

CMI COURSE CURRICULUM COURSE ACTION

Course Title: Introduction to Microsoft 365 - 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: Hybrid

☒ 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

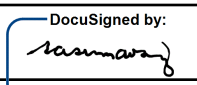
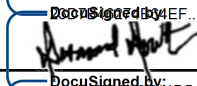
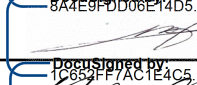
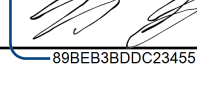
☒ Change to recommended texts

☐ 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	Dr. Rosalinda Sumaoang		7/1/2025
Curriculum Committee Chair	Desmond Doulatram		7/10/2025
Dean	Edward Alfonso		7/11/2025
VPASA	Dr. Elizabeth Switaj		7/14/2025

CMI COURSE OUTLINE**CIP No.** 11.0601**Version No.** 003ICS101

Introduction to Microsoft 365-Office

Alpha Number**Course Title****Previous Alpha Number:**

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

Course originally prepared by: BIT DepartmentBITApril / 2008**Most recent revision by:** Curtis VilaSTEMFebruary / 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	22.5
Clinical			
Practicum			
Lab			
Fieldwork			
Studio Time			
Total	45	3	22.5

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: ENG 90's or English Credit Placement

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

1. Utilize computer software, hardware, to organize information, communication, and file storage and retrieval.
2. Create project-related documents, workbooks, and presentations using computer application packages, and artificial intelligence.
3. Manipulate text, data and graphics on the cloud to enhance web pages, teams, and projects.

SLO Mapping:

Prerequisite Course SLO	Linked SLO from this Course	Explanation
ENG 086 – Communicative Exchanges Respond appropriately to intermediate communicative exchanges in dialogues, speech, role play, and impromptu activities ENG 086 – Vocabulary - Demonstrate comprehension of new vocabulary, lecture language, and information presented in intermediate lectures and discussions by responding appropriately to impromptu question ENG 089 – Reading Strategies - Demonstrate critical reading strategies on scaffolded academic texts ENG 089 – Note Taking - Produce effective annotations, notes, and graphic organizers on assigned texts.	SLO1 Utilize computer software and hardware to organize information, communication and file storage and retrieval	To succeed in this course SLO, especially with a new set of vocabulary that is 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 hybrid lectures and discussions.

ENG 086 – Presentation Skills Model new vocabulary, lecture language, and information presented in intermediate lectures and discussions in presentations	SLO3 Manipulate text, data and graphics on the cloud to enhance web pages, teams, and projects	Packed modern technologies requires user's online, desktop, and usage of artificial intelligence apps skill sets that utilize text, numeric, symbols, objects, illustrations, charts, and images to operate fully
ENG 089 – English Grammar and Mechanics Produce written compositions with minimal sentence-level errors in English grammar and mechanics ENG 086 – Presentation Skills Model new vocabulary, lecture language, and information presented in intermediate lectures and discussions in presentations.	SLO2 Create business-related documents, workbooks, and presentations using computer application packages, including artificial intelligence.	Qualitative and quantitative data important to academics or industry requires the user's known tools and techniques in the online web experience or negotiation, including that with artificial intelligence

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 project-related documents, workbooks and presentations using computer application packages including artificial intelligence; – 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 apps and tools to address or solve problems in workplace, personal, or community settings.

3	Gen Ed PLO 2 – Communication	I	ICS 101 introduces students to how to manipulate text, data, and graphics on the cloud with the use of artificial intelligence (AI) apps to enhance web pages and manage teams and projects - skills that are needed for effective communication, self-organization, and management in this digital age.
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Course Content: Students in this course will be introduced to:

1. Microsoft 365 Apps such as but not limited to: One Drive, SharePoint, Teams, Copilot, Outlook, Online Microsoft Word, Online PowerPoint, Online Excel)
2. Microsoft Office Desktop: Word, Excel, PowerPoint
3. Windows and File Management

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: Usage of Both asynchronous and synchronous assessments.

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. New Perspectives Collection, Microsoft® 365® & Office® 2021 Introductory, 1st Edition
ISBN-13: 9780357671993
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.