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

1. Type of Action
   - A. Addition
   - 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
   - ICS 105 Computer and Information Literacy Exam Preparation

5. Credits 3 credits

6. New 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.  • Create, save, edit, and print documents such as e-mails, word processing, and spreadsheets. 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 105B, ICS 105C and ICS 105E. Credit MAY NOT be earned for both ICS 105 and ICS 105B, ICS 105C, and ICS 105E.

7. Select box and type specific information in text box.
   - Prerequisites □ Corequisites or □ Recommended Preparation
   - Placement into ENG 22 or consent of instructor.

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

9. Proposed Date of First Offering
   - Semester Fall
   - Year 2007

10. This course □ is proposed for the * Program. □ can fulfill AA Elective If Other, specify

11. This course * the number of credits required for the program/core.

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

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13. 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.

14. Reason for Initiating, Modifying or Deleting Courses or Other Pertinent Comment:
   - With regard to the prerequisite, we learned that students who have not placed into ENG 22 have difficulty passing ICS 105 since it requires writing and reading. With regard to the elimination of choices, the decision is based on there being insufficient demand for the Web Authoring and Database portions of the CIL exam.

Requested by: [Signature]
Approved by: [Signature]
Dean of Instruction: [Signature]
Provost: [Signature]

CCCM #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

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<td>Elizabeth Ashley</td>
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<td>4. Curriculum Committee</td>
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February 13, 2007
University of Hawaii Community Colleges
Proposal to Initiate, Modify or Delete a Course

WCC Form for Course Modifications

Course ICS 105 Computer and Information Literacy
Submitted by Emi Troeger
Date November 30, 2006

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

A prerequisite of "placement into ENG 22" was added in the modification. In addition, we are removing web authoring and database as choices. The new course description will read: "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. Create, save, edit, and print documents such as e-mails, word processing, and spreadsheets. 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 105B, ICS 105C and ICS 105E. Credit MAY NOT be earned for both ICS 105 and ICS 105B, ICS 105C, and ICS 105E."

2. What is the rationale for the change?

With regard to the prerequisite, we have found that students who do not place into ENG 22 have difficulty passing this course. With regard to the description, very few students have opted to take web authoring or database. The vast majority have chosen the spreadsheet portion of the exam. We can use our limited resources on spreadsheets rather than spread the resources to cover three areas.

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? No

If yes, give details of the agreement(s) and explain any impact the proposed modifications may have on articulation.

NA

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?

NA

6. Will this course modification result in any alterations in the number of hours required to attain a certificate or degree? No

If yes, provide details and justification for these alterations.

NA

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.) No

SUBMIT TO: UCA Clearinghouse, Attn: John Muth
Chancellor's Office for CC, 2327 Dole Street

Revised 1/19/01