

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 checked="" type="checkbox"/> YGCLA <input type="checkbox"/>	Contact Name: Al Bento	Phone: 410-837-5272
DEPARTMENT / DIVISION: Accounting & Management Information Systems		
SHORT DESCRIPTION OF PROPOSAL (state name of action item 1-20 and course name, code & number / program affected):		
New Course: INSS 100 Computer Information Systems All MSB/CLA students		
PROPOSED SEMESTER OF IMPLEMENTATION: Fall <input type="checkbox"/> Spring <input checked="" type="checkbox"/> Year: 2007		

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)
	1. Experimental Course ¹	NOP	a, c, e	AC
	2. Course Title	NO		ABCD
	3. Course Credits	NO		ABCD
	4. Course Number	NO		ABCD
	5. Course Level	NO		ABCD
	6. Pre & Co-Requisite	NO		ABCD
	7. Course Description	NOP		ABCD
X	8. New Course	NOP		ABCDEF
	9. Deactivate a Course	NO		ABCDEF
	10. Program Requirements	NO	b, c, d, e	ABCDEF
	11a. UG Specialization (24 credits or less)	NO	a, b, c, d, e	ABCDEF
	11b. Masters Specialization (12 credits or less)	NO	a, b, c, d, e	ABCDEF
	11c. Doctoral Specialization (18 credits or less)	NO	a, b, e	ABCDEF
	12. Closed Site Program	NOT	e	ABCDHIK
	13. Program Suspension ⁹	NO,5	a, e	ABCDEGIK
	14a. Certificate Program (ug/g) exclusively within existing degree program	NO	a, c, e	ABCDEFHIK
	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
	15. Off-Campus Delivery of Existing Program	NO, 4	a, b, c, e	ABCDEFHIL
	16a. UG Concentration (exceeds 24 credit hours)	NO, 5	a, c, d, e	ABCDEFHJL
	16b. Masters Concentration (exceeds 12 credit hours)	NO, 5	a, c, d, e	ABCDEFHJL
	16c. Doctoral Concentration (exceeds 18 credit hours)	NO, 5	a, c, d, e	ABCDEFHJL
	17. Program Title Change	NO, 5	a, c, d, e	ABCDEFHJL
	18. Program Termination	NO, 10	d, e	ABCDEFHIK
	19. New Degree Program	NOQR, 3,8	a, c, d, e	ABCDEFHJL
	20. Other	Varies	Varies	Varies

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

- 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)

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SHORT DESCRIPTION OF PROPOSAL (state name of action item 1-20 and course name, code & number / program affected):
New Course: INSS 100 Computer Information Systems All MSB/CLA students

10. Provide:
- a. evidence that the action is consistent with UB mission and can be implemented within the existing program resources of the institution.
 - b. proposed date after which no new students will be admitted into the program;
 - c. accommodation of currently enrolled students in the realization of their degree objectives;
 - d. treatment of all tenured and non-tenured faculty and other staff in the affected program;
 - e. reallocation of funds from the budget of the affected program; and
 - f. 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 type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached	Director or designee:	
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 type="checkbox"/> Impact statement attached	Director or designee:	
d. Admissions <input type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached	Director or designee:	
e. Records <input type="checkbox"/> No impact <input type="checkbox"/> Impact statement attached	Registrar or designee:	

Box 6: APPROVAL SEQUENCE	APPROVAL SIGNATURES	DATE
A. Department / Division	Chair: <i>[Signature]</i>	11/17/06
B. Final faculty review body within each School	Chair: <i>[Signature]</i>	11/17/06
C. College Dean	Dean: <i>[Signature]</i>	11/17/06
D. Provost and Senior Vice President for Academic Affairs	Provost: <i>[Signature]</i>	11/29/06
E. Curriculum Review Committee (UFS subcommittee)	Chair: <i>[Signature]</i>	12/4/06
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

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DEPARTMENT / DIVISION: Accounting & Management Information Systems
SHORT DESCRIPTION OF PROPOSAL (state action item 1-23 and course name & number or program affected):
New Course: INSS 100 Computer Information Systems All MSB/CLA students
PROPOSED SEMESTER OF IMPLEMENTATION: Fall <input checked="" type="checkbox"/> Spring <input type="checkbox"/> Year: 2007

O-1: Briefly describe what is being requested:

Approval of a new course, INSS 100 Computer Information Systems. This course will satisfy the general education computer literacy requirement.

For new courses or changes in existing courses (needed by Registrar)		
OLD Title:	Course # / HEGIS Code:	Credits:
NEW Title: Computer Information Systems	Course # / HEGIS Code: INSS 100	Credits: 3

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

This is a new course that will satisfy the computer literacy general education requirement of the University. The course has no prerequisites and will be available to all MSB and CLA students.

Proposed Course Syllabus (Document P)
Computer Information Systems

1. Date Prepared: October 16, 2006
2. Prepared by: Al Bento
3. Department: INSS
4. Course Number: 100
5. Course Title: Computer Information Systems
6. Credit Hours: 3
7. Catalog Description

A semester-long organizational simulation will be used to provide students with an understanding of the concepts, terminology and operations that relate to general computer use and the essential knowledge needed to function productively and independently with a computer. Skills learned will include the ability to solve problems using software, to adapt to new technological environments, and to keep information organized and communicate effectively using technology. Topics will include: group work and communications using e-mail and on-line discussion boards; an introduction to data analysis using spreadsheets; graphical and presentation software; writing reports and papers using word processors; and using database software to query organizational data.

8. Prerequisites: None
9. Faculty qualified to teach course
A. Aggarwal, A. Bento, D. Fowler, R. Mirani
10. Course Type / Component (lecture)
11. Suggested approximate class size: 35
12. Content Outline (based on learning goals listed below)

Topic 1 – modern computer concepts and components

- Computer concepts, CPU, motherboard and memory
- Peripherals: video, monitors, hard-drives, CD/DVDs, printers
- Basic operating systems concepts in Windows

Topic 2 – internet based communications

- Networking and telecommunications
- Internet and the World Wide Web
- E-mail clients and Web-based discussion boards
- Creating Web pages

Topic 3 - analysis of organizational data using spreadsheets

- Decision-making concepts and information needs
- Model oriented and decision support systems
- Using spreadsheets effectively: formatting, formulas, 3D references

- Using statistical, and financial functions in spreadsheets

Topic 4 – presenting data using graphical software

- Information systems for planning and control
- Using presentation software effectively: technical and content aspects, e.g. selecting presentation templates, slide layouts, color schemes, inserting pictures and other multimedia
- Using graphics software: creating and modifying graphics files.

Topic 5 – writing reports and staff papers using word processors

- Basic word processing functions: fonts, styles, tables, embedded objects
- Report and other paper formats

Topic 6 – group work and communication software

- Computer-mediated communications – group support systems
- Synchronous and asynchronous communications
- Internet Chat Clients (IRC) and instant messaging
- SMS and text messaging

Topic 7 – identifying organizational trends by using database software

- Files and data base concepts
- Using database software effectively: creating tables, entering data and printing reports.
- Performing queries.

Topic 8 – obtain industry and other environmental information using the Internet

- Search engines and portal sites
- Governmental and industry on-line data bases
- Financial and other on-line publications

Topic 9 – computers in organizations and society

- Information systems concepts
- The systems development life cycle
- Social and societal impacts of information systems and technology

13. Learning Goals:

Students completing this course satisfactorily will be able to:

- identify and describe common computer components and peripherals
- demonstrate proficiency with common operating system features such as opening, moving and renaming files
- describe the components and purpose of a computer network
- create and edit documents with word processing software
- create images and illustrations using artwork or graphics software
- create charts and other graphical data representations using presentation software
- identify and find information and resources over the internet
- communicate with others using communications technologies such as email, video conferencing, instant messaging and discussion boards
- demonstrate proficiency in using spreadsheets for modeling, including using functions, formulas, and charts
- query a database to support decision making
- use instructional materials to learn how to use new applications or features (using online help files and reading and understanding printed manuals)
- organize and navigate information structures and evaluate information
- collaborate with others using groupware
- explain the limits of information technology
- create and use information in a variety of digital forms
- describe some of the societal impacts of information and information technology

14. Assessment Strategies:

Hands-on applications projects, presentations, assignments and exams. The course will use a semester-long organizational simulation to place the skills the students learn into a business context.

15. Suggested texts and materials:

Alan Evans, Kendall Martin, Mary Ann Poatsy, *Technology In Action, Complete*, 3/E, Prentice Hall, 2007.

Deborah Morley, *Understanding Computers: Today and Tomorrow*, 11th Edition, Course Technology, Inc., 2006

Brian K. Williams, Stacey Sawyer, *Using Information Technology : A Practical Introduction to Computers and Communications*, 7th Edition, McGraw Hill, 2006

An office suite workbook will supplement the selected textbook.

The organizational simulation software has not yet been selected, but Gazillionaire is an example.