Washtenaw Community College Comprehensive Report

IWT 130 Introduction to Computers
Conditional Approval
Effective Term: Fall 2011

Course Cover
Division: Vocational Technologies
Department: United Association Department
Discipline: Ironworker Instructor Training
Course Number: 130
Org Number: 28700
Full Course Title: Introduction to Computers
Transcript Title: Introduction to Computers
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 park of the Ironworker ITP.
Proposed Start Semester: Fall 2011
Course Description:

This course is designed for participants who have never (or rarely) used a computer. Working in Windows 7, participants will learn about common computer terminology, hardware, and software. This course is structured to maximize the student's understanding of computers through a lecture-based and hands-on approach. Topics include keyboarding, how to use a mouse, file management (how to create, save, move, delete, and manipulate files), basic word processing (Microsoft Word), how to back up files to a CD, how to transfer files using a USB flash drive, how to set up an LCD projector and how to send and receive e-mail. This course will not include PowerPoint, Access or Excel. 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

General Education

Degree Attributes
Below College Level Pre-Reqs

Request Course Transfer

Proposed For:

Student Learning Outcomes

1. Use Windows 7.
   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 computer file management processes.
   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.

3. Create basic Microsoft Word files, use basic email processes, and set up an LCD projector.
   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.

Course Objectives

1.   Use terminology to explain hardware, software, and related concepts.
    Methods of Evaluation
    Matched Outcomes

2.   Demonstrate correct keyboarding and mouse use.
    Methods of Evaluation
    Matched Outcomes

3. Demonstrate electronic file management techniques, including saving, moving, deleting, and transferring files.

    Methods of Evaluation
    Matched Outcomes

4. Use a USB flash drive to manage files.

    Methods of Evaluation
    Matched Outcomes

5. Apply basic word processing techniques.

    Methods of Evaluation
    Matched Outcomes
        3. Create basic Microsoft Word files, use basic email processes, and set up an LCD projector.

6. Set up an LCD projector.

    Methods of Evaluation
    Matched Outcomes
        3. Create basic Microsoft Word files, use basic email processes, and set up an LCD projector.

7. Send and receive email.

    Methods of Evaluation
    Matched Outcomes
        3. Create basic Microsoft Word files, use basic email processes, and set up an LCD projector.

New Resources for Course
 All required materials will be provided by the Ironworker Training Department.

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*