Washtenaw Community College Comprehensive Report

UAT 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: United Association Training
Course Number: 148
Org Number: 28200
Full Course Title: Intermediate Computer Skills for the Trade Teacher
Transcript Title: Interm Comp Skill for Trd Tchr
Is Consultation with other department(s) required: No
Publish in the Following: College Catalog
Reason for Submission: New Course
Change Information:
Rationale: New U.A. 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 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

Prerequisite
UAT 222 minimum grade "C"
or Equivalent Knowledge of Computer Skills

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: UA Training Coordinator

2. Create, format, edit and save documents in MS Word.
   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: UA Training Coordinator

3. Create, format, edit and save documents in MS Excel.
   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: UA Training Coordinator

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

Reviewer	Action	Date
Faculty Preparer:		
Tony Esposito	*Faculty Preparer*	*Jan 04, 2019*
Department Chair/Area Director:		
Marilyn Donham	*Recommend Approval*	*Jan 15, 2019*
Dean:		
Brandon Tucker	*Recommend Approval*	*Jan 16, 2019*
Curriculum Committee Chair:		
Lisa Veasey	*Recommend Approval*	*Feb 18, 2019*
Assessment Committee Chair:		
Shawn Deron	*Recommend Approval*	*Feb 19, 2019*
Vice President for Instruction:		
Kimberly Hurns	*Approve*	*Feb 20, 2019*