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 prerequisites or co-requisites, in number or alpha, Other

2. New Alpha, Number and Title
3. Credits *

4. Old Alpha, Number and Title  ICS 163 Desktop Publishing
5. Credits 3 credits

6. New Catalog Description
   Upon completion of this introductory desktop publishing course, the student will be able to do the following:
   - Demonstrate an understanding of the relationship between typography, text and space;
   - Describe the concepts of color theory;
   - Demonstrate the ability to operate a desktop publishing software program to layout business cards, fliers, ads, brochures, and multi-page documents;
   - Demonstrate the ability to operate a graphics program to edit clipart and photos;
   - Demonstrate the steps to scan a photo or line drawing;
   - Analyze and design a project for a target group;
   - Demonstrate the ability to create a file to take to a printer.

7. Select box and type specific information in text box.
   - Prerequisites
   - Corequisites or
   - Recommended Preparation
   - Basic Computing Skills

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

9. Proposed Date of First Offering
   - Semester: Fall
   - Year: 2003

10. This course is proposed for the * Program. ☑ can fulfill AA 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>
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<tbody>
<tr>
<td>LeewardCC</td>
<td>OAT 131 Information Processing Applications</td>
<td>*</td>
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<tr>
<td>HawaiiCC</td>
<td>Bus 36 Desktop Publishing Fundamentals</td>
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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:
   - The prerequisite change is needed as more students come to WCC with needed skills. The prerequisite change better describes the course with more relevant terminology.

Requested by: Jean Okamura 4/4/03
Approved by: Dean of Instruction 5/2/03
Provost 5/2/03

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

#### Signatures and Dates

<table>
<thead>
<tr>
<th>Level</th>
<th>Signature</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Department Area</td>
<td>Jean Shibuya</td>
<td>4/4/03</td>
</tr>
<tr>
<td></td>
<td>Nancy Iwamoto</td>
<td>4/4/03</td>
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<td></td>
<td>Akemi Yoshida</td>
<td>4/4/03</td>
</tr>
<tr>
<td>2. Department Chairperson</td>
<td>Jean Shibuya</td>
<td>4/4/03</td>
</tr>
<tr>
<td>Was this course discussed in a department meeting?</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>3. Division Chairperson</td>
<td>Lili M. Mullikin</td>
<td>4/4/03</td>
</tr>
<tr>
<td>4. Curriculum Committee Review</td>
<td>Approved</td>
<td>7-0</td>
</tr>
<tr>
<td></td>
<td>Disapproved</td>
<td></td>
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</tbody>
</table>

Reason:

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Curriculum Committee Chairperson: Jean Shibuya

April 22, 2003
Course ICS 163
Submitted by Peggy Regentine/Emi Troeger
Date April 1, 2003

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

Prerequisite Change: From ICS 100 or ICS 101 or consent of Instructor to Recommended Preparation: Basic Computing Skills
Description Change:
From: This course is an introductory course in desktop publishing. Basic typography and layout and design on the computer are presented. Students will develop skills to produce simple publications such as flyers, newsletters, and a chapter for a book.
To: Upon completion of this introductory desktop publishing course, the student will be able to do the following:
   • Demonstrate an understanding of the relationship between typography, text and space;
   • Describe the concepts of color theory;
   • Demonstrate the ability to operate a desktop publishing software program to layout business cards, fliers, ads, brochures, and multi-page documents;
   • Demonstrate the ability to operate a graphics program to edit clipart and photos;
   • Demonstrate the steps to scan a photo or line drawing;
   • Analyze and design a project for a target group;
   • Demonstrate the ability to create a file to take to a printer.

2. What is the rationale for the change?

Many students come to WCC with the needed prerequisite skills.

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?

None. Emi Troeger will teach the course.

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.

No.

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