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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** | N/A |
| **Proposed by (faculty only)** | Andrew Blitz, Jennifer Cohen, Vincent Butler, Deborah Johnson |
| **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** | 1/8/2015 |
| **Course prefix, number, and title** | CGS 2108 Computer Applications With Flowcharting |

**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** | N/A |
| **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 covers personal computer applications for the Windows environment such as word processing, electronic spreadsheets, presentation software, database activities, flowcharting, and advanced file management. This course is intended for students in the AS Computer Programming and Analysis and/or AS Network Systems Technology degrees and/or the related computer science College Credit Certificates. |

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| **General topic outline** (type in outline below) |
| * Word Processing application software
* Spreadsheet application software
* Presentation application software
* Database application software
* Flowcharting application software
* Project management application software
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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** |
| Create, edit, format save and print database forms, queries and reports. | Assignments, projects, proctored exams. Written rubric for projects. |  |
| 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 |
| Create, edit, modify, print and save digital presentations. |  |
| Create flow charts and diagram computer processes. |  |
| Implement project scheduling utilizing software applications. |  |

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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".** | YesCPAN, CPRG, CPSP, NTST, NETS, ITSSThe code for Network Enterprise Administration CCC when it is generated |
| **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 | No |
| **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?** | No |
| **If the answer to the question above is “yes”, list the impact on other courses, programs, or budgets?** | N/A |
| **Have you discussed this proposal with anyone (from other departments, programs, or institutions) regarding the impact? Were any agreements made? Provide detail information below.** |
| Impacts Computer Science programs only |

**Section II,Justification for proposal**

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| **Provide justification (below) for this proposed curriculum action** |
| The faculty determined that CGS 1000 was no longer applicable to any of the computer science degree or CCC programs and that CGS 1100 would be overloaded with content if it were to meet the needs of both business and computer science students. Since CGS 1100 is designed as a transfer course for students in business and related programs, the faculty decided it would be appropriate to develop a new and dedicated applications course designed particularly to meet the curricular needs of computer science programs. Therefore, they propose CGS 2108 as the computer science dedicated computer applications (MSOffice) course that includes elements such as flowcharting that are applicable to the discipline. |

**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, Jennifer Cohen, Vincent Butler, Deborah Johnson |

**nOTE:**Changes for the Fall 2015term 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 | 1/8/2015 |
| **Academic Dean or Assistant Vice President** | Dr. John Meyer | 1/8/2015 |

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| **Dean’s Council Representative** | Dr. Mary Myers | 2/3/2015 |

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| **Select Curriculum Committee Meeting Date** | February 27, 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.