Washtenaw Community College Comprehensive Report

CIS 100 Introduction to Computer Productivity Apps
Effective Term: Winter 2013

Course Cover

Division: Business and Computer Technologies
Department: Computer Instruction
Discipline: Computer Information Systems
Course Number: 100
Org Number: 13410
Full Course Title: Introduction to Computer Productivity Apps
Transcript Title: Intro Comp Productivity Apps
Is Consultation with other department(s) required: No
Publish in the Following: College Catalog , Time Schedule , Web Page
Reason for Submission: Three Year Review / Assessment Report
Change Information:
Course title
Course description
Outcomes/Assessment
Objectives/Evaluation
Rationale: Changes to this course is required due to changes in technology trends.
Proposed Start Semester: Winter 2012
Course Description: This class covers the fundamentals of using productivity applications, including word processing, spreadsheet, presentation in both the traditional desktop and in cloud environments. Other topics encompass Web concepts and searching and evaluation of web sites. Students enrolling in this course are expected to be familiar with using a web browser, sending email, and basic file management skills. Students with no prior experience with computers are advised to take CIS 099. This course was previously Introduction to Computers and Software Applications.

Course Credit Hours

Variable hours: No
Credits: 3
Lecture Hours: Instructor: 45 **Student:** 45
Lab: Instructor: 0 **Student:** 0
Clinical: Instructor: 0 **Student:** 0

Total Contact Hours: Instructor: 45 **Student:** 45
Repeatable for Credit: NO
Grading Methods: Letter Grades
Audit
Are lectures, labs, or clinicals offered as separate sections?: NO (same sections)

College-Level Reading and Writing

College-level Reading & Writing

College-Level Math

Level 1

Requisites

General Education

General Education Area 7 - Computer and Information Literacy
Assoc in Arts - Comp Lit
Assoc in Applied Sci - Comp Lit
Assoc in Science - Comp Lit

Request Course Transfer

Proposed For:

Student Learning Outcomes

1. Identify uses of the World Wide Web, electronic mail, and the terminology referring to it.
   Assessment 1
   Assessment Tool: Multiple choice questions on a department-developed exam.
   Assessment Date: Winter 2015
   Assessment Cycle: Every Three Years
   Course section(s)/other population: A random selection of sections
   Number students to be assessed: 50% of students
   How the assessment will be scored: Answer key
   Standard of success to be used for this assessment: 75% of students score 75% or better
   Who will score and analyze the data: The Department

2. Use search engines to find web content that meets given criteria.
   Assessment 1
   Assessment Tool: Multiple choice questions on a departmental exam.
   Assessment Date: Winter 2015
   Assessment Cycle: Every Three Years
   Course section(s)/other population: A random selection of sections
   Number students to be assessed: 50% of students
   How the assessment will be scored: Answer key
   Standard of success to be used for this assessment: 75% of students scored 75% or better
   Who will score and analyze the data: The Department

3. Evaluate a web site to determine authority, authenticity, and applicability to purpose.
   Assessment 1
   Assessment Tool: Multiple choice questions on a department-developed exam.
   Assessment Date: Winter 2015
   Assessment Cycle: Every Three Years
   Course section(s)/other population: A random selection of sections
   Number students to be assessed: 50% of students
   How the assessment will be scored: Answer key
   Standard of success to be used for this assessment: 75% of students score 75% or better
   Who will score and analyze the data: The Department

4. Develop a word processing document that includes formatting, lists, tables, and graphics.
   Assessment 1
   Assessment Tool: A selected Word document of intermediate complexity.
   Assessment Date: Winter 2015
   Assessment Cycle: Every Three Years
   Course section(s)/other population: All sections
   Number students to be assessed: 100% of students
   How the assessment will be scored: The assessment is scored by MyItLab (or equivalent) a Pearson-developed learning management system.
   Standard of success to be used for this assessment: 75% of students score

80% or better
Who will score and analyze the data: The assessment is scored by MyItLab (or equivalent). The results are tabulated and analyzed by the Department.

5. Develop a spreadsheet that uses formatting, formulas, and functions.
   Assessment 1
   Assessment Tool: A selected Excel document of intermediate complexity.
   Assessment Date: Winter 2015
   Assessment Cycle: Every Three Years
   Course section(s)/other population: All sections
   Number students to be assessed: 100% of students
   How the assessment will be scored: The assessment is scored by MyItLab (or equivalent) a Pearson-developed learning management system.
   Standard of success to be used for this assessment: 70% of students score 75% or better
   Who will score and analyze the data: The assessment is scored by MyItLab (or equivalent). The results are tabulated and analyzed by the Department.

6. Develop a presentation that includes multiple layouts, graphics, and slide transitions
   Assessment 1
   Assessment Tool: A selected presentation document of intermediate complexity.
   Assessment Date: Winter 2015
   Assessment Cycle: Every Three Years
   Course section(s)/other population: All sections
   Number students to be assessed: 100% of students
   How the assessment will be scored: The assessment is scored by MyItLab (or equivalent) a Pearson-developed learning management system.
   Standard of success to be used for this assessment: 75% of students score 75% or better
   Who will score and analyze the data: The assessment is scored by MyItLab. The results are tabulated and analyzed by the Department.

Course Objectives

1. Identify key Web technology terminology such as URL, Domain, http, DNS, etc.
   Matched Outcomes
   1. Identify uses of the World Wide Web, electronic mail, and the terminology referring to it.
2. Use search engines to find information and identify techniques to improve the quality of the search.
   Matched Outcomes
   2. Use search engines to find web content that meets given criteria.
   3. Evaluate a web site to determine authority, authenticity, and applicability to purpose.
3. Create a Word document that implements different text styles and includes graphic objects such as pictures and clip art
   Matched Outcomes
   4. Develop a word processing document that includes formatting, lists, tables, and graphics.
4. Create Word documents containing headers, footers, footnotes, and tables.
   Matched Outcomes
   4. Develop a word processing document that includes formatting, lists, tables, and graphics.
5. Create spreadsheets that use simple formulas and functions including SUM, IF, COUNTIF, and SUMIF.
   Matched Outcomes
   5. Develop a spreadsheet that uses formatting, formulas, and functions.
6. Create spreadsheets containing charts (bar charts, line charts, pie charts).
   Matched Outcomes

5. Develop a spreadsheet that uses formatting, formulas, and functions.

7. Create presentations with different slide layouts that contain text and images.
   Matched Outcomes
8. Create presentations with custom animations.
   Matched Outcomes

New Resources for Course

Course Textbooks/Resources

Textbooks
Multiple. *MyITLab for Go! With Microsoft Office 2010*, ed. Pearson Prentice Hall, 2012, ISBN: ISBN 97801351.
Manuals
Periodicals
Software
Microsoft Office Suite. Microsoft, 2010 ed.

Equipment/Facilities

Computer workstations/lab
Data projector/computer

Reviewer	Action	Date
Faculty Preparer:		
Michael Galea	*Faculty Preparer*	*Jul 18, 2012*
Department Chair/Area Director:		
John Trame	*Recommend Approval*	*Jul 24, 2012*
Dean:		
Rosemary Wilson	*Recommend Approval*	*Aug 14, 2012*
Vice President for Instruction:		
Stuart Blacklaw	*Approve*	*Oct 01, 2012*