

Curriculum Action Request (CAR) (Form 4-93) - Maui Community College

1. Author(s) Sandra R. Swanson
2. Authors' unit(s) Science, Technology, Engineering, & Mathematics (STEM)
3. Date submitted to Curriculum Committee 15 Sep 2006

4. a. General type of action? course program

b. Specific type of action

Addition

- regular
 experimental
 other (specify) _____

Modification

- number/alpha ✓
 title ✓
 credits
 description ✓
- prerequisites
 corequisites
 program
 other (specify) _____

5. Reason for this curriculum action

To bring course in systemwide alignment with other UH campuses

6. Existing course

ICS	100	Computing Literacy and Applications	3
alpha	number	title	credits

7. Proposed new/modified course

ICS	101	Digital Tools for the Information World	3
alpha	number	title	credits

8. New course description or page number in catalog of present course description, if unchanged.

Hands-on computer class with emphasis on producing professional-level documents, spreadsheets, presentations, databases, and web pages for problem solving. Includes concepts, terminology, and a contemporary operating system. Meets requirements for College of Business (UHM and UHH) and UHM's Biology program and Botany Department. *(Formerly ICS100.)*

9. Prerequisite(s)

None

10. Corequisite(s)

None

11. Recommended preparation

12. Is this course cross-listed? yes no If yes, list course

13. Student contact hours per week. 3

14. Class format (enter one of the following: lecture, lab, lecture/lab, other) _____
If other explain.

Lecture / laboratory

15. What method of delivery should be used for this course?

- traditional classroom HITS (interactive TV) cable on-line
 any of these other, explain,

16. Revise current MCC General Catalog page(s) 117

17. Course grading letter grade only credit/no credit either audit

18. Proposed semester and year of first offering? Fall semester 2007 year

19. Maximum enrollment 24 Rationale, if applicable

Maximum number of computers in computer laboratory.

20. Special scheduling considerations? yes no

If yes, explain.

Computers with appropriate software.

21. Special fees required? yes no

If yes, explain.

22. Will this request require special resources (personnel, supplies, etc.?) yes no

If yes, explain.

Computers with appropriate software and qualified faculty.

23. Is this course restricted to particular room type? yes no

If yes, explain.

Computers with appropriate software.

24. Course fulfills requirement for _____ program/degree

Course is an elective for _____ program/degree

Course is elective for AA degree

25. This course increases decreases makes no change in number of credit required
for the program(s) affected by this action

26. Is this course taught at another UH campus? yes no

a. If yes, specify campus, course, alpha and number

UHH: CS 101 Microcomputer Applications Software

UHM: ICS 101: Tools for the Information Age

HawCC: ICS 101 Microcomputer Applications Software

HonCC: ICS 101 Tools for the Information Age

KapCC: ICS 101 Tools for the Information Age

KauCC: ICS 101: Tools for the Information Age

LeeCC: ICS 101 Tools for the Information Age

WinCC: ICS 101 Tools For The Information Age

b. If no, explain why this course is offered at MCC

27. a. Course is articulated at

UHCC UH Manoa UH Hilo UH WO Other/PCC

b. Course is appropriate for articulation at

UHCC UH Manoa UH Hilo UH WO Other/PCC

c. Course is not appropriate for articulation at

UHCC UH Manoa UH Hilo UH WO Other/PCC

d. Course articulation information is attached? yes no

Proposed by

[Signature] SEP 08 2006
Author or Program Coordinator/Date

Approved by

[Signature] 12/8/06
Academic Senate Chair/Date

Requested by

[Signature] SEP 08 2006
Division or Unit Chair/Date

[Signature] 2/5/07
Chief Academic Officer/Date

Recommended by

[Signature]
Curriculum Chair/Date 13 Nov 06

[Signature] 2/5/07
Chancellor/Date

Revised Feb 2005/AC

Revised for automated completion: Apr 2005/ss

**Maui Community College
Course Outline**

1. Alpha and Number ICS 101

Course Title Digital Tools for the Information World

Credits 3

Date of Outline 15 Sep 2006

2. Course Description Hands-on computer class with emphasis on producing professional-level documents, spreadsheets, presentations, databases, and web pages for problem solving. Includes concepts, terminology, and a contemporary operating system. Meets requirements for College of Business (UHM and UHH) and UHM's Biology program and Botany Department.

3. Contact Hours/Type 3 cr/hr, Lecture / Laboratory

4. Prerequisites None

Corequisites None

Recommended
Preparation

Approved by _____



Date FEB - 6 2007

5. General Course Objectives

To develop an understanding of the world of information processing by providing an overview of the operation of a computer system, detailing the components of a computer, and the most popular types of applications currently being used. To introduce the student to programs used for operating systems, word processing, spreadsheets, databases and presentation graphics, as well as introducing them to using the Internet and creating web pages.

6. Student Learning Outcomes

For assessment purposes, these are linked to #7. Recommended Course Content.

Upon successful completion of this course students will be able to:

1. Utilize the appropriate computer applications to produce professional-level documents, spreadsheets, presentations, databases, and web pages for effective communication (major content area).
 - a. Produce documents in a variety of formats.
 - b. Create, edit, and format electronic spreadsheets using formulas, functions, and charts.
 - c. Utilize a database with queries and reports that display required data.
 - d. Create and organize a variety of electronic slides using templates, background styles, graphics, photos, and animation effects.
 - e. Create web pages that contain hyperlinks and images that are suitable for publication.
2. Utilize operating system interfaces to manage computer resources effectively.
3. Extract and synthesize information from available Internet resources using intelligent search and discrimination.
4. Define, explain, and demonstrate proper computer terminology usage in areas such as hardware, software, and communications to effectively interact with other computer users and to prepare for higher-level computer courses.
5. Describe ethical issues involved in the use of computer technology.

7. Recommended Course Content and Approximate Time Spent on Each Topic

Linked to #6. Student Learning Outcomes.

1. (6 - 10 weeks) Utilize the appropriate computer applications to produce professional level documents, spreadsheets, presentations, databases, and web pages for effective communication (major content area). (1, 3, 5)
 - a. Common Concepts
 - 1) Editing.
 - 2) Formatting.
 - 3) Graphical objects.
 - 4) Tools such as spell check.
 - 5) Tables.
 - b. Spreadsheet
 - 1) Mathematical or financial analysis.
 - 2) "What if" analysis.
 - 3) Formulas and functions.
 - 4) Charts.
 - c. Word processing
 - 1) Documents such as memos, letters, reports, résumés, newsletters.
 - 2) Template documents.
 - d. Database
 - 1) Database structure.
 - 2) Logical models with queries, forms, and reports.
 - 3) Database integrity.
 - e. Presentation

- 1) Slides, templates, background styles, graphics, photos.
- 2) Animation and transition effects.
- f. Web page design
 - 1) HTML, hyperlinks, images.
 - 2) Web publishing.
- g. Application integration such as:
 - 1) Copy/cut-and-paste.
 - 2) Object linking.
 - 3) Embedding.
2. (1 - 3 weeks) Utilize operating system interfaces to manage computer resources effectively. (1, 2, 4)
 - a. Operating system.
 - b. File management.
 - c. Relationship between system software and application software.
 - d. User interface.
3. (1 - 4 weeks) Extract and synthesize information from available Internet resources using intelligent search and discrimination. (1, 3, 5)
 - a. Client/server.
 - b. Internet applications.
4. (1 - 3 weeks) Define, explain, and demonstrate proper computer terminology usage in areas such as hardware, software, and communications to effectively interact with other computer users and to prepare for higher-level (1, 4) computer courses.
 - a. Computer literacy concepts and terminology.
 - b. Computer hardware components, their functions, and upgrades.
 - c. Software and software updates.
5. (1 - 2 weeks) Describe ethical issues involved in the use of computer technology. (1, 3, 5)
 - a. Ethical issues and behavior regarding computer usage including copyright infringement, security and safety online.
 - b. Social issues in relationship to technology use such as piracy, security intrusion, electronic and other misuses.

8. Text and Materials, Reference Materials, Auxiliary Materials and Content

Appropriate text(s) and materials, i.e., Microsoft Office 2003, Volume I, Second Edition, Grauer, R.T. & Barber, M., will be chosen at the time the course is to be offered from those currently available in the field.

9. Recommended Course Requirements and Evaluation

Formative and summative assessments: Students may be asked to take written or oral quizzes and examinations to assess their understanding of the various learning outcomes.

10 - 20%: Class Participation

40 - 60%: Projects

30 - 50%: Examinations

10. Methods of Instruction

Lecture / Discussion / Laboratory.

Assessment of Intended Student Learning Outcomes Standards – CCOWIQs with Ratings for ICS 101

Key:

3 = Major Emphasis: The student is actively involved (uses, reinforces, applies, and evaluated) in the student learning outcomes. The learner outcome is the focus of the class.

2 = Moderate Emphasis: The student uses, reinforces, applies and is evaluated by this learner outcome, but it is not the focus of the class

1 = Minor Emphasis: The student is provided an opportunity to use, reinforce, and apply this learner outcome, but does not get evaluated on this learner outcome

0 = No Emphasis: The student does not address this learner outcome

Standard 1: Written Communication	ICS 101
Write effectively to convey ideas that meet the needs of specific audiences and purposes.	
1.1 Use writing to discover and articulate ideas	2
1.2 Identify and analyze the audience and purpose for any intended communication	1
1.3 Choose language, style and organization appropriate to particular purposes and audiences	1
1.4 Gather information and document sources appropriately	1
1.5 Express a main idea as a thesis, hypothesis, and other appropriate content	0
1.6 Develop a main idea clearly and concisely with appropriate content	1
1.7 Demonstrate mastery of the conventions of writing, including grammar, spelling, and mechanics	1
1.8 Demonstrate proficiency in revision and editing	0
1.9 Develop a personal voice in written communication	0
Standard 2: Quantitative Reasoning	
Synthesize and articulate information using appropriate mathematical methods to solve problems and logically address real-life situations.	
2.1 Apply numeric, graphic and symbolic skills and other forms of quantitative reasoning, accurately and appropriately	2
2.2 Demonstrate mastery of mathematical concepts, skills, and applications, using technology when appropriate	2
2.3 Communicate clearly and concisely the methods and results of quantitative problem solving	2
2.4 Formulate and test hypotheses using numerical experimentation	1
2.5 Define quantitative issues and problems, gather relevant information, analyze that information, and present results	2
2.6 Assess the validity of statistical conclusions	1
Standard 3: Information Retrieval and Technology (Information Literacy)	
Access, evaluate, and utilize information effectively, ethically and responsibly.	
3.1 Use print and electronic information technology ethically and responsibly	3
3.2 Demonstrate knowledge of basic vocabulary, concepts, and operations of information technology and retrieval	1
3.3 Recognize, identify, and define an information need	2
3.4 Access and retrieve information through print and electronic media, evaluating the accuracy and authenticity of that information	2
3.5 Create, manage, organize, and communicate information through electronic media	2
3.6 Recognize changing technologies and make informed choices about their appropriateness and use.	
Standard 4: Oral Communication	
Practice ethical and responsible oral communications appropriate to a variety of audiences and purposes.	
4.1 Identify and analyze the audience and purpose of any intended communication.	2
4.2 Gather, evaluate, select, and organize information for the communication.	2
4.3 Use language, techniques, and strategies appropriate to the audience and occasion.	2
4.4 Speak clearly and confidently, using the voice, volume, tone, and articulation appropriate to the audience and occasion	2
4.5 Summarize, analyze, and evaluate oral communications and ask coherent questions as needed.	1
4.6 Use competent oral expression to initiate and sustain discussion.	1
Standard 5: Critical Thinking	
Apply critical reasoning skills to effectively address the challenges and solve problems.	
5.1 Identify and state problems, issues, arguments, and questions contained in a body of information.	3
5.2 Identify and analyze assumptions and underlying points of view relating to an issue or problem.	2
5.3 Formulate research questions that require descriptive and explanatory analyses.	1
5.4 Recognize and understand multiple modes of inquiry, including investigative methods based on observation and analysis.	1
5.5 Evaluate a problem, distinguishing between relevant and irrelevant facts, opinions, assumptions, issues, values, and biases through the use of appropriate evidence.	2
5.6 Apply problem-solving techniques and skills, including the rules of logic and logical sequence.	2
5.7 Synthesize information from various sources, drawing appropriate conclusions.	2

5.8 Communicate clearly and concisely the methods and results of logical reasoning.	2
5.9 Reflect upon and evaluate their thought processes, value system, and world views in comparison to those of others.	1