Washtenaw Community College Comprehensive Report

CIS 099 Computer Skills for Beginners
Proposed start term: Winter 2011

Course Cover
Division: Business and Computer Technologies
Department: Computer Instruction
Discipline: Computer Information Systems
Course Number: 099
Org Number: 13410
Full Course Title: Computer Skills for Beginners
Transcript Title: Computer Skills for Beginners
Is Consultation with other department(s) required: No
Publish in the Following: College Catalog , Time Schedule , Web Page
Reason for Submission: Course Change
Change Information:
   Course title
Rationale: To meet the new requirements and not conflict with the computer literacy name.
Proposed Start: Winter 2011

Course Description: This class teaches the minimum Computer Literacy skills needed to succeed at WCC. Competencies covered include using Microsoft Windows, basic word processing, Internet skills, file management and email. Students will also be exposed to Blackboard and MyWCC basics.

Course Credit Hours
Variable hours: No
Credits: 1
Lecture Hours: Instructor: 15 **Student:** 15
Lab: Instructor: 15 **Student:** 15
Clinical: Instructor: 0 **Student:** 0
Other: Instructor: 0 **Student:** 0
Total Contact Hours: Instructor: 30 **Student:** 30
Repeatable for Credit: NO
Grading Methods: S/U (for courses numbered below 100)
Audit
Are lectures, labs, or clinicals offered as separate sections?: NO (same sections)

College-Level Reading and Writing
Reduced Reading/Writing Scores

Requisites
Prerequisite
Academic Reading Level 3; Academic Writing Level 2

General Education
Degree Attributes
Below College Level Pre-Reqs

Request Course Transfer
Proposed For:

Student Learning Outcomes

1. Demonstrate basic uses of the Microsoft ® Windows ™ operating system.
   Assessment 1
   Assessment Tool: Multiple-choice and short-answer questions on a practical departmental exam.
   Assessment Date: Winter 2012
   Assessment Cycle: Every Three Years
   Course section(s)/other population: Selected Sections
   Number students to be assessed: All students in selected sections
   How the assessment will be scored: Students will perform hands-on tasks in order to secure answers to test questions. The multiple-choice and short-answer questions will be scored electronically using an answer sheet.
   Standard of success to be used for this assessment: For the cluster of core multiple choice and short answer questions, the standard for success will be that 70% of the students sampled will score 70% or better.
   Who will score and analyze the data: A CIS 099 instructor will analyze the data.

2. Demonstrate proficiency in using the World Wide Web and electronic mail.
   Assessment 1
   Assessment Tool: Multiple-choice and short-answer questions on a practical departmental exam.
   Assessment Date: Winter 2012
   Assessment Cycle: Every Three Years
   Course section(s)/other population: Selected Sections
   Number students to be assessed: All students in selected sections
   How the assessment will be scored: Students will perform hands-on tasks in order to secure answers to test questions. The multiple-choice and short-answer questions will be scored electronically using an answer sheet.
   Standard of success to be used for this assessment: For the cluster of core multiple choice and short answer questions, the standard for success will be that 70% of the students sampled will score 70% or better.
   Who will score and analyze the data: A CIS 099 instructor will analyze the data.

3. Demonstrate proficiency in using word processing basics.
   Assessment 1
   Assessment Tool: Multiple-choice and short-answer questions on a practical departmental exam.
   Assessment Date: Winter 2012
   Assessment Cycle: Every Three Years
   Course section(s)/other population: Selected Sections
   Number students to be assessed: All students in selected sections
   How the assessment will be scored: Students will perform hands-on tasks in order to secure answers to test questions. The multiple-choice and short-answer questions will be scored electronically using an answer sheet.
   Standard of success to be used for this assessment: For the cluster of core multiple choice and short answer questions, the standard for success will be that 70% of the students sampled will score 70% or better.
   Who will score and analyze the data: A CIS 099 instructor will analyze the data.

4. Demonstrate basic uses of Blackboard and MyWCC.
   Assessment 1
   Assessment Tool: Multiple-choice and short-answer questions on a practical departmental exam.
   Assessment Date: Winter 2012
   Assessment Cycle: Every Three Years

Course section(s)/other population: Selected Sections
Number students to be assessed: All students in selected sections
How the assessment will be scored: Students will perform hands-on tasks in order to secure answers to test questions. The multiple-choice and short-answer questions will be scored electronically using an answer sheet.
Standard of success to be used for this assessment: For the cluster of core multiple choice and short answer questions, the standard for success will be that 70% of the students sampled will score 70% or better.
Who will score and analyze the data: A CIS 099 instructor will analyze the data.

5. Demonstrate proficiency in file management.
   Assessment 1
   Assessment Tool: Multiple-choice and short-answer questions on a practical departmental exam.
   Assessment Date: Winter 2012
   Assessment Cycle: Every Three Years
   Course section(s)/other population: Selected Sections
   Number students to be assessed: All students in selected sections
   How the assessment will be scored: Students will perform hands-on tasks in order to secure answers to test questions. The multiple-choice and short-answer questions will be scored electronically using an answer sheet.
   Standard of success to be used for this assessment: For the cluster of core multiple choice and short answer questions, the standard for success will be that 70% of the students sampled will score 70% or better.
   Who will score and analyze the data: A CIS 099 instructor will analyze the data.

Course Objectives

1. Demonstrate Proficiency in basic use of the Microsoft Windows operating system: Use Start Button and simple accessory programs such as Notepad and Paint; Identify and use system defined folders such as My Documents, My Computer, Recycle Bin and Desktop.
   Methods of Evaluation
   Exams/Tests
   Individual or Group Performance, Project or Presentation

   Matched Outcomes
   1. Demonstrate basic uses of the Microsoft ® Windows ™ operating system.

2. Effectively use the World Wide Web and electronic mail: Use Search engines to find information;identify key components to email including attached documents.
   Methods of Evaluation
   Exams/Tests

   Matched Outcomes

   2. Demonstrate proficiency in using the World Wide Web and electronic mail.

3. Demonstrate proficiency in using Word Processing basics: demonstrate text formatting; create, open,

save and close documents; print documents.
Methods of Evaluation
Exams/Tests

Matched Outcomes

3. Demonstrate proficiency in using word processing basics.

4. Demonstrate basic uses of Blackboard and My WCC: explore Blackboard software, explore and use MyWCC website.
Methods of Evaluation
Exams/Tests

Matched Outcomes

4. Demonstrate basic uses of Blackboard and MyWCC.

5. Identify proficiency in file management: find files; create folders and files; move, copy, rename and delete files and folders.
Methods of Evaluation
Exams/Tests

Matched Outcomes

5. Demonstrate proficiency in file management.

New Resources for Course
Course Textbooks/Resources
Textbooks
Manuals
Periodicals
Software
Other

Equipment/Facilities
Level III classroom