

Washtenaw Community College Comprehensive Report

IWT 131 Computer Applications I Conditional Approval Effective Term: Fall 2011

Course Cover

Division: Vocational Technologies

Department: United Association Department

Discipline: Ironworker Instructor Training

Course Number: 131

Org Number: 28700

Full Course Title: Computer Applications I

Transcript Title: Computer Applications I

Is Consultation with other department(s) required: No

Publish in the Following: College Catalog , Web Page

Reason for Submission: New Course

Change Information:

Rationale: This course is part of the Ironworker ITP.

Proposed Start Semester: Fall 2011

Course Description:

In this course, the participant is introduced to Microsoft Word and PowerPoint. Topics include the fundamentals of formatting and creating documents (e.g., letters, handouts, PowerPoint presentations, and tests), graphics, and tips and tricks of the Internet. The participant will develop realistic course materials and present the solutions at the end of the week. Limited to Ironworker Instructor Training program participants.

Course Credit Hours

Variable hours: No

Credits: 1.5

The following Lecture Hour fields are not divisible by 15: Student Min ,Instructor Min

Lecture Hours: Instructor: 22.5 Student: 22.5

Lab: Instructor: 0 Student: 0

Clinical: Instructor: 0 Student: 0

Total Contact Hours: Instructor: 22.5 Student: 22.5

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

Requisites

Prerequisite

IWT 130

or

Prerequisite

related computer experience

General Education

Degree Attributes

Below College Level Pre-Reqs

Request Course Transfer

Proposed For:

Student Learning Outcomes

1. Create word processing files using Microsoft Word.

Assessment 1

Assessment Tool: Survey of Ironworker training coordinators/supervisors.

Assessment Date: Fall 2012

Assessment Cycle: Every Two Years

Course section(s)/other population: All

Number students to be assessed: Random sampling of 50% of all students teaching related topics the subsequent year.

How the assessment will be scored: The student's training activities at the home local will be scored and evaluated on a survey questionnaire covering the learning outcomes.

Standard of success to be used for this assessment: Based on the number of students who teach the related material in the subsequent year, 75% will score an average of satisfactory or better.

Who will score and analyze the data: The UA Program Administrator will coordinate the collection of data with the Ironworker Training Department and will discuss the results with the Ironworker Training Department and IWT faculty.

2. Create instructional presentations using Microsoft PowerPoint.

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Who will score and analyze the data: The UA Program Administrator will coordinate the collection of data with the Ironworker Training Department and will discuss the results with the Ironworker Training Department and IWT faculty.

3. Navigate the Internet.

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Course Objectives

1. Create and format letters, handouts, and tests.

Methods of Evaluation Matched Outcomes

1. Create word processing files using Microsoft Word.

2. Insert and format graphics in word processing files.

Methods of Evaluation Matched Outcomes

1. Create word processing files using Microsoft Word.

3. Present files to the course for critiquing.

Methods of Evaluation Matched Outcomes

1. Create word processing files using Microsoft Word.

4. Create and format instructional PowerPoint presentations.

Methods of Evaluation Matched Outcomes

2. Create instructional presentations using Microsoft PowerPoint.

5. Insert and format graphics in PowerPoint files.

Methods of Evaluation Matched Outcomes

2. Create instructional presentations using Microsoft PowerPoint.

6. Display PowerPoint presentations to the course for critiquing

Methods of Evaluation Matched Outcomes

2. Create instructional presentations using Microsoft PowerPoint.

7. Demonstrate techniques for locating and applying relevant Internet sites and information.

Methods of Evaluation Matched Outcomes

8. Perform email functions that enhance classroom instruction.

**Methods of Evaluation
Matched Outcomes**

New Resources for Course
Course Textbooks/Resources

Textbooks
Manuals
Periodicals
Software

Equipment/Facilities

Level III classroom
Computer workstations/lab

Reviewer

Faculty Preparer:

Department Chair/Area Director:
Daniel Welch

Dean: *Daniel Welch*

Vice President for Instruction: *Stuart
Blacklaw*

Action

Faculty Preparer

Recommend Approval

Request Conditional Approval

Conditional Approval

Date

*May 05,
2011*

*May 05,
2011*

*May 05,
2011*

*May 06,
2011*