

Washtenaw Community College Comprehensive Report

IWT 132 Computer Applications II Conditional Approval Effective Term: Fall 2011

Course Cover

Division: Vocational Technologies

Department: United Association Department

Discipline: Ironworker Instructor Training

Course Number: 132

Org Number: 28700

Full Course Title: Computer Applications II

Transcript Title: Computer Applications II

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:

This course is designed for the participant who has completed the Computer Applications I (IWT131) course or has extensive experience with Microsoft Office. Upon completion of this course, the participant will be able to use Microsoft Access and Excel. Instruction on advanced formatting within Microsoft Word and PowerPoint will also be included. Topics include the fundamentals of creating databases and spreadsheets (e.g., mailing lists, inventory records, and grading systems), integrating blueprints and photo images, and how to use the Internet. The participant will develop relevant training 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 131

or

Prerequisite

extensive experience with Microsoft Office

General Education

Degree Attributes

Below College Level Pre-Reqs

Request Course Transfer

Proposed For:

Student Learning Outcomes

1. Create basic Access and Excel files using Microsoft Office.

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. Apply advanced formatting to Word and PowerPoint files.

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3. Use the Internet for advanced functions.

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Course Objectives

1. Create an Access database including tables, forms, queries, and reports.

Methods of Evaluation

Matched Outcomes

1. Create basic Access and Excel files using Microsoft Office.

2. Input relevant information, such as mailing lists and inventory records, into the database.

Methods of Evaluation

Matched Outcomes

1. Create basic Access and Excel files using Microsoft Office.

3. Create and format an Excel spreadsheet including data, formulas, and labels.

Methods of Evaluation

Matched Outcomes

1. Create basic Access and Excel files using Microsoft Office.

4. Input relevant information, such as a grading system, into the spreadsheet.

Methods of Evaluation

Matched Outcomes

1. Create basic Access and Excel files using Microsoft Office.

5. Present files to the course for critiquing.

Methods of Evaluation

Matched Outcomes

1. Create basic Access and Excel files using Microsoft Office.

6. Integrate blueprints and photo images into Word and PowerPoint files.

Methods of Evaluation

Matched Outcomes

2. Apply advanced formatting to Word and PowerPoint files.

7. Apply advanced formatting to Word and PowerPoint files.

Methods of Evaluation
Matched Outcomes

2. Apply advanced formatting to Word and PowerPoint files.

8. Present files to the course for critiquing.

Methods of Evaluation
Matched Outcomes

2. Apply advanced formatting to Word and PowerPoint files.

9. Demonstrate advanced processes for locating and applying relevant Internet sites and information.

Methods of Evaluation
Matched Outcomes

3. Use the Internet for advanced functions.

New Resources for Course
Course Textbooks/Resources

Textbooks
Manuals
Periodicals
Software

Equipment/Facilities

Level III classroom
Computer workstations/lab

Reviewer

Action

Date

Faculty Preparer:

Faculty Preparer

*May 05,
2011*

Department Chair/Area Director:
Daniel Welch

Recommend Approval

*May 05,
2011*

Dean: *Daniel Welch*

Request Conditional Approval

*May 05,
2011*

Vice President for Instruction: *Stuart
Blacklaw*

Conditional Approval

*May 06,
2011*