

Washtenaw Community College Comprehensive Report

UAT 222 Basic Computer for the Trade Teacher Effective Term: Spring/Summer 2019

Course Cover

Division: Advanced Technologies and Public Service Careers

Department: United Association Department

Discipline: United Association Training

Course Number: 222

Org Number: 28200

Full Course Title: Basic Computer for the Trade Teacher

Transcript Title: Basic Computer for Trade Teach

Is Consultation with other department(s) required: No

Publish in the Following: College Catalog , Web Page

Reason for Submission:

Change Information:

Consultation with all departments affected by this course is required.

Rationale: Update UAT 222 to align with TRL 222.

Proposed Start Semester: Spring/Summer 2019

Course Description: In this course, students will be introduced to the basics of computers by producing professional looking documents using a personal computer. Students will also create spreadsheets to help prepare budgets and manage numerical information. In addition, students will be provided an overview of hardware and software, creating course handouts, spreadsheets and presentations using Word, Excel and PowerPoint. Limited to United Association 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

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

Lab: Instructor: 1.5 Student: 1.5

Clinical: Instructor: 0 Student: 0

Total Contact Hours: Instructor: 24 Student: 24

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

General Education

Degree Attributes

Below College Level Pre-Reqs

Request Course Transfer

Proposed For:

Student Learning Outcomes

1. Demonstrate how to back up course work using a USB drive.

Assessment 1

Assessment Tool: Skills Demonstration

Assessment Date: Spring/Summer 2019

Assessment Cycle: Every Three Years

Course section(s)/other population: All

Number students to be assessed: Random sample of 50% of all students with a minimum of two sections.

How the assessment will be scored: Departmentally-developed rubric

Standard of success to be used for this assessment: 80% of the students will score 80% or higher

Who will score and analyze the data: UA Instructors

2. Create and save a syllabus for a course taught at student's local Training Center using Word.

Assessment 1

Assessment Tool: Skills Demonstration

Assessment Date: Spring/Summer 2019

Assessment Cycle: Every Three Years

Course section(s)/other population: All

Number students to be assessed: Random sample of two sections

How the assessment will be scored: Departmentally-developed rubric

Standard of success to be used for this assessment: 80% of the students will score 80% or higher

Who will score and analyze the data: UA Instructors

3. Create an Excel spreadsheet that contains formulas for scores and grading.

Assessment 1

Assessment Tool: Skills Demonstration

Assessment Date: Spring/Summer 2019

Assessment Cycle: Every Three Years

Course section(s)/other population: All

Number students to be assessed: Random sample of two sections

How the assessment will be scored: Departmentally-developed rubric

Standard of success to be used for this assessment: 80% of the students will score 80% or higher

Who will score and analyze the data: UA Instructors

4. Create a PowerPoint presentation that contains text and images.

Assessment 1

Assessment Tool: Skills Demonstration

Assessment Date: Spring/Summer 2019

Assessment Cycle: Every Three Years

Course section(s)/other population: All

Number students to be assessed: Random sample of two sections

How the assessment will be scored: Departmentally-developed rubric

Standard of success to be used for this assessment: 80% of the students will score 80% or higher

Who will score and analyze the data: UA Instructors

Course Objectives

1. Plug a USB drive into the computer.
2. Access files on the USB drive.
3. Copy the file from the desktop to the USB drive.
4. Launch Word and create a blank document.
5. Create document headings.
6. Create a document with bulleted and numbered lists.
7. Launch Excel and create a blank spreadsheet.
8. Add columns for graded items and rows for students.
9. Enter grades and compute values based on those scores.
10. Launch PowerPoint and create a blank presentation.
11. Populate the presentation with text.
12. Add one or more images to the presentation.

New Resources for Course

Course Textbooks/Resources

Textbooks
Manuals
Periodicals
Software

Equipment/Facilities

<u>Reviewer</u>	<u>Action</u>	<u>Date</u>
Faculty Preparer: <i>Tony Esposito</i>	<i>Faculty Preparer</i>	<i>Apr 26, 2019</i>
Department Chair/Area Director: <i>Marilyn Donham</i>	<i>Recommend Approval</i>	<i>Apr 26, 2019</i>
Dean: <i>Brandon Tucker</i>	<i>Recommend Approval</i>	<i>Apr 26, 2019</i>
Curriculum Committee Chair: <i>Lisa Veasey</i>	<i>Recommend Approval</i>	<i>May 17, 2019</i>
Assessment Committee Chair: <i>Shawn Deron</i>	<i>Recommend Approval</i>	<i>May 17, 2019</i>
Vice President for Instruction: <i>Kimberly Hurns</i>	<i>Approve</i>	<i>May 19, 2019</i>