# Proposal to Initiate, Modify or Delete a Course

## 1. Type of Action
- Addition:  
  - Regular: [ ]
  - Experimental: [ ]
  - Other: [x] (Specify)
- Deletion:  
  - Quick: [ ]
  - Normal: [ ]
  - Other: [ ] (Specify)
- Modification:  
  - Credits: [x]
  - Title: [ ]
  - Number or Alpha: [ ]
  - Prerequisites: [x] Other: [ ] (Specify)

## 2. New Alpha, Number and Title
ICS 101 Tools for the Information Age

## 3. Credits
4

## 4. Old Alpha, Number and Title
DP 115 Microcomputer Applications

## 5. New Catalog Description
See attachment

## 6. Student Contact Hours per Week
- Lecture: 3
- Lecture/Lab: 2
- Lab: 1
- Other: (Specify)

## 7. Prerequisites
See attachment

## 8. Proposed Date of First Offering
Fall '94

## 10. This Course
- X is Required: [ ]
- X is an Elective: [ ]
- Can Fulfill: [ ]

## 11. This Course
- X Increases: [ ]
- Decreases: [ ]
- Makes No Change: [x]

## 12. Similar Courses Offered Elsewhere
- College(s): University of Hawaii, Kapiolani CC
- Alpha, Number, Title: ICS 101 Tools for the Information Age

## 13. This Course is
- X Already Articulated: [ ]
- Appropriate for Articulation: [ ]
- Not Yet Appropriate for Articulation: [ ]

(Provide details of existing or desired articulation (date, college(s), purposes, pre-major or major, etc.)

## 14. Reason for Initiating, Modifying or Deleting Course or Other Pertinent Comment:
See attachment

### Requested By:
Peggy Regatse
Department Chairperson
Date: 10-5-93

### Approved By:
Bennett J. McLaughlin
Curriculum Committee
Date: 11/2/93

### Provost
Dean of Instruction
Date: 1/11/94

Change recorded by Catalog Preparer
Date: 1-11-94

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UNIVERSITY OF HAWAII COMMUNITY COLLEGES
AMENDED FOR WCC USE SEP. 1991
6. ICS 101 Tools for the Information Age

This course examines the utilization of major application packages as tools in business problem-solving. The following applications will be covered: a microcomputer operating system (DOS, Windows, OS/2), word processing, spreadsheets, graphics, and database management systems. Students will design and develop spreadsheets and templates for problem-solving. Formulas, functions, graphs, and printer options will be emphasized. This course is designed to satisfy the UHM College of Business Administration's computer competency requirements.

7. English 22 or placement in English 100
   Math 25 or 1 yr. High School Algebra
   Keyboarding/Basic Typing Skills

10. the WCC Accounting AS Degree as an elective
    the WCC Finance AS Degree as an elective
    the WCC OAT AS Degree as an elective
    UHM College of Business Administration's computer competency requirements

14. This course is being modified to be consistent with UH Manoa's course offering. The UH Business Department allowed DP 115 to satisfy the computer competency requirements before the introduction of ICS 101. ICS 101 will become the course used as the Business prerequisite.
# Levels of Review of Course Proposals at WCC

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Was this course discussed in a dept. mng. **Yes** 9-28-93

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WCC FORM FOR COURSE MODIFICATIONS

Course: DP 115 Microcomputer Applications
Submitted by: Peggy Regentine
Date: October 21, 1993

1. What change is proposed in the course? Provide specific information comparing both the "new" and the "old" course.

   Alpha/Number Change: DP 115 to ICS 101
   Title Change: Microcomputer Applications to Tools for the Information Age
   Hour Change: 2 lecture/ 1 lab/ 5 contact to 3 lecture/ 1 lect-lab/ 5 contact

2. What is the rationale for the change?

   The rationale to change the course is to make this course transferable and consistent with the UH Manoa course.

3. Is the change substantive enough to require a change in course identification? If so, explain thoroughly.

   No.

4. Is the course articulated with any 4-year program? If yes, give details of the agreement(s) and explain any impact the proposed modifications may have on articulation.

   At present DP 115 course is not articulated formally with Manoa (only verbally with certain community colleges). The new modification to the same name (ICS 101) will ensure articulation.

5. Provide details of any additional staff, equipment, facilities, library/media material, faculty preparation and other financial considerations that would be required to implement this course modification. What has been done to provide for these additional costs? Who will teach the course? Is additional preparation needed?

   No additional staff, equipment, facilities, etc. will be needed for the course modification. The full-time ICS instructor will teach the course. The only additional preparation will include coordination with Manoa the first time the course is taught to insure that the course is consistent with UH Manoa requirements.
6. Will this course modification result in any alterations in the numbering of hours required to attain a certificate or degree? If yes, provide details and justification for these alterations.

No.

7. If the course is renumbered to 100 or above, does it meet the criteria for transfer level courses?

N/A
WCC FORM FOR TRANSFER COURSES

1. Students will be expected to read a computing literacy text, master literacy terminology, solve ten problems on the computer in the form of projects, and complete successfully a midterm exam and final with a hands-on component. The format of the course will be exactly the same as UH Manoa's with the 3 hour lecture and 2 hour contact lab. The only difference is that Manoa has teaching assistants for the lab, and at Windward we will have the instructor in the lab. The KCC format does not allow lab hours built into the course. The initiator of this course modification wants the course to be exactly as Manoa's.

2. Students will be reading the same text used at Manoa so they will be expected to read on a 12th grade reading level. Students will be solving spreadsheet equations so they will be expected to have a minimum background of the first year of algebra.

3. The amount and level of reading, writing, and independent work follows:
   * Students will read their assigned college-level text
   * Students will be required to use the computer to solve ten assigned problems independently. Two of the problems will involve writing correct composition using the word processor; two of the problems will involve working with the Disk Operating System (DOS) and Microsoft Windows; three of the problems will utilize problem-solving skills to create and document spreadsheets; two of the problems will involve creating and designing databases; and one of the projects will be a wildcard project to cover current topics such as data communications, programming, networking, desktop publishing, virus protecting, etc.

In the past students have been given 3 lab hours to complete the above projects. Students will have two lecture/lab hours as well as lab access at other times. Therefore, the pace of the class will be faster than in previously offered ICS courses at WCC. The rationale is to make this course consistent with the format at UH Manoa.

4. Mathematical and logical skills will be needed to prepare projects for the ICS 101 projects. Students will be asked to solve problems using software as tools. The software used will require an understanding of mathematics and logic principles. Therefore, students should have a minimum background of the first year of algebra.
5. ICS 101 will be both a theory and hands-on course. The theoretical concepts of computing will be emphasized and outside readings will be required. Computing literacy terminology will be mastered and knowledge of these terms will be necessary to solve the ten assigned problems. Students will be required to solve the problems with the use of at least four different application packages as tools.

6. Students should have keyboarding skills, should be prepared to read at a 12th grade level, and should have at least a first-year algebra background. If a student has not worked with a microcomputer in the past, he/she should be prepared to work independently in the lab to master any prerequisite skills needed.

7. Students completing ICS 101 will have the skills to satisfy the UHM College of Business Administration's computer competency requirements.

8. Yes, ICS 101 Tools for the Information Age is the course taught at UH Manoa.

9. Yes. Computing Literacy/application courses are taught at most universities today. Hawaii Pacific, West Oahu, Chaminade, and the previous Hawaii Loa all had computing literacy/application courses.
COURSE: Microcomputer Applications (ICS 101)

CREDIT HOURS: 4 (3 Lecture / 1 lecture/lab)
(5 contact hours)

PREREQUISITES: English 22 or Placement in English 100
Math 25 or 1 yr. High School Algebra
Keyboarding/Basic Typing Skills

INSTRUCTOR: Peggy Regentine

OFFICE: Haloa 112

OFFICE PHONE: 235-7490

OFFICE HOURS:

COURSE DESCRIPTION: This course utilizes application packages as tools in business problem-solving. The following applications will be covered: a microcomputer operating system (DOS, Windows Shell, OS/2), word processing, spreadsheets, graphics, and database management systems. Students will design and develop spreadsheets and templates for problem-solving. Formulas, functions, graphs and printer options will be emphasized. This course is designed to satisfy the UHM College of Business Administration’s computer competency requirements.

HOURS PER WEEK: ICS 101 will consist of lecture and lab hours as listed above.

Attendance and participation are required. Activities and assignments will be conducted in class and the students will be responsible for their completion. See POINTS.

SPECIFIC COURSE OBJECTIVES:

Upon completion of this course, the student should be able to:

- utilize DOS and Window’s utility programs and file handling commands
- create batch files and menuing system with utility programs found in the system software
- prepare grammatically correct documents using the word processor as a tool
- create word processing documents using several specified formats
- utilize a spelling checker and a thesaurus to create correct documents
- explain the difference in a spell checker and a grammar checker; understand how the spell checker works
- design a spreadsheet that will solve a problem, compute and graph data, and present the information professionally
- extract significant data from a spreadsheet to define a bar graph, stacked bar graph, pie chart, and line graph
- generate formulas and utilize built-in functions to calculate data for a spreadsheet
- organize data into categories and generate sorted lists (alpha sort and numeric sort)
- update original information by deleting and adding specific information
- produce mailing lists and reports from database files
- discuss computing literacy concepts in current events
- discuss and compare hardware and software changes and updates

COURSE CONTENT
The course will be divided into the following content areas:
   Introduction to hardware/software/networks

Word Processing

Disk Operating System (DOS), Windows, other available operating systems and utility programs available with the above

Spreadsheet

Database

TEXTS AND SOFTWARE:
Software: WordPerfect for Windows
Lotus 1-2-3 for Windows
dBase III+

Text: Text will be the same text used at Manoa at the time the course is taught (8/94)
Manuals for WordPerfect, Lotus, dBase, Microsoft DOS, Windows will be available in the lab.
EVALUATION

The requirements for this course consist of ten projects, a midterm exam, and a comprehensive final exam. The exams will be based on class lectures, assigned readings from the required texts, and skills involved in the project assignments. Both exams will contain both a written and hands-on section. Each of the projects will have equal weight. The midterm exam will weigh twice a project and the final exam will weigh three times a project. A student must average 60% on both exams to pass the course.

POINTS

The assignment of points may vary slightly each semester but the following is typical:

Ten Projects 50 points 500 points
Attendance/ Discussion 50 points 50 points
Midterm Exam 100 points 100 points
Final Exam 150 points 150 points

TOTAL 800 points

Projects will be graded and assigned points on the following basis:
- The assignment produces the correct output with no apparent bugs. (40%)
- A logical plan was used to solve the problem. (40%)
- The assignment is grammatically correct (no misspellings / incomplete sentences, incorrect subject/verb agreement, etc). (10%)
- The assignment is turned in on time. (10%)
- No assignment will be accepted one week after the due date unless there is a serious problem. No retests are given. Make-up tests and waiver of minimum levels of achievement are given only in unique situations at the instructor’s discretion. In the event of non-attendance, the student will not receive points for that exercise, evaluation, etc. An "F" grade will be assigned to students involved in cheating systems.
The letter grade for the course will be given as follows:

- A 90 - 100% of possible points
- B 80 - 89% of possible points
- C 70 - 79% of possible points
- D 60 - 69% of possible points
- F Below 60% of possible points

All students will need two 3 1/2 " high density floppy disks for the semester.