lesley Anne Buehler & Tanya Tagay 2005

## CAOT COURSES:

We offer a variety of courses including:

- Basic Keyboarding
- Beginning Keyboarding
- Intermediate Keyboarding
- Advanced Keyboarding
- AutoCAD
- Microsoft Word
- Microsoft PowerPoint
- Microsoft Excel
- Microsoft Access
- Microsoft Outlook
- Microsoft FrontPage
- Microsoft Publisher

Students may earn a Fast Track Certificate, Certificate of Achievement and/or an Associate of Arts Degree. The Associate Degree requirements include Certificate of Achievement courses along with major field electives and all general education requirements. Contact the Division office for more detailed information.

## Certificate of Achievement Programs:

Administrative Assistant

We also offer

## Fast Track Certificate Programs:

- Desktop Publishing (Nine Months)
- Office Computer Applications (Nine Months)
- Office Support (Nine months)

Our programs are accredited by the Western Association of Schools and Colleges



### Para mas informacion:

Para obtener mas informacion o para obtener guia del programa comuniquese con el Departamento de Math, Science and Technology  
(510) 659-6080.

### Lesley Anne Buehler,

Associate Professor (510) 979-7411  
[lbuehler@ohlone.edu](mailto:lbuehler@ohlone.edu)

### Rick Arellano,

Associate Professor (510) 659-6237  
[rarellano@ohlone.edu](mailto:rarellano@ohlone.edu)

### Visitinos en la Internet

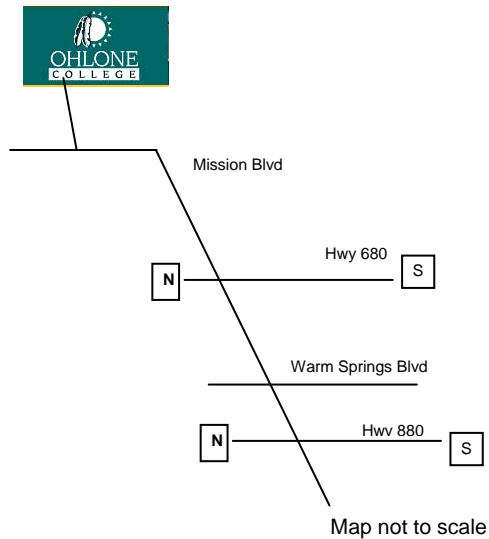
[http://www.ohlone.edu/instr/div\\_bus\\_info/us\\_off\\_tech/home.html](http://www.ohlone.edu/instr/div_bus_info/us_off_tech/home.html)

### Eligibilidad

Cualquier residente de California mayores de 18 años. Si es residente del distrito y menor de 18 años necesita 1) un High School diploma, o 2) California certificate of High School proficiency, o 3) Ser High School junior or senior residente del distrito en un programa de carrera acelerada

### Como Aplicar para Admisison

Envie su aplicacion al Ohlone College Oficina de Admisison o aplique via Internet: <http://www.ohlone.edu/>. Pruebas de asesoramiento es requisito para estudiantes nuevos; algunas pruebas pueden ser exoneradas debido a previos. conocimientos



### Ohlone College

43600 Mission Boulevard  
Fremont, CA 94539-0390  
Para mas informacion: (510) 659-6000

### Ohlone College Newark Center

35753 Cedar Boulevard  
Newark, CA 94560-5884  
<http://www.ohlone.edu/>



## Computer Applications & Occupational Technology



Estreche Su Mente y  
Habilidades Profesionales

# CAOT

## *Bienvenidos!*

La mayoría de los cursos ofrecidos por el Departamento de Computer Applications and Office Technology (CAOT) son dictados en Hyman Hall, un centro educativo que posee los mas recientes equipos tecnologicos. Hyman Hall se encuentra en el Fremont campus.

### Horario en Hyman Hall:

Lunes –Viernes: 8 a.m. – 10 p.m.  
Sabados: 8 a.m. – 5 p.m.



Las clases se ofrecen en diferentes modalidades: tradicionales, via Internet, intensivas e individualizadas. Algunas clases se ofrecen en el Ohlone College Newark Center

## CURSOS

Ofrecemos gran variedad de cursos:

- Keyboarding- Basico
- Keyboarding- Principiante
- Keyboarding- Intermedio
- Keyboarding- Avanzado
- AutoCAD
- Microsoft Word
- Microsoft PowerPoint
- Microsoft Excel
- Microsoft Access
- Microsoft Outlook
- Microsoft FrontPage
- Microsoft Publisher

Estudiantes pueden obtener "Fast Track Certificate", "Certificate of Achievement" y/o un "Diploma de Associate of Arts." Los requisitos del Diploma de Associate of Arts incluyen cursos del "Certificate of Achievement", cursos electivos, así como también cursos en educación general. Para más información por favor comuníquese con la oficina del Departamento del CAOT.

Ofrecemos

### Fast Track Certificate Programs:

- Desktop Publishing (Nueve Meses)
- Office Computer Applications (Nueve Meses)
- Office Support (Nueve Meses)

Nuestros programas son acreditados por el Western Association of Schools and Colleges



**Survey Results for Name Change to COMPUTER APPLICATIONS AND OCCUPATONAL TECHNOLOGY:**

Number of Surveys Released Students at Ohlone/Randomly selected CAOT classes	Number of Surveys Released Students at Ohlone to local community	Number of Surveys Returned Form	Yes to change	No on Change	Undecided
100	50	40	24	4	12

Other data to follow.

**MISC:  
Brochure from  
WORKOUTSIDE BOX  
GRANT**

**What's this Working Outside the Box workshop?**

This innovative program will be developed to assist employers in educating their workforce (vocational/technical positions) on big picture of business and the benefits of working as a system versus individual units.

**Why take this workshop?**

To understand the mechanisms that have made other companies successful because they have managed to enrich their employees and enabled them to see the Big Picture.

**What will I get from the workshop?**

The necessary tools to make your employees enriched and a Certificate of Completion.

**What do I need to take this workshop?**

Simply complete the registration forms on the side of this brochure and mail it in ASAP. Or simply call us at (510) 979-7950 to make a phone reservation.

**Who's giving the workshop?**

- Two renowned Ohlone College Business and Computer Instructors.

Lesley Anne Buehler & David Kirk Patrick.

*David Kirk Patrick:*

David Patrick is currently a Computer Studies Instructor at Ohlone College, having had 35+ years in industry working for both large small high tech companies including IBM, Aion, Informix, and Netdynamics. He has designed, developed, and managed many commercial products while working onsite with customers both domestically and internationally.

*Lesley Anne Buehler:*

Lesley Anne Buehler is an Associate Professor for the Math, Science, Technology & Business Departments at Ohlone College, Fremont, CA. She is currently teaching the fundamentals of computer applications, (such as MS OFFICE, ADOBE, Web Design) and Business courses such as Business Law.

She has taught computer courses for over fifteen years to students of varying abilities and ages. Lesley has also taught in the private sector for several of Silicon Valley's industries training their employees on computer applications and in business. Just recently she helped implement a pilot program for new employee computer training program at Kaiser Medical Facility Richmond.

**About Ohlone**

Ohlone College will be known throughout California for our inclusiveness, innovation, and superior rates of student success.

**Core Values**

- We provide life long learning opportunities for students, college personnel, and the community.
- We open access to higher education and actively reach out to underserved populations.
- We Promote diversity, inclusiveness, and openness.

- We maintain high standards in our constant pursuit of excellence.
- We value trust, respect, and integrity.
- We promote teamwork and open communication.
- We practice innovation and actively encourage risk-taking and entrepreneurship.
- We demonstrate stewardship for our human, financial, physical, and environmental resources.

**Accreditation**

Ohlone College is accredited by the Western Association of Schools and Colleges (WASC).

*Buehler/Patrick/Tagay 2005  
(TAGAY is one of Kelly  
Wilmeth's students!)*

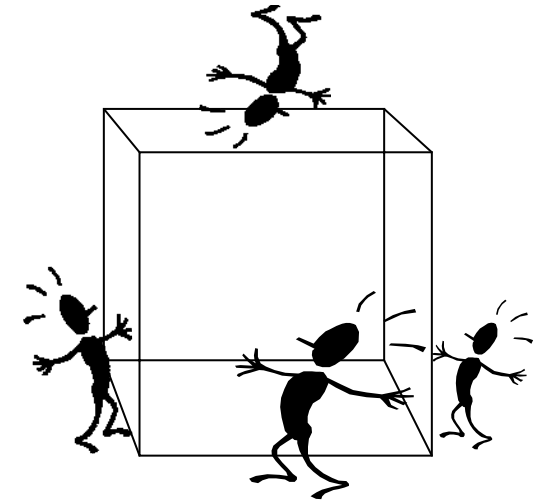
**REGISTRATION FORM: □**

<b>Daytime Phone:</b>
<b>Email Address:</b>

Workshop	Unit Price	Qty	Total
	\$125.00		
Please note you will receive confirmation of your seat for the workshop through your email.		<b>Sub</b>	
		<b>Sales Tax</b>	
		<b>Total</b>	
Payment Options:			
<b>Check</b>	₪		
<b>Visa</b>	₪		
<b>MC</b>	₪		
<b>Card#</b>	₪		
<b>Exp Date:</b>			
<b>Sig:</b>	_____		

Mail completed form to: Entrepreneurial Ventures 43600, Mission Blvd, Fremont, CA 94539 Thank-you!

**Working outside the Box!**



**Sign up today!  
Two day workshop!**

Visit the Ohlone College website at <http://commed.ohlone.edu> to get more details of other Entrepreneurial Ventures.

