## change of COURSE PROPOSAL FORM

|  |  |
| --- | --- |
| Academic area: | School of Business and Technology |
| PROGRAM: | AS NETWORK SYSTEMS TECHNOLOGY |
| PROPOSEd by: | jennifer cohen and Deborah johnson |
| PRESENTER: | jennifer cohen and deborah johnson |
| SUBMISSION DATE: | 1/3/2014 |
| CURRENT COURSE PREFIX, NUMBER AND TITLE: | **CGS 1000 Computer literacy** |

### SECTION I

|  |  |
| --- | --- |
| TYPE(S) OF COURSE CHANGE: | TYPE PROPOSED CHANGE HERE FOR EACH ITEM CHECKED: |
|  |  |
|  |  |
|  | ENTER NEW SCHOOL, DIVISION, OR DEPARTMENT |
|  | LIST ALL PREREQUISITES IN SEQUENTIAL ORDER and include the minimum grade for each |
| **DO YOU ANTICIPATE THAT STUDENTS WILL BE TAKING ANY OF THE PREREQUISITES LISTED FOR THIS COURSE IN DIFFERENT PARTS OF THE SAME TERM?** | -- NA -- |
|  | LIST ALL COREQUISITES IN SEQUENTIAL ORDER |
| **IS ANY COREQUISITE LISTED ON THIS COURSE LISTED AS A COREQUISITE ON ITS PAIRED COURSE?**  eXAMPLE: CHM 2032 IS A COREQUISITE FOR CHM 2032L AND CHM 2032L IS A COREQUISITE FOR CHM 2032. | NO |
|  | Click here to ENTER THE NUMBER of CREDITS OR cLOCK HOURS |
|  | COLLEGE CREDIT (TRANSFERABLE) |
|  | Click here to enter CONTACT HOURS |
|  | SELECT GRADE MODE |
|  | |
| This course introduces students to computers, the Internet, and common software applications. Students gain knowledge about computer hardware, software, the Internet, networking, and security of these systems. Students explore current operating systems, browsers, and email. Students are introduced to productivity applications such as word processing, presentations, spreadsheets, and database management. Students examine programming concepts and flowcharts; file management and file sharing within cloud systems is utilized for course activities. | |
|  | |
| * Introduction to Computers * Common Computer Terminology * Computer Performance and Features * Computer Operating Systems * File Management and Manipulation * Career Opportunities * The Internet and World Wide Web * Productivity Programs * Computer Security and Privacy * Computer Ethics | |

**** YES

If yes, list below (for information purposes only). TYPE IN ALL OF THE LEARNING OUTCOMES, ASSESSMENTS, AND GENeral EDucation COMPETENCIES AS THEY SHOULD BE DISPLAYED IN THE SYLLABUS

|  |  |  |
| --- | --- | --- |
| LEARNING OUTCOMES | ASSESSMENTS | GENERAL EDUCATION COMPETENCIES |
| Identify computer hardware components and describe their functions | Assignments, projects, proctored exams. Written rubric for projects. |  |
| Explain the differences between operating systems, browsers, email and applications | CT |
| Evaluate through specifications the selection or purchase of a computer or software | QR |
| Identify computer network fundamentals and uses |  |
| Identify and resolve threats to the computer through knowledge of utility and security applications |  |
| Demonstrate the use of cloud based storage, file management. |  |

### SECTION II (must complete each item below)

|  |  |
| --- | --- |
| If you intend to restrict student registration based on the students’ major(s), enter all applicable major restriction codes: | n/a |
| Is this an “International or Diversity Focus” course? | NO |
| Is this a General Education course? | NO |
| Is this a Writing Intensive course? | NO |
| Is this an Honors Course? | NO |
| Is this a Repeatable Course?\*  (A repeatable course may be taken more than one time for additional credits. For example, MUT 2641, a 3-credit hour course, can be repeated 1 time and a student can earn a maximum of 6 credits.)  \*not the same as Multiple Attempts or Grade Forgiveness  If “Yes”, what is the maximum number of credits a student can earn for this course? If “No”, enter NA. | NO |
| Will these changes have an impact on other courses, programs, departments, or budgets? | NO |
| If “Yes”, please explain or submit comments below, if no enter NA | |
| n/a | |
| If “Yes”, have you discussed this proposal with anyone (from other departments, programs, or other institutions) regarding the impact? Were any agreements made? | |
| n/a | |

### SECTION III (MUST COMPLETE EACH ITEM BELOW)

**PROVIDE JUSTIFICATION FOR EACH CHANGE ON THIS PROPOSED CURRICULUM ACTION (OTHER EXPLANATORY INFORMATION):**

Since considerable time has elapsed since the computer science curriculum has been reviewed, The faculty determined that the course descriptions and student learning outcomes for all computer science courses needed to be examined and updated. additionally, the as networking degree framework has been changed at the state level, so the faculty wish to ensure the curriculum meets the new standards required by FLDoe.

**nOTE:**Changes for the Fall 2014Term must be submitted by the January 2014 deadline and approved no later than the February 2014 Curriculum Committee meeting prior to the start of the next academic year. Changes during mid-school year are NOT permitted. Extreme circumstances will require approval from the appropriate dean as well as the Vice President, Academic Affairs to begin in either the spring or summer term.

**TERM IN WHICH PROPOSED ACTION WILL TAKE PLACE:**

FALL 2014

exception: N/a

**oRDER OF APPROVAL FOR EXCEPTIONS IS AS FOLLOWS:**

SIGNATURE #1 NEEDED FOR EFFECTIVE TERM EXCEPTION:

dean \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ dATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE #2 NEEDED FOR EFFECTIVE TERM EXCEPTION:

VICE PRESIDENT, ACADEMIC AFFAIRS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ dATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FACULTY ENDORSEMENTS:**PLEASE SEPARATE FACULTY MEMBERS WITH A COMMA



**DEPARTMENT CHAIR / PROGRAM COORDINATOR ENDORSEMENT:**

 11/25/2013

**DEAN ENDORSEMENT:**

 11/25/2013

**DEANS’ COUNCIL Representative:**

 2/18/2014

**FOR CURRICULUM COMMITTEE MEETING DATE: February 28, 2014**

Completed curriculum proposals must be uploaded to Dropbox by the deadline. Please refer to the *Curriculum Committee Critical Dates for Submission of Proposals* document available in the document manager in the MyEdisonState Portal:

* Document Manager
* VP Academic Affairs
* Curriculum Process Documents