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

Type of Action
☐ A. Addition ☐ Regular or ☐ Experimental or ☐ Other (click and type to specify)
☐ B. Deletion
☐ C. Modification: ☐ in credits ☐ in title ☐ in number or alpha
☐ in prerequisites or co-requisites ☐ Other (click to specify)

New Alpha, Number and Title  ICS 115 Microcomputer Applications  3. Credits 3 credits

4. Old Alpha, Number and Title

New Catalog Description
Expands the concepts of computing introduced in ICS 101. Develops greater proficiency in creating and modifying word documents, spreadsheets, database queries, reports, forms and presentation software. Broadens knowledge of the above packages by integrating the applications with one another and utilizing Internet technologies with each. Web technologies will include creating blogs, web pages, and Web podcasts.

7. Select box and type specific information in text box.
☐ Prerequisites ☐ Corequisites or
☐ Recommended Preparation
ICS 101:

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

9. Proposed Date of First Offering
Semester Fall
Year 2008

10. This course ☐ is proposed for the * Program.
☐ can fulfill  * Elective

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

12. 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>
</tr>
</thead>
<tbody>
<tr>
<td>MauiCC</td>
<td>ICS Microcomputer Applications</td>
<td>*</td>
<td></td>
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<tr>
<td>MauiCC</td>
<td>BUSN Intermediate Business Computing</td>
<td>*</td>
<td></td>
</tr>
<tr>
<td>HawaiiCC</td>
<td>BUSN Intermediate Business Computing</td>
<td>*</td>
<td></td>
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<tr>
<td>UH Hilo</td>
<td>BUSN Intermediate Business Computing</td>
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13. This course is (check one and click in appropriate checkbox 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 Maui CC

Provide details of existing or desired articulation (date, college(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:
The Carl D. Perkins Career And Technical Education Act of 2006 and specifically UHCC’s College Plan Guidelines for FY 2007 – 2008 emphasizes developing initiatives that facilitate the transition of sub-baccalaureate career and technical education students into baccalaureate degree programs, including the articulation of agreements between sub-baccalaureate degree granting career and postsecondary educational institutions and baccalaureate degree granting postsecondary educational institutions such as Maui CC with their ABIT Bachelor of Applied Sciences Degree (B.A.S.). This course will be one of 3 that allows articulation with Maui CC.

Requested by: ___________________________  11/2/07
Department Chairperson

Approved by: ___________________________  11/27/07
Curriculum Committee Chairperson

Faculty Senate Chairperson

Dean of Instruction

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

Course Alpha, Number, and Title: ICS 115 Microcomputer Applications

Signatures

1. Department Area (more than one departmental instructor’s signature required)

Department

Department Chairperson

Was this course discussed in a department meeting?  Yes □ No □

Division

Curriculum Committee Review

Approved □

Disapproved □

Reason:

Curriculum Committee Chairperson

CCCM #6100 (Amended for WCC use October 2002)
University of Hawaii Community Colleges
Proposal to Initiate, Modify or Delete a Course
New Course Proposal Form – Go to next page for Course Modification)

WCC Form for New Course Proposals
(This sheet was originally pink.)

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

Goal B2 of the Strategic Planning Goals Document (Strategic Planning for 2002-2010) is to enhance and possibly restructure the vocational-technical programs to provide access to broader career clusters. This course will help increase enrollment by offering an application course that utilizes Web 2.0 tools.


State of Hawaii reports in a 2 year forecast (2006-2008) there will be 470 estimated jobs for the computer software engineers and applications area; 310 estimated jobs in the Database Administrators area; 109,190 estimated jobs in the Office and Administrative Support Occupations; 15,170 in the Secretaries and Administrative Assistants area; In the 10-year forecast, similar projections are made.

In a JOBcentral search for jobs available within a 25 mile radius of the zip code 96744 for Office and Administrative Support (9/10/07), 118 jobs were found. Using the same search engine, 54 jobs were found in the same area for occupation with computer and mathematical expertise.

In a long-term industry projection for Honolulu County between the years 2004-2014, a +17.6% percentage change is projected in Information Services with a +1.8% annual growth.

Technology Vision Goals

Objective 2d is to assist faculty in transforming the classroom from a passive to an interactive learning environment. This class is a project-based hands-on course in which students will be creating and presenting their work.

Objective 4 is to promote dynamic and interactive learning to provide hands-on tools that facilitate in-depth exploration, for example, computer simulations, videos, Internet information resources, and/or other multimedia that add a real-life dimension to classroom sessions. Students in ICS 115 will be using Web 2.0 tools in their project creation.

Objective 4 also is to encourage access to information technology by offering a broader curriculum for Information Computer Science (ICS) and Information Technology (IT). This course will amplify skills from the ICS 101 course and give students a broader selection of computer choices at WCC.

Business Departmental Goals

The goal to “Develop digital application skills to solve problems; demonstrate the use of appropriate technology tools for communication; and develop a skills set to become a productive employee” will all be a part of this new course.

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?

ICS faculty will teach ICS 115.

CCCM #6100 (Amended for WCC use September 2002)
Original dated WCC 9/91
3. Is a similar course taught elsewhere in the UH system? yes* If yes, provide details of how this course differs from existing similar courses.

Maui CC teaches the same course.

4. Is this course experimental and/or unique to Windward Community College? No* If yes, provide rationale and details of its impact on the College Curriculum.

5. Is a similar course taught in the upper division level by a 4-year UH college? yes If yes, explain why this course is appropriate at the lower division or how it differs from its upper division counterpart.

Maui CC teaches the course for the ABIT Applied Science Degree.

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

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.
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 115 Microcomputer Applications

Submitted by Peggy Regentine

Date October 29, 2007

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

ICS 115 is offered at Maui Community College and is needed to complete the Information Technology section of the Applied Business and Information Technology (ABIT) Bachelor of Applied Science Degree (B.A.S.)

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

Maui CC

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. (attached)

CCCM #6100 (Amended for WCC use September 2002)
Original dated WCC 9/91
ICS 115 Microcomputer Applications (Advanced)
3 credits
Time: TBA

INSTRUCTOR: Regentine
OFFICE: Noeau 117
OFFICE HOURS: TBA
TELEPHONE: 236-9257
EFFECTIVE DATE: Fall 2008

Windward Community College Mission Statement

Windward Community College is committed to excellence in the liberal arts and career development; we support and challenge individuals to develop skills, fulfill their potential, enrich their lives, and become contributing, culturally aware members of our community.

Classes and Times

<table>
<thead>
<tr>
<th>CRN</th>
<th>ICS 115</th>
<th>Microcomputer Topics</th>
<th>Noeau 124</th>
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</table>

Office Hours

<table>
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<tr>
<th>M</th>
<th>T</th>
<th>W</th>
<th>TH</th>
<th>F</th>
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Catalog Description

Expands the concepts of computing introduced in ICS 101. Develops greater proficiency in creating and modifying word documents, spreadsheets, database queries, reports, forms and presentation software. Broadens knowledge of the above packages by integrating the applications with one another and utilizing Internet technologies with each. Web technologies will include creating blogs, web pages, and Web podcasts. Meets requirements for Maui Community Colleges four-year Applied Business and Information Technology (ABIT) B.A.S. Cross listed with BUSN 151. Prerequisite: ICS 101 or BUSN150.

Activities Required at Scheduled Times Other Than Class Times

Activities may include completion of projects outside of regularly scheduled class time.

STUDENT LEARNING OUTCOMES

The student learning outcomes for the course are:

a) Define technical terminology relating to application packages and their relationship with Web 2.0 tools.
b) Demonstrate file management competency in a networked environment.
c) Use backup and recovery programs necessary to safeguard user data files in a networked environment.
d) Use a word processor to produce a desktop publishing document.
e) Use a spreadsheet to analyze and present dynamic interactive numeric information, graphs and charts.
f) Use a database program to create forms, queries and reports that can retrieve Web-based data.
g) Use a presentation graphics program with appropriate audio and visual components that can be viewed on the Web.
h) Use integration tools for sharing information between different applications programs.
i) Use data acquisition tools such as scanners, optical character recognition, and Internet searching to retrieve data.
Course Tasks

- Projects:
  - Web project
  - Newsletter using Word Processor
  - Create multiple worksheets that link to one another
  - Create a database with a switchboard menu
  - Post a PowerPoint presentation to the Web
  - Integrate applications above for a final project

Assessment Tasks and Grading

The requirements for this course consist of projects, a midterm exam, and a final exam. The projects are based on the acquisition of skills. The exams will be based on class lectures, assigned readings from the required text, group assignments 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, except the final 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:

<table>
<thead>
<tr>
<th>Task</th>
<th>Points</th>
<th>Total Points</th>
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<tbody>
<tr>
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<tr>
<td>Integration Project</td>
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<td>100</td>
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<tr>
<td>Midterm Exam</td>
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<td>50</td>
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<tr>
<td>Final Exam</td>
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<td>50</td>
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<tr>
<td>Total</td>
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</table>

Project and Exam Due Dates

<table>
<thead>
<tr>
<th>Projects</th>
<th>Due Date</th>
<th>Exams</th>
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<td>1</td>
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<td>Final</td>
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Learning Resources and Materials

Text and Materials

An appropriate text(s) and materials will be chosen at the time the course is to be offered from those currently available in the field. Examples include:


Additional Information

LAB HOURS: See Computer Lab Door
COMPUTER LAB PAPER: The Academic Computing Services has established a policy allowing a quota of paper to every lab user. After this quota is used, students will be billed for paper usage. This policy will be discussed the first week of our class. (http://www.wcc.hawaii.edu/students/Downloads/Uniprint.htm)

File Storage
All students will need a storage medium for the semester if they transport files from WCC to home. Always back up your work.

ACS Staff
The ACS Staff in the open lab is on duty to solve hardware and software problems only. If your computer malfunctions or your printer is out of paper, they can assist with this. The staff is not considered a laboratory assistant and, therefore, is not responsible for answering specific homework/laboratory questions.

Class Colleagues: Exchange names, contact phone numbers, and emails with three students in class for emergency purposes.

<table>
<thead>
<tr>
<th>Contact</th>
<th>Phone</th>
<th>Email</th>
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