Washtenaw Community College Comprehensive Report

TRL 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: Trade Related Learning
Course Number: 222
Org Number: 28650
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
Reason for Submission: New Course
Change Information:
Rationale: New Trade Group course
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 approved union 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: Trade Group Faculty

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: Trade Group Faculty

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: Trade Group Faculty

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: Trade Group Faculty

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

Reviewer	Action	Date
Faculty Preparer:		
Tony Esposito	*Faculty Preparer*	*Mar 26, 2019*
Department Chair/Area Director:		
Marilyn Donham	*Recommend Approval*	*Mar 28, 2019*
Dean:		
Brandon Tucker	*Recommend Approval*	*Apr 01, 2019*
Curriculum Committee Chair:		
Lisa Veasey	*Recommend Approval*	*May 17, 2019*
Assessment Committee Chair:		
Shawn Deron	*Recommend Approval*	*May 17, 2019*
Vice President for Instruction:		
Kimberly Hurns	*Approve*	*May 19, 2019*