

## Washtenaw Community College Comprehensive Report

### TRL 148 Intermediate Computer Skills 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:** 148

**Org Number:** 28650

**Full Course Title:** Intermediate Computer Skills for the Trade Teacher

**Transcript Title:** Intermed. Computer Skills

**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 continue to develop computer skills needed for teaching in the trades. Students acquire skills in document and spreadsheet creation using MS Word and MS Excel, respectively. In addition, students explore the benefits of using web-based applications such as Google Docs and Google Sheets. 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. Identify the benefits and functionality of web-based software applications, such as Google Docs and Google Sheets.

### **Assessment 1**

Assessment Tool: Practical Test

Assessment Date: Spring/Summer 2019

Assessment Cycle: Every Three Years

Course section(s)/other population: All

Number students to be assessed: All

How the assessment will be scored: Answer Key

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, format, edit and save documents in MS Word.

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## **Course Objectives**

1. Describe the benefits of using Google Docs and Google Sheets.
2. Describe common types of documents created in MS Word and their purposes.
3. Describe common types of documents created in MS Excel and their purposes.
4. Create documents in MS Word.
5. Format MS Word documents using features such as document layout, headers and footers, breaks, styles and graphics.
6. Create spreadsheets in MS Excel.
7. Modify spreadsheets in MS Excel using formulas and references, lookup functions, form controls and pivot tables.

## **New Resources for Course**

**Course Textbooks/Resources**

Textbooks  
 Manuals  
 Periodicals  
 Software

**Equipment/Facilities**

<b><u>Reviewer</u></b>	<b><u>Action</u></b>	<b><u>Date</u></b>
<b>Faculty Preparer:</b> <i>Tony Esposito</i>	<i>Faculty Preparer</i>	<i>Mar 25, 2019</i>
<b>Department Chair/Area Director:</b> <i>Marilyn Donham</i>	<i>Recommend Approval</i>	<i>Mar 28, 2019</i>
<b>Dean:</b> <i>Brandon Tucker</i>	<i>Recommend Approval</i>	<i>Apr 01, 2019</i>
<b>Curriculum Committee Chair:</b> <i>Lisa Veasey</i>	<i>Recommend Approval</i>	<i>May 17, 2019</i>
<b>Assessment Committee Chair:</b> <i>Shawn Deron</i>	<i>Recommend Approval</i>	<i>May 17, 2019</i>
<b>Vice President for Instruction:</b> <i>Kimberly Hurns</i>	<i>Approve</i>	<i>May 19, 2019</i>