UNIVERSITY OF HAWAI'I COMMUNITY COLLEGES

PROPOSAL TO INITIATE, MODIFY OR DELETE A COURSE

1. TYPE OF ACTION
   A. Addition  
      □ Regular  □ Experimental  □ Other
   B. Deletion
   C. Modification  
      □ in credits  □ in title  □ in number or alpha  □ in prerequisites  □ Other

2. NEW ALPHA, NUMBER AND TITLE
   ICS 120 Spreadsheet Fundamentals

3. CREDITS
   3 Lect.

4. OLD ALPHA, NUMBER AND TITLE
   DP 120 Spreadsheet Fundamentals

5. CREDITS
   2 Lect. 3 Lab

6. NEW CATALOG DESCRIPTION
   ICS 120 Spreadsheet Fundamentals (3)
   This course introduces the student to the disk operating system (DOS).
   Students will design and develop spreadsheets and templates for problem-
   solving. Formulas, functions, graphs, and printer options will be
   emphasized. (3hrs. Lect.)

7. PREREQUISITES
   Math 25 or equivalent
   or consent of instructor.

8. STUDENT CONTACT HOURS PER WEEK
   Lecture 3  Lecture/Lab  Lab
   Other (specify) __

9. PROPOSED DATE OF FIRST OFFERING
   Fall '94

10. THIS COURSE
    □ IS REQUIRED  □ IS AN ELECTIVE FOR THE WCC PROGRAM/CORE
    □ CAN FULFILL electives for AS degree in OAI REQUIREMENT
    (Please specify)

11. THIS COURSE
    □ INCREASES  □ DECREASES  □ MAKES NO CHANGE IN NUMBER OF CREDITS REQUIRED
    FOR THE PROGRAM/CORE

12. SIMILAR COURSES OFFERED ELSEWHERE:
   College(s):
   Honolulu CC
   Leeward CC
   Alpha, Number, Title:
   ICS 120 Spreadsheet Fundamentals

13. THIS COURSE IS
    □ 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:
   This course is being modified to be consistent with the other community college's curriculum.

REQUESTED BY:  
Department Chairperson
Date: 10-5-93

APPROVED BY:  
Curriculum Committee
Date: 11-3-93

Change recorded by Catalog Preparer
Date: 1-14-94

CCCMM #6100
(Amended for WCC use Sept. 1991)
### LEVELS OF REVIEW OF COURSE PROPOSALS AT WCC

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<th>Signatures</th>
<th>Dates</th>
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<tr>
<td><strong>1. Subject Area</strong> (one or more instructors in the area)</td>
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<th><strong>2. Department</strong></th>
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<td><strong>Department Chairperson</strong></td>
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Was this course discussed in a dept. mtnг. **yes** 9-28-93

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<th><strong>3. Division</strong></th>
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<td>[Signature]</td>
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<td><strong>Assistant Dean of Instruction</strong></td>
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<th><strong>4. Curriculum Committee Review</strong></th>
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<td>Disapproved [ ]</td>
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<td>Reason:</td>
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<td>[Signature] 10-9-93</td>
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<td><strong>Curriculum Committee Chairperson</strong></td>
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WCC FORM FOR COURSE MODIFICATIONS

Course: DP 120 Spreadsheet Fundamentals
Submitted by: Peggy Regentine
Date: October 13, 1993

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

Two changes are proposed:

The alpha will be changed from DP to ICS.

The contact hours will be changed from 5 hours to 3 hours.

2. What is the rationale for the change?

The rationale for changing both the alpha and contact hours is to make WCC's offering consistent with the other community college's curriculum.

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.

No.

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 or equipment is 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.

There is no change in credit hours for a certificate.

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

N/A.
COURSE: ICS 120 Spreadsheet Fundamentals

CREDIT HOURS: 3

PREREQUISITES: Math 25 or equivalent
Consent of Instructor

REQUIRED TEXTS: Increasing Your Productivity Using Lotus 123, Paul Ross,
Glenco, McMillan, McGraw Hill.

OTHER MATERIALS: Lotus Manuals and Disk Operating System Manuals will be
available in the Lab.

University of Hawaii Computer Competence Course Manual,
Exercises, Practice Exercises, DOS Commands and Slides from
Lectures (To be handed out in class)

REQUIREMENTS: Attendance in lectures is mandatory. In order for students to
complete the required assignments, students will need to attend lectures.

COURSE DESCRIPTION: This course introduces the student to the disk operating
system (DOS). Students will design and develop spreadsheets and templates for problem-
solving. Formulas, functions, graphs and printer options will be emphasized.

TOPICS TO BE COVERED:
1. Internal and external DOS commands.
2. Formatting, creating files, displaying and copying with DOS.
3. Spreadsheet design.
4. Problem solving with spreadsheets.
5. Spreadsheet functions.
6. Presentation and analytical graphics.
7. Macros and templates.

COURSE OBJECTIVES:
Upon completion of this course, the student should be able to:
1. Demonstrate an understanding of DOS internal and external commands.
2. Use specific DOS commands proficiently.
3. Design and enter data for a spreadsheet.
4. Solve rigorous problems using spreadsheets.
5. Simulate "what if" scenarios using a spreadsheet.
6. Produce bar, line, pie graphs from spreadsheets.
7. Utilize the database feature of spreadsheets.
9. Define specific key words and terms.
INSTRUCTION:
The above objectives will be achieved through class lectures, assigned readings, and computer work.

COURSE REQUIREMENTS:

1. **COMPUTER PROJECTS** Students will be required to use the computer to solve spreadsheet problems. Some of the projects include previous Computer Competency tests and lecture materials used at UH.

2. **TESTS AND EXAMS** There will be a mid-term exam and a final exam. The mid-term and final exams will contain a written part and a hands-on part.

3. **ATTENDANCE** Class participation and attendance is required. Activities will be conducted in class and the students will be responsible for their completion. Students will need two 3.5" floppy disks to save your work. It is recommended that students have a Notebook Section set aside for the definition of computing literacy terms, Disk Operating System terms, and Spreadsheet terms.

4. **EVALUATION** The requirements for this course consist of 9 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. The Midterm Exam and Final Exam will contain both a written and hands-on section. Each of the projects will have equal weight. The Midterm and Final will both weigh twice a project. A student must average 60% on both exams to pass the course.

5. **POINTS** The assignment of points may vary slightly each semester but the following is typical:

<table>
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<tr>
<th>Component</th>
<th>Points</th>
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<tr>
<td>Nine Projects</td>
<td>50 points each (450 total)</td>
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<tr>
<td>Attendance/Discussion</td>
<td>50 points each (50 total)</td>
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<tr>
<td>Mid-term Exam</td>
<td>100 points (100 total)</td>
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<tr>
<td>Final Exam</td>
<td>100 points (100 total)</td>
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<tr>
<td>Total</td>
<td>700 points possible</td>
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The letter grade for the semester will be assigned as follows:

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