

ACADEMIC POLICY/PROCEDURE TRACKING CHART

Proposed Policy: Minimum Compete Skills Online / Hybrid
Initiator: M. Philizer

- | | <u>Date:</u> |
|---|-----------------------|
| 1. Policy Proposal submitted to Executive Board (EB) President | |
| a. Rationale | |
| b. Submit 3 hard copy and 1 electronic to EB President 10 business days before CIP meeting. | <u>JS</u> 10/7/2013 |
| 2. Executive Board president submits proposal to Curriculum, Issues and Policy (CIP) Chair | <u>JS</u> 10/7/2013 |
| 3. Policy approved by CIP Committee
(If not approved, CIP Chair to notify Initiator) | <u>JA</u> 10/8/13 |
| 4. Policy approved by Executive Board
(If not approved, Executive Board president to notify Initiator and CIP Chair) | <u>JS</u> 10/17/13 |
| 5. Policy approved by Academic Council | <u>JS</u> 28 Oct 2013 |
| 6. Policy approved by Academic dean | <u>JLB</u> 10-28-13 |
| 7. Internal Dissemination of Approved Policy:
Note: distribution may be either print or electronic, at the discretion of the Dean's Office | |

- Initiator
- Dean of Academic Affairs Office
- Academic Affairs Division

MINIMUM COMPUTER SKILLS FOR ONLINE and HYBRID CLASSES

Use Blackboard to

- Communicate with instructor and classmates (Emails and announcements)
- Participate in discussions
- Find course content
- Turn in Assignments
- Take tests or other assessments

Basic Computer Skills:

- Upload or download files, extract all files
- Create folders
- Save documents, spreadsheets, etc. to folders and external devices, compress folders
- Troubleshoot computer and software issues by using technical support
- Update operating system and add-on programs required to view files
- Attach documents to emails and assignments
- Use word processing software to save files in readable format
- Use specific software required for various courses (publisher software)
- View PowerPoint presentations