

CMI COURSE CURRICULUM COURSE ACTION

Course Title: Introduction to Microsoft Office **Alpha Number:** ICS 101 **CIP No.** 11.0601

Type of Action:

- New Course (attach narrative justification for course creation)
- Substantive Revision (attach narrative justification for changes, including assessment and/or achievement data and feedback from the advisory committee if relevant)

Select all that apply:

- Change in number of credit hours
- Change in prerequisite
- Substantive change in course content
- Change to SLOs Other:

Non-substantive Revision

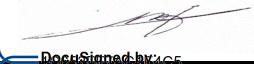
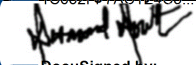


Select all that apply:

- Change in Alpha Number or Title (unless letter abbreviation has not previously been used)
- Edit to course description that does not alter the substance of the course
- Change to recommended texts
- Other: Change in number of contact hours from 48 to 45

Reinstitution of Archived Course (attach narrative justification for reinstitution, including evidence of demand, evidence of capacity, feedback from the advisory committee if relevant, and commentary that speaks directly to the reasons the course was initially archived)

Reaffirmation of Course (only allowable if course completion rate exceeds ISS, the benchmark has been met for the majority of SLO assessments, and there is no evidence of inequitable levels of achievement across subpopulations; attach evidence)

Approvals:

	Name	Signature	Date
Department Chair	Edward Alfonso	 <small>DocuSigned by: ...</small>	6/6/2024
Curriculum Committee Chair	Desmond Doulatram	 <small>DocuSigned by: ...</small>	6/5/2024
Dean	Vasemaca Savu	 <small>DocuSigned by: ...</small>	6/5/2024
VPASA	Dr. Elizabeth Switaj	 <small>DocuSigned by: ...</small>	6/10/2024

CMI COURSE OUTLINE

CIP No. 11.0601

Version No. 002

ICS101

Introduction to Microsoft Office
Course Title

Alpha Number

Previous Alpha Number:

Course Description: Introduces the basic principles and techniques of data processing through hands-on experience with Microsoft Office 365. Provides an introduction to computer applications focusing on a hands-on approach to SharePoint, Word, Excel, and PowerPoint.

Course originally prepared by: BIT Department

BIT

April/2008

Most recent revision by: Curtis Vila

STEM

June/2024

Course mode(s): Face to Face (including Zoom) Hybrid Distance Education

Credits calculated by: Credit Hour Clock Hour

Contact Hours: 45

Type	No. of Hours	No. of Credits	Maximum No. of Hours Online
Lecture/Seminar/Workshop	45	3	
Clinical			
Practicum			
Lab			
Fieldwork			
Studio Time			
Total	45	3	

Purpose(s) of Course: Degree Requirement LA, Business, Nursing, Education
 Degree Elective _____
 General Education LA, Business, Nursing, Education
 Credit Certification _____
 Developmental _____
 CTE/TVET _____
 ABE/Adult HS _____

Distribution Area: Humanities _____
 Social Sciences _____
 Mathematics (Credit) _____
 Science _____

Prerequisite: ENG80's or English Credit Placement

Student Learning Outcomes: Upon completion of this course, students will be able to:

1. Utilize computer software and hardware to organize information, communication and file storage and retrieval.
2. Create business-related documents, workbooks and presentations using computer application packages.
3. Manipulate text, data and graphics to enhance documents, sheets and slides

SLO Mapping:

Prerequisite Course SLO	Linked SLO from this Course	Explanation
<p>ENG 086 – Communicative Exchanges Respond appropriately to intermediate communicative exchanges in dialogues, speech, role play, and impromptu activities</p> <p>ENG 086 – Vocabulary - Demonstrate comprehension of new vocabulary, lecture language, and information presented in intermediate lectures and discussions by responding appropriately to impromptu question</p> <p>ENG 089 – Reading Strategies - Demonstrate critical reading strategies on scaffolded academic texts</p> <p>ENG 089 – Note Taking - Produce effective annotations, notes, and graphic organizers on assigned texts.</p>	<p>Use computer software and hardware to organize information, communication and in file storage and retrieval</p>	<p>To succeed in this course SLO, especially with a new set of technical vocabulary that are highly technical, students are expected to have critical reading strategies on academic texts and the ability to comprehend new vocabulary, lecture language, and information presented in lectures and discussions.</p>
<p>ENG 086 – Presentation Skills Model new vocabulary, lecture language, and information presented in intermediate lectures and discussions in presentations</p>	<p>Manipulate text, data and graphics to enhance documents, sheets and slides</p>	<p>Packed modern technologies requires user's skills sets that utilizes text, numeric, symbols, objects, illustrations, charts and images to fully operate</p>
<p>ENG 089 – English Grammar and Mechanics Produce written compositions with minimal sentence-level errors in English grammar and mechanics</p> <p>ENG 086 – Presentation Skills Model new vocabulary, lecture language, and information presented in intermediate lectures and discussions in presentations</p>	<p>Create business-related documents, workbooks and presentations using computer application packages</p>	<p>Qualitative and quantitative data important to academics or industry requires user's known tools and techniques in the online web experience or negotiation</p>

Links to Program Learning Outcomes

SLO	Linked PLO	I/P/M	Explanation of Link
1	Gen Ed PLO 2 – Communication	I	ICS 101 introduces students on how to use computer software and hardware to organize information, communication and in file storage and retrieval – skills that are needed for effective communication in this digital age when most ideas and information are digitally stored and communication channels are heavily dependent on computer technologies.
2	Gen Ed PLO 2 – Communication Gen Ed PLO 4 – Problem Solving	I	ICS 101 introduces students on how to create business-related documents, workbooks and presentations using computer application packages – skills that are needed for effective communication in this digital age and are tools to process, analyze, and synthesize information to solve a given problem. Students are exposed to case scenarios on the applicability of Microsoft Office 365 tools to address or solve problems in work place, personal, or community settings.
3	Gen Ed PLO 2 – Communication	I	ICS 101 introduces students on how to manipulate text, data and graphics to enhance documents, sheets and slides – skills – skills that are needed for effective communication in this digital age.

Course Content: Students in this course will be introduced to:

1. Microsoft 365 (One Drive-Sharepoint, Online/Mobile Version of Microsoft Word, PowerPoint, Excel)
2. Microsoft Office Package Desktop version
3. Windows Navigation

Higher Order thinking Skills: Students in this course will experience:

- Analyzing the basic elements of an idea, experience, or theory
 Making judgements about the value or soundness of information, arguments, or methods
 Applying theories or concepts to practical problems or in new situations

Recommended Methods of Instruction

- Demonstration
 Lecture
 Small group discussion
 Class discussion
 Audio-Visual Aids
 Laboratory
 Supervised Practice
 Field Trips
 Other:

Recommended Assessment Tool Type(s):

- Case Study
- Critique of Performance
- Exam/Quiz In-Course
- Exam/Quiz Standardized (attach narrative describing development and validation process)
- Focus Group
- Group Project
- Individual Project
- Observation
- Portfolio Review
- Presentation
- Simulation
- Skill Performance
- Supervisor Evaluation
- Survey
- Written Assignment

Required Forms of Regular and Substantive Interaction for Hybrid or Distance Education Courses (Selected at Least Two):

- Direct instruction through:
 - Live video lectures
 - Live audio-only lectures
 - Live text chats
- Assessing or providing feedback on a student's coursework
- Providing information or responding to questions about the content of a course or competency through:
 - Live video discussions
 - Live audio-only discussions
 - Live text chats
 - Asynchronous message boards or text chats
- Facilitating a group discussion regarding the content of a course or competency through:
 - Live video discussions
 - Live audio-only discussions
 - Live text chats
 - Asynchronous message boards or text chats
- Other, specify:

Note: for distance education courses, if only two are selected, both must occur within the course on a weekly basis. If more than two are selected, the instructor may choose which two are used during each week.

Equipment and Materials:

1. Recommended texts: Cable, Freund, Monk, Sebok, Vermaat. Shelly Cashman Series Microsoft Office 365 & Office 2019 Introductory. 1st Edition. Cengage Learning, 2019. ISBN: 978-0357026434
2. Equipment/Facilities: Projector, Projector Screen, Printer, Scanner, Audio Headset with Microphone, Dynamic Smart Camera with motion sensors and facial recognition capability mounted with railing on the classroom or meeting place ceiling for multi-modal face-to-face instruction.
3. Materials and Supplies: Portable storage media

Connection to College Mission:

The College of the Marshall Islands will provide our community with access to quality, higher and further educational services, prioritize student success through engagement in relevant Academic, Career and Technical Education, and be a center for the study of Marshallese Culture. It will also provide intellectual resources and facilitate research specific to the needs of the nation. *EC approved 4th Nov, 2020. BOR approved 1st December, 2020*

Equips the learner in using office or work-related software that leads to successes in their roles.

Connection to Department Mission:

The mission of the Science, Technology, and Mathematics (STeM) Department is to provide science, technology and mathematics courses to support academic programs and prepare students seeking careers in marine science or an advanced education in a STeM discipline.

Approved by CC on March 5, 2018. Approved by IEC on March 14, 2018.

Supports personal and career development of learners through the use of technologies.