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| **School or Division** | School of Business and Technology |
| **Program or Certificate or** | AS, Network Systems Technology |
| **New degree or certificate program** | NA |
| **Proposed by (faculty only)** | Andrew Blitz |
| **Presenter (faculty only)** | Andrew Blitz |
| Note that the presenter (faculty) listed above must be present at the Curriculum Committee meeting or the proposal will be returned to the School or Division and must be submitted for a later date. |
| **Submission date** | 9/23/2014 |
| **Course prefix, number, and title** | CTS1133 Computer Software  |

**Section I, New Course Information (must complete all items)**

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| **List School or Division** | School of Business and Technology |
| **List course prerequisite(s) and minimum grade(s) (must include minimum grade if higher than a “D”)** | NONE |
| **Will students be taking any of the prerequisites listed for this course in different parts of the same term (ex. Term A and Term B)** | No |
| **List course corequisites** | NONE  |
| **Is any corequisite for this course listed as a corequisite on its paired course?**(Ex. CHM 2032 is a corequisite for CHM 2032L, and CHM 2032L is a corequisite for CHM 2032) | NoNone |
| **Course credits or clock hours** | 3 |
| **Contact hours (faculty load)** | 3 |
| **Select grade mode** | Standard Grading (A, B, C, D, F) |
| **Credit type** | College Credit |
| **Course description** (provide below) |
| This course will provide students with the theoretical and practical knowledge necessary to install, configure and troubleshoot Windows Operating Systems. Topics include, Windows installation, Windows maintenance, Windows optimization, Application support, configuring networking and applying security.  |

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| **General topic outline** (type in outline below) |
| * Install Windows
* Maintain Windows
* Troubleshoot Windows problems
* Setup and configure networking
* Applying security to the operating system and its applications
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**Learning Outcomes:** For information purposes only. Type in all learning outcomes, assessments, and general education competencies as they should be displayed in the syllabus. More rows can be added if necessary.

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| **Learning Outcomes** | **Assessments** | **General Education Competencies** |
| Describe the function of an operating system | Lab assignments and exams | GSR, TIM |
| Choose a Windows Installation | Lab assignments and exams | CT |
| Summarize troubleshooting procedures | Lab assignments and exams |  |
| Configure Windows Networking and resources | Lab assignments and exams | CT, TIM |
| Formulate maintenance and security procedures for Windows Clients  | Lab assignments and exams | COM |
| Describe desktop virtualization | Lab assignments and exams | TIM |

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| **ICS code for this course** | ADVANCED AND PROFESSIONAL - 1.16.07 - COMPUTER & INFO SCIENCE |
| **Should any major restriction(s) be listed on this course? If so, select "yes" and list the appropriate major restriction code(s) or select "no".** | NoNA |
| **Is the course an “International or Diversity Focus” course?** | No, not International or Diversity Focus |
| **Is the course a General Education course?** | No |
| **Is the course a Writing Intensive course?** | No |
| **Is the course repeatable\*?**(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 | NoNA  |
| **Do you expect to offer this course three times or less (experimental)?** | No |

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| **Impact of Course Proposal** |
| **Will this new course proposal impact other courses, programs, departments, or budgets?** | Yes |
| **If the answer to the question above is “yes”, list the impact on other courses, programs, or budgets?** | This course will be part of a two course replacement of CGS2260. No budget changes will be needed since the equipment and faculty are already in place |
| **Have you discussed this proposal with anyone (from other departments, programs, or institutions) regarding the impact? Were any agreements made? Provide detail information below.** |
| This course is part of the grant developed in the FRC-TEC statewide consortium |

**Section II, Justification for proposal**

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| **Provide justification (below) for this proposed curriculum action**  |
| The faculty believes that the content necessary for students to become proficient in the skills needed to pass both halves of the Comp-TIA A+ hardware/software industry certification examination is too great to be adequately covered in a single course, CGS 2260, as is currently the practice. Current low A+ certification test pass rates also tend to support this position. The faculty proposes the creation of two courses, CTS 1131 and CTS 1133, to replace the single course, CGS 2260, to separately address the requisite hardware and software concepts. The faculty has also proposed minor changes to the remaining curriculum and the AS Networking Systems Technology degree program to accommodate the changes the addition of these two courses (and the deletion of another) will impose. |

**Section III, Important Dates and Endorsements Required**

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| **List all faculty endorsements below. (Note that proposals will be returned to the School or Division if faculty endorsements are not provided).** |
| Andrew Blitz, Vincent Butler, Jennifer Cohen, Deborah Johnson  |

**nOTE:** Changes for the Fall 2015 term must be submitted by the January 3, 2015 deadline and approved no later than the February 28, 2015 Curriculum Committee meeting. Changes during mid-school year are NOT permitted. Extreme circumstances will require approval from the appropriate Dean or Assistant Vice President as well as the Provost and Vice President of Academic Affairs to begin in either the Spring 2015 or Summer 2015 term.

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| **Term in which approved action will take place** | Fall 2015 |

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| **Required Endorsements** | **Type in Name** | **Select Date** |
| **Department Chair or Program Coordinator** | Andrew Blitz | 11/7/2014 |
| **Academic Dean or Assistant Vice President** | Dr. John Meyer | 11/7/2014 |
| **Dean’s Council Representative** | Dr. Mary Myers | 1/6/2015 |

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| **Select Curriculum Committee Meeting Date** | January 23, 2015 |

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 FSW Portal:

* Document Manager
* VP Academic Affairs
* Curriculum Process Documents

**Important Note to Faculty, Department Chairs or Program Coordinators, and Deans or an Assistant Vice President:**

Incomplete proposals or proposals requiring corrections will be returned to the School or Division. If a proposal is incomplete or requires multiple corrections, the proposal will need to be completed or corrected and **resubmitted to the Dropbox for the next Curriculum Committee meeting** (no later than January 3, 2015 to be effective for the Fall 2015 term). All Curriculum proposals require approval of the Provost and Vice President of Academic Affairs. Final approval or denial of a proposal is reflected on the completed and signed Summary Report.