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

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

2. New Alpha, Number and Title
   ICS 115 Advanced Microcomputer Applications

3. Credits
   3 credits

4. Old Alpha, Number and Title
   ICS 115 Microcomputer Applications (Advanced)

5. Credits
   3 credits

6. New Catalog Description
   Expands the concepts of computing introduced in ICS 101 or ICS 100. 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 timely Internet Web technologies with each. Web technologies will include creating online blogs, dynamic Web spreadsheets, basic Web pages, Web podcasts, and videos.

7. Select box and type specific information in text box.
   [x] Prerequisites [ ] Corequisites or [ ] Recommended Preparation
   Credit for ICS 100 or ICS 101 or consent of instructor

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

9. Proposed Date of First Offering
   Semester Spring Year 2010

10. This course [ ] is proposed for the * Program. [x] can fulfill * If Other, specify meets requirements for WCC's Certificate of Competence in the Applied Business and Information Technology (ABIT) areaa and Maui Community College's four-year Applied Business and Information Technology (ABIT) B.A.S.

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>
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<tbody>
<tr>
<td>MauiCC</td>
<td>ICS 115 Microcomputer Applications</td>
<td>*</td>
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<tr>
<td>MauiCC</td>
<td>BUSN 151 Intermediate Business Computing</td>
<td>*</td>
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<tr>
<td>HawaiCC</td>
<td>BUSN 151 Intermediate Business Computing</td>
<td>*</td>
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<tr>
<td>UH Hilo</td>
<td>BUSN 151 Intermediate Business Computing</td>
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</table>

13. This course is (check one and click in appropriate textbox and provide details):
   [x] Already articulated with Maui CC
   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:

ICS 115 is an advanced computer applications course that had the singular WCC pre-requisite of ICS 101. By modifying the pre-requisite to include ICS 101 or ICS 100 or consent of the instructor, students from other community colleges with the necessary pre-requisite skills are eligible to sign up for the course. This course is one of the courses necessary for the Applied Business and Information Technology (ABIT) Certificate of Competence (CoC) at WCC. It also will allow students from Maui CC to obtain their coursework from WCC. This generates a larger enrollment for WCC and allows the Business Department to comply with possible Perkins Grant activities. It will encourage students to pursue Maui CC's ABIT Bachelor of Applied Sciences Degree (B.A.S.). This course has good online potential as seen by the Spring 2009 enrollment. Expanding the singular ICS 101 pre-requisite and including Web activities will attract a wider audience for ICS 115
<table>
<thead>
<tr>
<th>University of Hawaii Community Colleges</th>
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<tbody>
<tr>
<td>Proposal to Initiate, Modify or Delete a Course</td>
<td></td>
</tr>
<tr>
<td>Requested by:</td>
<td>1/22/2009</td>
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<tr>
<td>Department Chairperson</td>
<td></td>
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<tr>
<td>Approved by:</td>
<td></td>
</tr>
<tr>
<td>Curriculum Committee Chairperson</td>
<td>01/27/09</td>
</tr>
<tr>
<td>Date</td>
<td></td>
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<tr>
<td>Faculty Senate Chairperson</td>
<td>2/16/09</td>
</tr>
<tr>
<td>Date</td>
<td></td>
</tr>
<tr>
<td>Dean of Instruction</td>
<td>2/18/09</td>
</tr>
<tr>
<td>Date</td>
<td></td>
</tr>
<tr>
<td>Chancellor</td>
<td></td>
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</table>

CCCM #6100 (Amended for WCC use October 2002)
University of Hawaii Community Colleges
Proposal to Initiate, Modify or Delete a Course

Levels of Review of Course Proposal at Windward Community College

Course Alpha, Number, and Title:

<table>
<thead>
<tr>
<th>Signatures</th>
<th>Dates</th>
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</thead>
<tbody>
<tr>
<td></td>
<td>1/22/09</td>
</tr>
</tbody>
</table>

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

   1/22/09

3. Division

   Margaret Cockey

   1/22/09

4. 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  
Course Modification Form – Go to next page for Articulation Form

WCC Form for Course Modifications

Course ICS 115 Advanced Microcomputer Applications  
Submitted by Peggy Regentine  
Date January 22, 2009

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

The old name was Microcomputer Applications (Advanced) and I am changing (rearranging) the name to Advanced Microcomputer Applications. I added the pre-requisite of ICS 100 or BUSN 150 and modified the description to include Web technologies.

2. What is the rationale for the change? 

The course has been offered at WCC in Spring and Fall 2008 and was cancelled as a face-to-face course due to low enrollment. I was approached by a Maui CC student who was unable to find the course offered elsewhere. WCC then offered the course online and I have increased the enrollment to 13 and have 2 MCC, 1 KCC and 1 UH Manoa student enrolled. The course will have potential if the ICS 100 prerequisites is included as one of the prerequisite choices and Web technology is specified.

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? Yes

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

Maui CC teaches the course for the ABIT Applied Science Degree and Maui CC is a community college that offers a four year program in ABIT.

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?

None

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.

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.) Yes

CCCM #6100 (Amended for WCC use September 2002)  
Original dated WCC 9/91
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 Advanced Microcomputer Applications

Submitted by Peggy Regentine

Date January 12, 2009

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

ICS 115 is offered at Maui Community College and is needed to complete the Information Technology part 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.
ICS 115 Advanced Microcomputer Applications  
3 credits

INSTRUCTOR: TBA  
OFFICE: TBA  
COMMUNICATIONS: XXX (office); XXX@hawaii.edu (email)  
EFFECTIVE DATE: Spring 2010

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 Applications</th>
<th>Lab</th>
</tr>
</thead>
<tbody>
<tr>
<td>60266</td>
<td></td>
<td></td>
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</tbody>
</table>

Office Hours
TBA

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 timely Internet Web technologies with each. Web technologies will include creating online blogs, dynamic Web spreadsheets, basic Web pages, Web podcasts, and videos.

PREREQUISITES

Credit for ICS100, or ICS 101 or BUSN150 or consent of instructor.

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 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 for searching the Internet to retrieve data.

COURSE TASKS

Projects:
Create Web projects using Google
Create a newsletter using a Word Processor
Create multiple worksheets linking to one another
Create a database with a switchboard menu
Create a PowerPoint presentation with graphics
Post a Movie Maker file to the Web
Integrate several applications from above for a final project
ASSESSMENT TASKS AND GRADING
The requirements for this course consist of weekly communication tasks, weekly projects from the textbook and from the Internet, and a final exam. The communication tasks allow the instructor to communicate with each student; the assignments and Web projects are based on skills mastered. The exams will be based on assigned readings from the required text and skills involved in the assignments. The Final will contain both a multiple choice and project based section. A student must average 60% on the exam 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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</thead>
<tbody>
<tr>
<td>Weekly Tests (5 pts each X 15)</td>
<td>75</td>
<td>75</td>
</tr>
<tr>
<td>8 textbook assignments (25 pts each X 8)</td>
<td>25</td>
<td>200</td>
</tr>
<tr>
<td>Web Projects (10 pts each X 5)</td>
<td>50</td>
<td>50</td>
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<tr>
<td>Final Exam</td>
<td>50</td>
<td>50</td>
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<tr>
<td>Total</td>
<td></td>
<td>375</td>
</tr>
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</table>

LEARNING RESOURCES AND MATERIALS
Text and Materials:

ADDITIONAL INFORMATION
Lab Hours: If you need access to a computer on WCC's campus, see the Noeau 123/124 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 computer 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.

Disabilities
If you have a physical, sensory, health, cognitive, or mental health disability that could limit your ability to fully participate in this class, you are encouraged to contact the Disability Specialist Counselor to discuss reasonable accommodations that will help you succeed in this class. Ann Lemke can be reached at 235-7448, lemke@hawaii.edu, or you may stop by Hale 'Akoakoa 213 for more information.

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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Notes:
<table>
<thead>
<tr>
<th>#</th>
<th>Week</th>
<th>Date</th>
<th>Topic</th>
<th>Due Dates</th>
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<tbody>
<tr>
<td>1</td>
<td>Introduction to the class</td>
<td></td>
<td>Quiz 1 (5 pts)</td>
<td></td>
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<tr>
<td>2</td>
<td>Creating a professional Newsletter</td>
<td></td>
<td>Chapter 6 WD385-450 (25 pts)</td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>Web Tool 1 - Movie Maker (10 pts)</td>
<td></td>
<td>Quiz 3 (5 pts)</td>
<td></td>
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<tr>
<td>4</td>
<td>Linking an Excel Worksheet and Chart to a Word Document Integration Feature WD 463-478 (25 pts)</td>
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<td>Quiz 4 (5 pts)</td>
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<tr>
<td>5</td>
<td>Financial Functions (no data tables and amortization schedules)</td>
<td></td>
<td>Chapter 4 EX266-282 (25 pts)</td>
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<tr>
<td>6</td>
<td>Web Tool 2 - Google Docs Input Forms &amp; Spreadsheets (10 pts)</td>
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<td>Quiz 6 (5 pts)</td>
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<tr>
<td>7</td>
<td>Creating Templates and Working with Multiple Worksheets and Workbooks (25 pts)</td>
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<td>Chapter 6 Ex 418-490</td>
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<tr>
<td>8</td>
<td>Web Tool 3 - Google Site (10 pts)</td>
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<td>Quiz 8 (5 pts)</td>
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<td>9</td>
<td>Smart Art and Images</td>
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<td>Ex 508-525 (25 pts)</td>
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<td>10</td>
<td>Creating Reports and Forms</td>
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<td>Chapter 4 AC234-284 (25 pts)</td>
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<td>11</td>
<td>Spring Break</td>
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<td>12</td>
<td>Web Tool 4 - Google Code (10 pts)</td>
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<td>Quiz 11 (5 pts)</td>
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<tr>
<td>13</td>
<td>Macros and Switchboards</td>
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<td>Chapter 6 AC 362-392 (25 pts)</td>
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<td>14</td>
<td>Creating a Presentation with Custom Backgrounds and Smart Art Diagrams</td>
<td></td>
<td>PPT 162-214 (25 pts)</td>
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<td>Web Tool 5 - Google Blogger (10 pts)</td>
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<td>Quiz 14 (5 pts)</td>
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<td>Web Tool 6 - Google Sketch UP</td>
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<td>Quiz 15 (5 pts)</td>
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<td>Exam</td>
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