Washtenaw Community College Comprehensive Report

CIS 100 Introduction to Computer Productivity Apps
Effective Term: Fall 2024

Course Cover

College: Business and Computer Technologies
Division: Business and Computer Technologies
Department: Computer Science & Information Technology
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: Inactivation
Change Information:
Consultation with all departments affected by this course is required.
Rationale: This course is not longer used in the Michigan Transfer Agreement and does not get much enrollment anymore. Also, the BOS classes teach the same content as CIS 100 so we are repeating content.
Proposed Start Semester: Fall 2024
Course Description: In this course, students demonstrate the ability to use productivity applications, including word processing, spreadsheet creation, and presentation production in both the traditional desktop and cloud environments. Web communication and collaboration methods, the impact of digital information in society, and the protection of digital property will also be discussed. Students enrolling in this course are expected to be familiar with web browsers, email, and basic file management skills.

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

No Level Required

Requisites

General Education

Degree Attributes

Statewide articulation approved

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 how the Internet is used for collaboration, communication, commerce and entertainment purposes.
   Assessment 1
   Assessment Tool: Outcome-related multiple-choice questions on a departmentally-developed exam.
   Assessment Date: Fall 2022
   Assessment Cycle: Every Three Years
   Course section(s)/other population: All sections
   Number students to be assessed: A random sample of 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: Departmental faculty

2. Identify tools and techniques required to navigate and search the web.
   Assessment 1
   Assessment Tool: Outcome-related multiple-choice questions on a departmentally-developed exam.
   Assessment Date: Fall 2022
   Assessment Cycle: Every Three Years
   Course section(s)/other population: All sections
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   Standard of success to be used for this assessment: 75% of students score 75% or better
   Who will score and analyze the data: Departmental faculty

3. Identify attributes of a web site to determine authority, authenticity, and applicability to purpose.
   Assessment 1
   Assessment Tool: Outcome-related multiple-choice questions on a departmentally-developed exam.
   Assessment Date: Fall 2022
   Assessment Cycle: Every Three Years
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   Number students to be assessed: A random sample of 50% of students
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   Standard of success to be used for this assessment: 75% of students score 75% or better
   Who will score and analyze the data: Departmental faculty

4. Recognize strategies for protecting digital property.
   Assessment 1
   Assessment Tool: Outcome-related multiple-choice questions on a departmentally-developed exam.

Assessment Date: Fall 2022
Assessment Cycle: Every Three Years
Course section(s)/other population: All sections
Number students to be assessed: A random sample of 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: Departmental faculty

5. Develop a word processing document that includes formatting, lists, tables, and graphics.
   Assessment 1
   Assessment Tool: Word document of intermediate complexity.
   Assessment Date: Fall 2022
   Assessment Cycle: Every Three Years
   Course section(s)/other population: All
   Number students to be assessed: All
   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 departmental faculty.

6. Develop a spreadsheet that uses formatting, formulas, and functions.
   Assessment 1
   Assessment Tool: Excel document of intermediate complexity.
   Assessment Date: Fall 2022
   Assessment Cycle: Every Three Years
   Course section(s)/other population: All
   Number students to be assessed: All
   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 departmental faculty.

7. Develop a presentation that includes multiple layouts, graphics, and slide transitions
   Assessment 1
   Assessment Tool: PowerPoint document of intermediate complexity.
   Assessment Date: Fall 2022
   Assessment Cycle: Every Three Years
   Course section(s)/other population: All
   Number students to be assessed: All
   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 departmental faculty.

Course Objectives

1. Describe how digital convergence and the "Internet of Things" have evolved.
2. Evaluate the tools and technologies used to communicate and collaborate over the Internet.
3. Identify key web technology terminology such as Uniform Resource Locator (URL), Domain, hypertext transfer protocol (http), Domain Name System (DNS), etc.
4. Use search engines to find information and identify techniques to improve the quality of the search.
5. Describe how identity theft is committed and types of scams identity thieves perpetrate.
6. Describe social engineering techniques, and explain strategies to avoid falling prey to them.

7. Describe how malware, spam and cookies impact digital security.
8. Create a Word document that implements different text styles and includes graphic objects such as pictures and clip art.
9. Create Word documents containing headers, footers, footnotes and citations.
10. Create spreadsheets containing charts (bar charts, line charts, pie charts).
11. Create spreadsheets that use simple formulas and functions including SUM, IF, COUNTIF, and SUMIF.
12. Create presentations with different slide layouts that contain text and images.
13. Create presentations with custom animations.
14. Download and extract zipped files.
15. Enter and edit text in an Office application.
16. Use editor to check documents.
17. Use application features to perform a "What-if" analysis.
18. Modify document and paragraph layout in a Word document.
19. Create and format Word documents containing tables.
20. Customize presentation slide backgrounds and themes.
21. Copy formulas using relative and absolute cell references.

New Resources for Course

Course Textbooks/Resources

Textbooks

Pearson. *MyITLab for Office 2019: GO! Series + Technology in Action*, 16 ed. Pearson Education, 2020, ISBN: 0135490204.

Manuals

Periodicals

Software

Equipment/Facilities

Computer workstations/lab

Data projector/computer

Reviewer	Action	Date
Faculty Preparer:		
Scott Shaper	*Faculty Preparer*	*Apr 18, 2023*
Department Chair/Area Director:		
Scott Shaper	*Recommend Approval*	*Apr 18, 2023*
Dean:		
Eva Samulski	*Recommend Approval*	*Apr 25, 2023*
Curriculum Committee Chair:		
Randy Van Wagnen	*Reviewed*	*Oct 03, 2023*
Assessment Committee Chair:		
Vice President for Instruction:		
Brandon Tucker	*Approve*	*Oct 06, 2023*

Washtenaw Community College Comprehensive Report

CIS 100 Introduction to Computer Productivity Apps
Effective Term: Spring/Summer 2023

Course Cover

College: Business and Computer Technologies
Division: Business and Computer Technologies
Department: Computer Science & Information Technology
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: Course Change
Change Information:
Pre-requisite, co-requisite, or enrollment restrictions
Rationale: We found that this course had a math level 1 that is not needed and does not match what is required in CIS110. So we are removing the math level 1 requirement.
Proposed Start Semester: Winter 2023
Course Description: In this course, students demonstrate the ability to use productivity applications, including word processing, spreadsheet creation, and presentation production in both the traditional desktop and cloud environments. Web communication and collaboration methods, the impact of digital information in society, and the protection of digital property will also be discussed. Students enrolling in this course are expected to be familiar with web browsers, email, and basic file management skills.

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

No Level Required

Requisites

General Education

Degree Attributes
Statewide articulation approved
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 how the Internet is used for collaboration, communication, commerce and entertainment purposes.
   Assessment 1
   Assessment Tool: Outcome-related multiple-choice questions on a departmentally-developed exam.
   Assessment Date: Fall 2022
   Assessment Cycle: Every Three Years
   Course section(s)/other population: All sections
   Number students to be assessed: A random sample of 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: Departmental faculty

2. Identify tools and techniques required to navigate and search the web.
   Assessment 1
   Assessment Tool: Outcome-related multiple-choice questions on a departmentally-developed exam.
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3. Identify attributes of a web site to determine authority, authenticity, and applicability to purpose.
   Assessment 1
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   Standard of success to be used for this assessment: 75% of students score 75% or better
   Who will score and analyze the data: Departmental faculty

4. Recognize strategies for protecting digital property.
   Assessment 1
   Assessment Tool: Outcome-related multiple-choice questions on a departmentally-developed exam.
   Assessment Date: Fall 2022

Assessment Cycle: Every Three Years
Course section(s)/other population: All sections
Number students to be assessed: A random sample of 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: Departmental faculty

5. Develop a word processing document that includes formatting, lists, tables, and graphics.
   Assessment 1
   Assessment Tool: Word document of intermediate complexity.
   Assessment Date: Fall 2022
   Assessment Cycle: Every Three Years
   Course section(s)/other population: All
   Number students to be assessed: All
   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 departmental faculty.

6. Develop a spreadsheet that uses formatting, formulas, and functions.
   Assessment 1
   Assessment Tool: Excel document of intermediate complexity.
   Assessment Date: Fall 2022
   Assessment Cycle: Every Three Years
   Course section(s)/other population: All
   Number students to be assessed: All
   How the assessment will be scored: The assessment is scored by MyItLab (or equivalent) a Pearson-developed learning management system.
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   Who will score and analyze the data: The assessment is scored by MyItLab (or equivalent). The results are tabulated and analyzed by departmental faculty.

7. Develop a presentation that includes multiple layouts, graphics, and slide transitions
   Assessment 1
   Assessment Tool: PowerPoint document of intermediate complexity.
   Assessment Date: Fall 2022
   Assessment Cycle: Every Three Years
   Course section(s)/other population: All
   Number students to be assessed: All
   How the assessment will be scored: The assessment is scored by MyItLab (or equivalent) a Pearson-developed learning management system.
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Course Objectives

1. Describe how digital convergence and the "Internet of Things" have evolved.
2. Evaluate the tools and technologies used to communicate and collaborate over the Internet.
3. Identify key web technology terminology such as Uniform Resource Locator (URL), Domain, hypertext transfer protocol (http), Domain Name System (DNS), etc.
4. Use search engines to find information and identify techniques to improve the quality of the search.
5. Describe how identity theft is committed and types of scams identity thieves perpetrate.
6. Describe social engineering techniques, and explain strategies to avoid falling prey to them.
7. Describe how malware, spam and cookies impact digital security.

8. Create a Word document that implements different text styles and includes graphic objects such as pictures and clip art.
9. Create Word documents containing headers, footers, footnotes and citations.
10. Create spreadsheets containing charts (bar charts, line charts, pie charts).
11. Create spreadsheets that use simple formulas and functions including SUM, IF, COUNTIF, and SUMIF.
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20. Customize presentation slide backgrounds and themes.
21. Copy formulas using relative and absolute cell references.

New Resources for Course

Course Textbooks/Resources

Textbooks

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Manuals

Periodicals

Software

Equipment/Facilities

Computer workstations/lab

Data projector/computer

Reviewer	Action	Date
Faculty Preparer:		
Scott Shaper	*Faculty Preparer*	*Sep 15, 2022*
Department Chair/Area Director:		
Scott Shaper	*Recommend Approval*	*Sep 28, 2022*
Dean:		
Eva Samulski	*Recommend Approval*	*Oct 16, 2022*
Curriculum Committee Chair:		
Randy Van Wagnen	*Recommend Approval*	*Feb 24, 2023*
Assessment Committee Chair:		
Shawn Deron	*Recommend Approval*	*Mar 13, 2023*
Vice President for Instruction:		
Victor Vega	*Approve*	*Mar 15, 2023*

Washtenaw Community College Comprehensive Report

CIS 100 Introduction to Computer Productivity Apps
Effective Term: Fall 2021

Course Cover

College: Business and Computer Technologies
Division: Business and Computer Technologies
Department: Computer Science & Information Technology
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:
Consultation with all departments affected by this course is required.
Course description
Outcomes/Assessment
Objectives/Evaluation
Rationale: Master syllabus update that includes updated pre-req, outcomes and objectives.
Proposed Start Semester: Spring/Summer 2021
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 communication and collaboration, the impact of digital information in society and protecting digital property. Students enrolling in this course are expected to be familiar with web browsers, email, and basic file management skills.

Course Credit Hours

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

Degree Attributes

Statewide articulation approved

General Education Area 7 - Computer and Information Literacy

Assoc in Arts - Comp Lit
Assoc in Applied Sci - Comp Lit
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Request Course Transfer

Proposed For:

Student Learning Outcomes

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Manuals

Periodicals

Software

Equipment/Facilities

Computer workstations/lab

Data projector/computer

Reviewer	Action	Date
Faculty Preparer:		
Cyndi Millns	*Faculty Preparer*	*Jan 28, 2021*
Department Chair/Area Director:		
Cyndi Millns	*Recommend Approval*	*Jan 28, 2021*
Dean:		
Eva Samulski	*Recommend Approval*	*Jan 28, 2021*
Curriculum Committee Chair:		
Lisa Veasey	*Recommend Approval*	*Apr 20, 2021*
Assessment Committee Chair:		
Shawn Deron	*Recommend Approval*	*Apr 22, 2021*
Vice President for Instruction:		
Kimberly Hurns	*Approve*	*Apr 26, 2021*