University of Hawaii Community Colleges
Proposal to Initiate, Modify or Delete a Course

1. Type of Action
   - A. Addition
     - Regular or Experimental or Other
   - B. Deletion
   - C. Modification: in credits in title in number or alpha
     - in prerequisites or co-requisites Other

2. New Alpha, Number and Title
   - ICS 105:
     - Computer and Information Literacy Exam Preparation

3. Credits
   - 3 credits

4. Old Alpha, Number and Title
5. New Catalog Description
   - See attachment

6. Select box and type specific information in text box.
   - Prerequisites
   - Corequisites or Recommended Preparation
   - Placement into ENG 22 and Math 24: basic keyboarding & mouse skills

7. Student Contact Hours Per Week
   - Lecture: 3
   - Lecture/Lab: Lecture/Lab
   - Lab: Other (click to specify)

8. Proposed Date of First Offering
   - Semester: Fall
   - Year: 2005

9. This course 
   - is proposed for the Liberal Arts Program
   - Program.
   - can fulfill AA Elective If Other, specify

10. This course
    - Makes No Difference in the number of credits required for the program/core.

11. Equivalent or similar courses offered in the UH System:

<table>
<thead>
<tr>
<th>Campus</th>
<th>Alpha, Number, Title</th>
<th>Campus</th>
<th>Alpha, Number, Title</th>
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<tbody>
<tr>
<td>*</td>
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12. This course is (check one and click in appropriate textbox and provide details):
   - Already articulated with
     - Provide details of existing or desired articulation (date, college(s), purposes, pre-major, etc.) in this space:
   - Appropriate for Articulation with
     - Provide details of existing or desired articulation (date, colleges(s), purposes, pre-major or major, etc.) in this space:
   - Not yet appropriate for Articulation.

13. This course was developed to assist students in preparing for the Computer and Information Literacy Exam. CIL exams will be administered in this course. Students who pass each of the four parts of the exam with a score of 70% or higher will fulfill the CIL requirement for graduation.

14. Reason for Initiating, Modifying or Deleting Courses or Other Pertinent Comment:

   This course was developed to assist students in preparing for the Computer and Information Literacy Exam. CIL exams will be administered in this course. Students who pass each of the four parts of the exam with a score of 70% or higher will fulfill the CIL requirement for graduation.

Requested by: 

Approved by: 

CCCMM #6100 (Amended for WCC use October 2002)
Levels of Review of Course Proposal at Windward Community College

Course Alpha, Number, and Title: ICS 105 Computer and Information Literacy Exam Preparation

<table>
<thead>
<tr>
<th>Signatures</th>
<th>Dates</th>
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<tr>
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<td>1/26/05</td>
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<td>1/26/05</td>
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<td>1/27/05</td>
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1. Department Area (more than one departmental instructor's signature required)

2. Department

   Department Chairperson

   Was this course discussed in a department meeting? ☑ Yes ☐ No

3. Division

4. Curriculum Committee Review

   Approved ☑ 7-0

   Disapproved ☐

   Reason:

   Curriculum Committee Chairperson

   2/22/05
1. How is this course related to the education needs and goals of the College/Department/Community as reflected in the EDP/ADP?

   Under Strategic Direction 1.0.A: Promote learning and student success across the curriculum. . . basic computer literacy skills is mentioned.

2. Provide details of any additional staff, equipment, facilities, library/media material, faculty preparation and other financial support that would be required to implement this course. (Include an estimate of the actual cost of supplies and equipment.) What has been done to provide for these additional costs for the proposed date of offering? Who will teach the course?

   Emi Troeger and Tara Severns will teach the course. One credit per semester for released time for Tara Severns may be needed. Emi Troeger will teach two credits as part of her 15 credits per semester.

3. Is a similar course taught elsewhere in the UH system? No If yes, provide details of how this course differs from existing similar courses.

4. Is this course experimental and/or unique to Windward Community College? Yes If yes, provide rationale and details of its impact on the College Curriculum

   The Computer and Information Literacy (CIL) requirement was implemented in fall 2003. All A.A. candidates must pass a 4-part CIL exam prior to graduation. This course is designed specifically to help students acquire skills needed to meet this requirement. All four parts of the CIL exam will be administered in class.

5. Is a similar course taught in the upper division level by a 4-year UH college? No If yes, explain why this course is appropriate at the lower division or how it differs from its upper division counterpart.

6. Please attach a complete course outline. Your course outline should address all the items listed in the Guidelines for Course Outlines.

7. If this course is numbered 100 or above or appropriate for transfer to a 4-year college, complete and attach WCC Form for Transfer Courses (blue). See criteria for transfer courses.
1. What change is proposed in the course? Provide specific information comparing both the "new" and "old" course.

2. What is the rationale for the change?

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

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.

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?

6. Will this course modification result in any alterations in the number of hours required to attain a certificate or degree? * If yes, provide details and justification for these alterations.

7. If the course is renumbered to 100 or above, does it meet the criteria for transfer level courses? (Go to next page for transfer course criteria.) *
University of Hawaii Community Colleges
Proposal to Initiate, Modify or Delete a Course
Articulation with 4-year UH Campus Form

WCC Form for Transfer Courses
(To be completed for articulation with any 4-year UH campus)
(This sheet was originally blue.)

Course Alpha and Number ICS 105

Submitted by Tara Severns and Emi Troeger

Date January 25, 2005

1. List the counterpart to this course on any 4-year UH campus. Describe the relationship between the course any related baccalaureate program area.

   NA

2. Is this course taught or accepted by major accredited colleges or universities? Give one or two examples.

   NA

3. Please attach a complete course outline if you have not done so already. Your course outline should address all the items listed in the Guidelines for Course Outlines.
COURSE NAME Computer and Information Literacy Exam Preparation
COURSE ALPHAICS 105
CREDIT HOURS 3 credits

CATALOG DESCRIPTION
By the end of the course, the student will be able to

- Use and understand computer and information literacy terminology;
- Manage computer files;
- Send, receive, and reply to e-mails, including attachments;
- Find information using appropriate search tools;
- Evaluate information sources, and
- Create, save, edit, and print documents such as email, word processing, and one of the following: a spreadsheet, a database report, or a Web site.

The four parts of the Computer and Information Literacy exam are administered during this course. Students may earn elective credit for ICS 105 OR for ICS 105C and ICS 105E. Credit may NOT be earned for both ICS 105 and ICS 105 C and E courses.

REQUIREMENTS COURSE SATISFIES AT WCC:
This course is an elective in the Liberal Arts program.

RECOMMENDED SKILLS
Placement into ENG 22 and MATH 24; basic keyboarding and mouse skills

INSTRUCTOR
DATA COMMUNICATIONS
Voice Mail:
E-mail:

EFFECTIVE DATE: Fall 2005

TEXT AND SUPPLIES

Two high-density diskettes
Printing Paper—Please deposit $4 at the Windward Community College Library in your printing account.
COMPUTER AND INFORMATION LITERACY REQUIREMENT

Beginning in fall 2003, all candidates for the A.A. Degree in Liberal Arts must demonstrate competency in Computer and Information Literacy by passing a four-part exam. The four exam components will be administered to students enrolled in this course.

Although this course is designed to prepare students to pass the Computer and Information Literacy (CIL) exam at Windward Community College, a student could pass this course AND not all four parts of the CIL exam. In order to fulfill the CIL requirement for graduation, candidates must pass four components of the CIL exam with a score of 70% or higher. This course was developed to assist students in meeting the Computer and Information Literacy component.

COURSE GOALS

1. Develop skills needed to pass the Computer and Information Literacy exam.
2. Develop computer and information literacy skills needed to be a successful college student.
3. Develop entry-level skills needed in the workplace.

COURSE OUTCOMES—The student will be able to

1. Use basic terminology relating to e-mail, file management, word processing, information literacy, and one of the following: spreadsheet, database management, or web authoring.
2. Send and receive e-mail with attachments
3. Save and send an e-mail with a revised attachment
4. Organize documents into folders or directories
5. Create, save, edit, and print documents, spreadsheets, or reports
6. Find documents on different drives using Search or Find tool
7. Find information using appropriate search tools
8. Evaluate an information source in terms of its ability to meet a specified information need, and its point of view, content, credibility, scope, and timeliness
9. Create folders/directories and save specific files
10. Create, edit, save and print documents using word processing software
11. Format text, paragraphs, and pages using word processing software

One of the following to be determined at the start of the class:
12. Edit a spreadsheet and add an embedded chart
13. Edit a database and prepare a report using a wizard
14. Create and upload a Web site with graphic and text hyperlinks

GRADING

Final scores for each segment of the CIL exam will be averaged. In order to fulfill the CIL Requirements, students must achieve a passing score of 70 percent in each component. In order to pass the course, students must achieve a passing score of 60 percent in each component. To calculate the final grade, scores for each component will be averaged.

<table>
<thead>
<tr>
<th>Grading in each of the four components</th>
<th>Grade for component</th>
<th>Status regarding CIL Requirement</th>
<th>Final Grade</th>
</tr>
</thead>
<tbody>
<tr>
<td>Score of 90% or higher</td>
<td>A</td>
<td>Meets CIL graduation requirement</td>
<td>Average of 4 components</td>
</tr>
<tr>
<td>Score of 80 - 89%</td>
<td>B</td>
<td>Meets CIL graduation requirement</td>
<td>Average of 4 components</td>
</tr>
<tr>
<td>Score of 70 - 79%</td>
<td>C</td>
<td>Meets CIL graduation requirement</td>
<td>Average of 4 components</td>
</tr>
<tr>
<td>Score of 60 - 69%</td>
<td>D</td>
<td>Does not meet CIL graduation requirement; passes course with D</td>
<td>Average of 4 components</td>
</tr>
<tr>
<td>F = Average below 60%</td>
<td>F</td>
<td>Does not meet CIL graduation requirement AND student will not pass this course</td>
<td>Average of 4 components</td>
</tr>
</tbody>
</table>
MODE OF INSTRUCTION

- Short lecture-demonstrations by instructor
- Individual and group assignments
- Individually paced projects
- Practice exams

SCHEDULE

First 4.5 weeks: File Management, E-Mail and attachments
Second 4.5 weeks: Information Literacy Concepts, Word Processing
Third 4.5 weeks: Area of concentration: spreadsheet, database or Web authoring
Last 1.5 weeks: Exams and Retakes

LOG-IN NAMES AND PASSWORDS

You will be using two separate sets of log in names and passwords. The first pair will be used to log-in to the PC computer network in Hale No’eau and the Library. You will be assigned a log-in name, usually the first six letters of your last name followed by the first letter of your first name. In case of duplication, there may be a slight change. Check the List of Exceptions if you cannot log in to the network.

The second set will be your log-in identification for WebCT, a course management system that is housed at the University of Hawaii in Manoa. Regardless of whether you take one WebCT course or more, your Log-in Name and Password will be identical. Some assignments will be administered through WebCT.

Please keep the following information in a safe place. You will need this information to log into the computer network and into WebCT.

<table>
<thead>
<tr>
<th>No.</th>
<th>Location of Computers</th>
<th>Log-in Name</th>
<th>Password</th>
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<tbody>
<tr>
<td>1</td>
<td>PC Labs in Hale Noeau and the Library</td>
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<tr>
<td>2</td>
<td>WebCT Course Management at Manoa AND UH E-mail</td>
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