

DOCUMENT N: COURSE AND PROGRAM DEVELOPMENT COVER SHEET

See Course and Program Development Policy and Procedures for Instructions

SCHOOL: LAW <input type="checkbox"/> MSB <input type="checkbox"/> YGCLA <input checked="" type="checkbox"/>	Contact Name: Jim Dutt	Phone: 4028
DEPARTMENT / DIVISION: School of Information Arts and Technologies		
SHORT DESCRIPTION OF PROPOSAL (state name of action item 1-20 and course name, code & number / program affected):		
Update Course Title, Description, and approve for General Education. Introduction to Microcomputers, COSC 100		
PROPOSED SEMESTER OF IMPLEMENTATION: Fall <input checked="" type="checkbox"/> Spring <input type="checkbox"/> Year: 2007		

Box 1: TYPE OF ACTION	ADD(NEW) <input type="checkbox"/>	DEACTIVATE <input type="checkbox"/>	MODIFY <input checked="" type="checkbox"/>	OTHER <input type="checkbox"/>
Box 2: LEVEL OF ACTION	Non-Credit <input type="checkbox"/>	Undergraduate <input checked="" type="checkbox"/>	Graduate <input type="checkbox"/>	OTHER <input type="checkbox"/>

Box 3: ACTION ITEM (check appropriate boxes)		DOCUMENTS REQUIRED (see box 4 below)	IMPACT REVIEWS (see box 5 on back)	APPROVAL SEQUENCE (see box 6 on back)
<input type="checkbox"/>	1. Experimental Course ¹	NOP	a, c, e	AC
<input checked="" type="checkbox"/>	2. Course Title	NO		ABCD
<input type="checkbox"/>	3. Course Credits	NO		ABCD
<input type="checkbox"/>	4. Course Number	NO		ABCD
<input type="checkbox"/>	5. Course Level	NO		ABCD
<input type="checkbox"/>	6. Pre & Co-Requisite	NO		ABCD
<input checked="" type="checkbox"/>	7. Course Description	NOP		ABCDEF
<input type="checkbox"/>	8. New Course	NOP		ABCDEF
<input type="checkbox"/>	9. Deactivate a Course	NO		ABCDEF
<input type="checkbox"/>	10. Program Requirements	NO	b, c, d, e	ABCDEF
<input type="checkbox"/>	11a. UG Specialization (24 credits or less)	NO	a, b, c, d, e	ABCDEF
<input type="checkbox"/>	11b. Masters Specialization (12 credits or less)	NO	a, b, c, d, e	ABCDEF
<input type="checkbox"/>	11c. Doctoral Specialization (18 credits or less)	NO	a, b, e	ABCDEF
<input type="checkbox"/>	12. Closed Site Program	NOT	e	ABCDHIK
<input type="checkbox"/>	13. Program Suspension ⁹	NO,5	a, e	ABCDEGIK
<input type="checkbox"/>	14a. Certificate Program (ug/g) exclusively within existing degree program	NO	a, c, e	ABCDEFHIK
<input type="checkbox"/>	14b. Certificate Program (ug/g) where degree programs do not exist or where courses are selected across degree programs (12 or more credits)	NOQR, 6	a, c, e	ABCDEFHJL
<input type="checkbox"/>	15. Off-Campus Delivery of Existing Program	NO, 4	a, b, c, e	ABCDHIL
<input type="checkbox"/>	16a. UG Concentration (exceeds 24 credit hours)	NO, 5	a, c, d, e	ABCDEFGHJL
<input type="checkbox"/>	16b. Masters Concentration (exceeds 12 credit hours)	NO, 5	a, c, d, e	ABCDEFGHJL
<input type="checkbox"/>	16c. Doctoral Concentration (exceeds 18 credit hours)	NO, 5	a, c, d, e	ABCDEFGHJL
<input type="checkbox"/>	17. Program Title Change	NO, 5	a, c, d, e	ABCDEFGHJL
<input type="checkbox"/>	18. Program Termination	NO, 10	d, e	ABCDEFGHJK
<input type="checkbox"/>	19. New Degree Program	NOQR, 3,8	a, c, d, e	ABCDEFGHJL
<input type="checkbox"/>	20. Other	Varies	Varies	Varies

Box 4: DOCUMENTATION (check boxes of documents included)					
<input checked="" type="checkbox"/>	N. This Cover Sheet	<input type="checkbox"/>	Q. Full 5-page MHEC Proposal	<input type="checkbox"/>	T. Other
<input checked="" type="checkbox"/>	O. Summary Proposal	<input type="checkbox"/>	R. Financial Tables (MHEC)	<input type="checkbox"/>	
<input checked="" type="checkbox"/>	P. Course Definition Document	<input type="checkbox"/>	S. Contract	<input type="checkbox"/>	

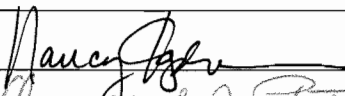
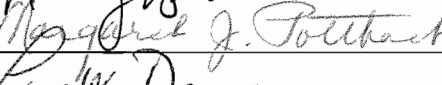
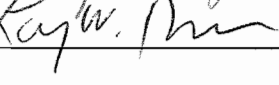
- Approval of experimental course automatically lapses after two offerings unless permanently approved as a new course.
- Codes: a) Library Services (Langsdale or Law) b) Office of Technology Services c) University Relations d) Admissions
- Letter of Intent is required by USM at least 30 days before a full proposal can be submitted. Letter of Intent requires only the approval of the dean and the provost and is forwarded to USM by the Office of the Provost.
- One-page letter to include: Program title & degree/certificate to be awarded; resources requirements; need and demand; similar programs; method of instruction; and oversight and student services (MHEC requirement)
- One-page letter with description and rationale (MHEC requirement)
- One or two-page document that describes: centrality to mission; market demand; curriculum design; adequacy of faculty resources; and assurance program will be supported with existing resources. (MHEC requirement)
- Learning objectives, assessment strategies; fit with UB strategic plan
- Joint Degree Program or Primary Degree Programs require submission of MOU w/ program proposal. (MHEC requirement)
- Temporary suspension of program to examine future direction; time not to exceed two years. No new students admitted during suspension, but currently enrolled students must be given opportunity to satisfy degree requirements.

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10. Provide:
- evidence that the action is consistent with UB mission and can be implemented within the existing program resources of the institution.
 - proposed date after which no new students will be admitted into the program;
 - accommodation of currently enrolled students in the realization of their degree objectives;
 - treatment of all tenured and non-tenured faculty and other staff in the affected program;
 - reallocation of funds from the budget of the affected program; and
 - existence at other state public institutions of programs to which to redirect students who might have enrolled in the program proposed for abolition.
11. University Council *review* (for a recommendation to the President or back to the Provost) shall be limited to curricular or academic policy issues that may potentially affect the University's mission and strategic planning, or have a significant impact on the generation or allocation of its financial resources.

Box 5: IMPACT REVIEW	SIGNATURES (see procedures for authorized signers)	DATE
a. Library <input checked="" type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached	Director or designee:	
b. OTS <input checked="" type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached	CIO or designee:	
c. University Relations <input checked="" type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached	Director or designee:	
d. Admissions <input checked="" type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached	Director or designee:	
e. Records <input checked="" type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached	Registrar or designee:	

Box 6: APPROVAL SEQUENCE	APPROVAL SIGNATURES	DATE
A. Department / Division	Chair: 	3/28/07
B. Final faculty review body within each School	Chair: 	4/18/07
C. College Dean	Dean: 	4/25/07
D. Provost and Senior Vice President for Academic Affairs	Provost:	
E. Curriculum Review Committee (UFS subcommittee)	Chair:	
F. University Faculty Senate (UFS option)	Chair:	
G. University Council (see # 11 above)	Chair:	
H. President	President:	
I. Board of Regents – notification only		
J. Board of Regents – approval		
K. MHEC – notification only		
L. MHEC – approval		
M. Middle States Association notification	Required only if the mission of the University is changed by the action	

DOCUMENT O: SUMMARY PROPOSAL

See Course and Program Development Policy and Procedures for Instructions

SCHOOL: LAW <input type="checkbox"/> MSB <input type="checkbox"/> YGCLA <input checked="" type="checkbox"/>	Contact Name: Jim Dutt	Phone: 4028
DEPARTMENT / DIVISION: School of Information Arts and Technologies		
SHORT DESCRIPTION OF PROPOSAL (state action item 1-23 and course name & number or program affected):		
Update Course Title, Description, and approve for General Education. Introduction to Microcomputers, COSC 100		
PROPOSED SEMESTER OF IMPLEMENTATION: Fall <input checked="" type="checkbox"/> Spring <input type="checkbox"/> Year: 2007		

O-1: Briefly describe what is being requested:

Request a change in the title of COSC 100 from Introduction to Microcomputers to Introduction to Computer Technologies, update to course description, and that the course be approved as satisfying the computer literacy general education requirement.

For new courses or changes in existing courses (needed by Registrar)

OLD Title: Introduction to Microcomputers	Course # / HEGIS Code: COSC 100	Credits: 3
NEW Title: Introduction to Computer Technologies	Course # / HEGIS Code: COSC 100	Credits: 3

O-2: Set forth the rationale for the proposal:

The title change is requested as computer based technologies include more than a personal computers. The course covers many types of computing technologies.

The course description has been updated to reflect the current focus of the course in a rapidly changing field.

COSC 100 covers the topics required to meet the Internet and Computing Core Certification (IC³®), a nationally recognized standard for computer literacy and, therefore, should qualify as a general education course that fulfills the computer literacy requirement.

University of Baltimore

Course Definition Document COSC 100

1. Date Prepared: March 1, 2007
2. Prepared by: School of Applied Information Arts and Technologies
3. Department: Information Arts and Technology
4. Course Number: COSC 100
5. Course Title: Introduction to Computer Technologies
6. Credit Hours: 3
7. Catalog Description: An introduction to computer hardware and software and their uses. Introduces students to how computers, networks, and the Internet work, how they impact our lives and the ethical implications of information technologies. Hands-on experience with a variety of computer applications including spreadsheet, presentation, database applications and Internet tools.
8. Prerequisites: None
9. Faculty qualified to teach course: All faculty in IA&T
10. Course Type / Component: Half of each class will be lecture and half will be hands-on use of computers
11. Suggested approximate class size: 24
12. Content Outline

- Overview of computer systems
- History of Computers
- Computer Hardware
 - Microprocessor
 - Motherboard
 - Memory
 - Buses and Ports
 - External Storage
 - Input – Output Devices
- Maintaining and Protecting Hardware

Hardware and Software:

This course requires a computer classroom that has a computer for each student. The computers must be running a relatively recent version of the Windows operating system, be networked, and connected to the Internet.

A variety of software is required including the following applications: MS Word, Excel, and Access. A web browser is also required.

General Education Approval Record

College of Liberal Arts

(to be used for "certifying" new and existing courses; use information about proposed course)

Course: Subject and Number (e.g., MATH 208) COSC 100

Course Name: Introduction to Microcomputers

Division sponsoring the course: Information Arts and Technologies

THIS COURSE SATISFIES 3 CREDITS OF THE Computer Literacy GENERAL EDUCATION REQUIREMENT.

This course meets the following learning objectives of that general education requirement:

Skills Competencies

Students will be able to:

1. Use a word-processor to create a text document (the ability to select fonts, paginate, organize, edit documents, and integrate images and other data).
2. Use a graphics and/or artwork package to create illustrations, slides, or other image-based expressions of ideas.
3. Use the Internet effectively to find information and resources.
4. Use a computer to communicate with others (electronic mail, asynchronous conferencing).
5. Use a spreadsheet to model simple processes or financial tables.
6. Use a database system to set up and access useful information.
7. Use instructional materials to learn how to use new applications or features (using online help files and reading and understanding printed manuals).

Concepts Competencies

Students will understand:

1. what a computer is, and how it works
2. information systems
3. networks
4. digital representation of information
5. limitations of information technology
6. the societal impact of information and information technology.

Intellectual Capabilities Competencies

Students will be able to:

1. manage complex technology needs
2. organize and navigate information structures and evaluate information
3. collaborate with others
4. anticipate changing technologies

Margaret W.