## change of COURSE PROPOSAL FORM

|  |  |
| --- | --- |
| Academic area: | School of Business and Technology  |
| PROGRAM: | AS NETWORK SYSTEMS TECHNOLOGY  |
| PROPOSEd by: | andrew blitz and deborah johnson |
| PRESENTER: | andrew blitz and deborah johnson |
| SUBMISSION DATE: | 1/3/2014  |
| CURRENT COURSE PREFIX, NUMBER AND TITLE: | **CGS 1100 Computer applications for business** |

### 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. | -- NA -- |
|  | 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 provides beginning level learning in the use of current computer applications used in the business world. Students use word processing, spreadsheets, database application, and presentation software. |
|  |
| * Word processing application software
* Spreadsheet application software
* Database application software
* Presentation application software
* Application integration
 |

**** 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 |
| Execute commands to move and copy files and to create, rename, and view folders. | Assignments, projects, proctored exams. Written rubric for projects. |  |
| Create, edit, format, save, and print database forms, queries, and reports, and presentations |  |
| Create, edit, modify, print, and save digital presentations in multiple file formats. |  |
| Develop formulas and functions within a spreadsheet, including if-then statements and absolute and relative cell references, to perform a variety of mathematical functions. | QR |
| Create, edit, modify, print, and save Word processed documents in multiple file formats |  | TIM |

### 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