

UNIVERSITY OF BALTIMORE

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: Harmeyer	Phone: x5473
DEPARTMENT / DIVISION: School of Information Arts & Technologies		
SHORT DESCRIPTION OF PROPOSAL (state name of action item 1-20 and course name, code & number / program affected):		
8- New Course – COSC 155 Internet Technologies: Mastering the Basics /SDE		
PROPOSED SEMESTER OF IMPLEMENTATION: Fall <input type="checkbox"/> Spring <input checked="" type="checkbox"/> Year: 2008		

Box 1: TYPE OF ACTION	ADD(NEW) <input checked="" type="checkbox"/>	DEACTIVATE <input type="checkbox"/>	MODIFY <input 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 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 type="checkbox"/>	7. Course Description	NOP		ABCD
<input checked="" 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	ABCDEFHJL
<input type="checkbox"/>	16b. Masters Concentration (exceeds 12 credit hours)	NO, 5	a, c, d, e	ABCDEFHJL
<input type="checkbox"/>	16c. Doctoral Concentration (exceeds 18 credit hours)	NO, 5	a, c, d, e	ABCDEFHJL
<input type="checkbox"/>	17. Program Title Change	NO, 5	a, c, d, e	ABCDEFHJL
<input type="checkbox"/>	18. Program Termination	NO, 10	d, e	ABCDEFHIK
<input type="checkbox"/>	19. New Degree Program	NOQR, 3,8	a, c, d, e	ABCDEFHJL
<input type="checkbox"/>	20. Other	Varies	Varies	Varies




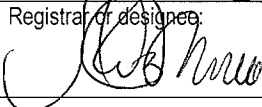
Box 4: DOCUMENTATION (check boxes of documents included)					
<input type="checkbox"/>	N. This Cover Sheet	<input type="checkbox"/>	Q. Full 5-page MHEC Proposal	<input type="checkbox"/>	T. Other
<input type="checkbox"/>	O. Summary Proposal	<input type="checkbox"/>	R. Financial Tables (MHEC)	<input type="checkbox"/>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

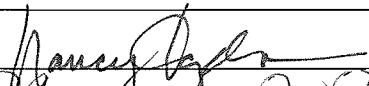

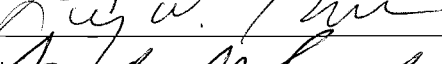
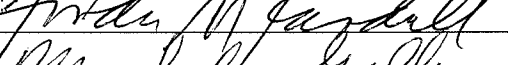
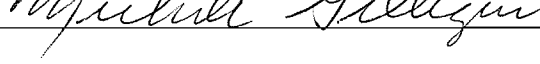
- Approval of experimental course automatically lapses after two offerings unless permanently approved as a new course.
- Codes: a) Library Services (Langsdale or Law) b) Office of Technology Services c) University Relations d) Admissions
- Letter of Intent is required by USM at least 30 days before 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.

DOCUMENT N: COURSE AND PROGRAM DEVELOPMENT COVER SHEET (Page 2 of 2)

SCHOOL: LAW <input type="checkbox"/> MSB <input type="checkbox"/> YGCLA <input checked="" type="checkbox"/>
SHORT DESCRIPTION OF PROPOSAL (state name of action item 1-20 and course name, code & number / program affected):
8- New Course – COSC 155 Internet Technologies: Mastering the Basics /SDE

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	N/A	SIGNATURES (see procedures for authorized signers)	DATE
a. Library <input checked="" type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached		Director or designee: 	12/16/06
b. OTS <input type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached		CIO or designee:	
c. University Relations <input type="checkbox"/> No impact <input checked="" type="checkbox"/> Impact statement attached		Director or designee: 	12-6-06
d. Admissions <input type="checkbox"/> No impact <input checked="" type="checkbox"/> Impact statement attached	see UR	Director or designee: 	12/16/06
e. Records <input checked="" type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached		Registrar or designee: 	12/16/06

Box 6: APPROVAL SEQUENCE	APPROVAL SIGNATURES	DATE
A. Department / Division	Chair: 	12/07/06
B. Final faculty review body within each School	Chair: 	12/18/06
C. College Dean	Dean: 	1/3/07
D. Provost and Senior Vice President for Academic Affairs	Provost: 	1/18/07
E. Curriculum Review Committee (UFS subcommittee)	Chair: 	1/23/07
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: Harmeyer	Phone: 5473
DEPARTMENT / DIVISION: School of Information Arts & Technologies		
SHORT DESCRIPTION OF PROPOSAL action item 8, SDE Program, Add new course COSC 155 Internet Technologies: Mastering the Basics		
PROPOSED SEMESTER OF IMPLEMENTATION: Fall <input type="checkbox"/> Spring <input checked="" type="checkbox"/> Year: 2008		

O-1: Briefly describe what is being requested:

Add a new course, Internet Technologies: Mastering the Basics

This course provides an introduction to the Internet, as well as technologies such as FTP, HTML, CSS, JavaScript, and XML used to generate and maintain Web pages.

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

OLD Title:	Course # / HEGIS Code:	Credits:
NEW Title: Internet Technologies: Mastering the Basics	Course # / HEGIS Code: COSC 155	Credits: 3

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

Students in the SDE program are required to develop and maintain their Web spaces during the tenure of their matriculation. The space is used for submitting and displaying assignments for courses in the SDE core. In addition, a major requirement for the SDE seminar capstone course which requires these skills is the construction of an online portfolio.

Document P: Required Format for Course Definition Document

Issued by: Wim Wiewel, Provost and Senior Vice President for Academic Affairs
Effective Date: September 14, 2006
Reviewed by: University Faculty Senate

Include in your course definition items one through 15 using as much space as needed.

1. Date Prepared 11/24/06
2. Prepared by Kathleen Harmeyer
3. Department SIAT
4. Course Number(s), including HEGIS code(s) COSC 155
5. Course Title Internet Technologies: Mastering the Basics
6. Credit Hours 3
7. Catalog Description (Paragraph should reflect general aims and nature of the course)
This course provides an introduction to the Internet, as well as technologies such as FTP, HTML, CSS, JavaScript, and XML used to generate and maintain Web pages.
NOTE: Additional lab time outside of class may be required to complete course projects.
8. Prerequisites NONE
9. Faculty qualified to teach course Stuart Moulthrop; Kathleen Harmeyer, Nancy Kaplan, Charles Sykes
10. Course Type / Component (clinical, continuance, discussion, field studies, independent study, laboratory, lecture, seminar, supervision, thesis research, workshop) Lecture
11. Suggested approximate class size 24
12. Content Outline
 - A. Overview of the Internet
 - i. The Internet in Historical Context
 - ii. Internet Literacy and Intellectual Property
 - iii. Technologies Supported by the Internet
 - B. HTML Basics
 - i. HTML Organization Techniques
 - ii. HTML and Cascading Style Sheets (CSS)
 - iii. HTML Structural Design Techniques
 - iv. Web Site Organization Techniques
 - v. FTP to Post Web Pages on an Internet Site
 - C. JavaScript Basics
 - i. What is JavaScript
 - ii. Using Images with JavaScript
 - iii. Client-Side Processing
 - D. Advanced Internet Technologies
 - i. Introduction to XML
 - ii. Introduction to XHTML

- iii. Introduction to XSL
- iv. Advanced XSL with JavaScript
- 13. Learning Goals
 - A. Students will be able to
 - i. Identify an information need, locate information on the Internet, Use that information in a scholarly document and properly cite resources using MLA style.
 - ii. Determine the usefulness of information obtained on the Internet.
 - iii. Construct a Web page using appropriate technologies from the list of HTML, CSS, JavaScript, and XML.
 - iv. Use FTP to move documents to and from the Internet to and from a local storage device.
 - v. Maintain an up-to-date collection of assignments on the Internet.
- 14. Assessment Strategies
 - A. Students will create a Website
 - i. Critical assessment will include
 - 1. an HTML page incorporating CSS
 - 2. ability to use FTP to load page to a Web site
 - 3. proper use of JavaScript and XML
 - B. Students will use the Internet to perform research and write a term paper.
 - i. Critical assessment will include reporting of
 - 1. identification of an information need
 - 2. locating appropriate information to fill that need
 - 3. accurate citations in MLA format
- 15. Suggested Text(s) and Materials (example: textbooks, equipment, software, etc.)

HTML, JavaScript, and Advanced Internet Technologies, Karl Barksdale, E. Turner
Thomson Learning, Course Technology © 2006 ISBN: 0-619-26627-9

Impact Statement From the Office of University Relations

These changes could potentially affect the undergraduate and graduate catalogs—which the Office of University Relations currently manages and produces—as well as other recruitment publications that contain this type of specific academic material. The timing of the final approval for these changes will be a determining factor in our ability to incorporate the new information in a timely fashion in any related materials that are on our production schedule.