

LSC Use Only No: LSC Action-Date: UWUCC USE Only No. UWUCC Action-Date: Senate  
 Action Date: 04-7a  
 03-42a Apr 9/14/04 Apr 10/5/04

Curriculum Proposal Cover Sheet - University-Wide Undergraduate Curriculum Committee

Contact Person LeAnn Wilkie	Email Address wilkie@iup.edu
Proposing Department/Unit Technology Support and Training	Phone 724.357.3003

Check all appropriate lines and complete information as requested. Use a separate cover sheet for each course proposal and for each program proposal.

1. Course Proposals (check all that apply)
- New Course                       Course Prefix Change                       Course Deletion
- Course Revision                       Course Number and/or Title Change                       Catalog Description Change

Current Course prefix, number and full title                      Proposed course prefix, number and full title, if changing

2. Additional Course Designations: check if appropriate
- This course is also proposed as a Liberal Studies Course.                       Other: (e.g., Women's Studies, Pan-African)
- This course is also proposed as an Honors College Course.

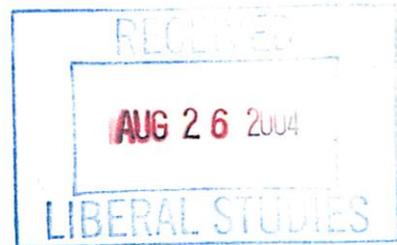
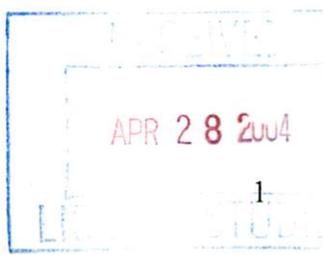
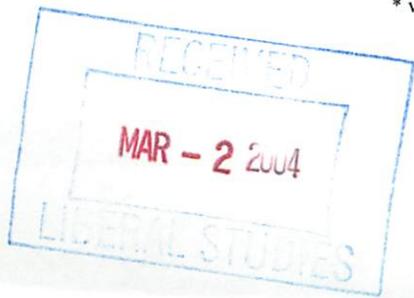
3. Program Proposals                       Catalog Description Change                       Program Revision
- New Degree Program                       Program Title Change                       Other
- New Minor Program                       New Track

Associate of Arts — Computer and Office Information Systems Specialization                      Associate of Arts — Business, Computer, and Information Technology Specialization

Current program name                      Proposed program name, if changing

4. Approvals		Date
Department Curriculum Committee Chair(s)	LeAnn Wilkie Myelissa D. Denardo	2-11-04 2-11-04
Department Chair(s)	Linda Byrd	2-12-04
College Curriculum Committee Chair	John W. Smith	2-23-04
College Dean	Robert Long	3-1-04
Director of Liberal Studies *		
Director of Honors College *		
Provost *		
Additional signatures as appropriate: (include title)		
UWUCC Co-Chairs	Gael Sedquist	9-14-04

\* where applicable



**PROGRAM REVISION FOR THE  
ASSOCIATE OF ARTS – COMPUTER AND  
OFFICE INFORMATION SYSTEMS SPECIALIZATION**

**Fall 2003**

**Part II. Description of Curriculum Change**

**1. Catalog description**

Change of Program Title:

**Old Title:**

Associate of Arts – Computer and Office Information Systems Specialization

**New Title:**

Associate of Arts – Business, Computer, and Information Technology  
Specialization

**Rationale:**

In recent years, the focus of the Department has moved away from office systems.

As a result of the program title change, there will be minor changes to the catalog description for the program.

**Old catalog description:**

Offering specialization in computer and office information systems (COIS), the Associate of Arts Degree in Business is designed to be a two-year curriculum with these objectives:

1. To provide business occupational education with the opportunity for specialization in COIS.
2. To enable the student to enter COIS positions in business and government.
3. To enable the student to upgrade his/her skills and knowledge to qualify for higher positions in business and government.
4. To provide the foundation to continue education in a four-year degree program. This program is offered at the Indiana campus only.

**New catalog description:**

Offering specialization in computer and information technology (CIT), the Associate of Arts Degree in Business is designed to be a two-year curriculum with these objectives:

1. To provide business occupational education with the opportunity for specialization in CIT.
2. To enable the student to enter CIT positions in business and government.
3. To enable the student to upgrade his/her skills and knowledge to qualify for higher positions in business and government.
4. To provide the foundation to continue education in a four-year degree program. This program is offered at the Indiana campus only.

Associate of Arts – Business, Computer, and Information Technology Specialization

**Liberal Studies:** As outlined in the Liberal Studies section  
 With the following specifications: **33**

**English:** ENGL 101, 202

**Fine Arts:** 3cr

**Health and Wellness:** 3cr

**Humanities:** HIST 195

**Mathematics:** MATH 115

**Natural Science:** 4cr

**Social Science:** PSYC 101

**Liberal Studies Electives:** BTED/COSC/IFMG 101, ECON 122

**Major: Business (Associate) Core** **30**

**Required Courses:**

ACCT 201	Accounting Principles I	3cr
ACCT 202	Accounting Principles II	3cr
BLAW 235	Legal Environment of Business	3cr
BTED 293	Practicum: Computer and Information Technology or Advisor Approved Elective	3cr
BTST 105	Introduction to Business	3cr
BTST 273	Hardware Support Solutions	3cr
BTST 310	Telecommunications	3cr
BTST 311	Training Methods in Business and Information Technology Support	3cr
BTST 321	Business and Interpersonal Communications	3cr
BTST 383	Microcomputer Software Solutions	3cr

**Total Degree Requirements:** **63**

**2. Summary of Changes**

- a. Table comparing old and new programs.

(See next page. Course revisions or additions are indicated in bold.)

**Current**

**Associate of Arts-Computer and Office Information Systems Specialization**

**Liberal Studies:** As follows: 31  
**English:** ENGL101  
**Fine Arts:** one course from list  
**Humanities:** HIST 195 and one course from LBST list of Philosophy and Religious Studies  
**Mathematics:** MATH 115 or 121  
**Social Science:** PSYC 101 and one course from non-western cultures LBST Social Science list  
**Liberal Studies Electives:** (1)  
BTED/COMM/COSC/IFMG/LIBR 201, COSC/IFMG 101, ECON 122

**Major: Business (Associate) Core 12**

**Required Courses:**  
ACCT 201 Accounting Principles I 3cr  
ACCT 202 Accounting Principles II 3cr  
BTST 101 Introduction to Business 3cr  
BTST 221 Business Technical Writing 3cr

**Other Requirements: 12**

**Computer and Office Specialization:**  
BTED 250 Electronic Office Procedures 3cr  
BTED 273 Word Processing Applications 3cr  
IFMG 205 Foundations of MIS 3cr  
Advisor Approved Elective 3cr

**Free Electives: 6**

**Total Degree Requirements: 61**

**Proposed**

**Associate of Arts-Business, Computer, and Information Technology Specialization**

**Liberal Studies:** As outlined in the Liberal Studies Section with the following specifications: 33  
**English:** ENGL 101, 202  
**Fine Arts:** 3cr  
**Health and Wellness:** 3cr  
**Humanities:** HIST 195  
**Mathematics:** MATH 115  
**Natural Science:** 4cr  
**Social Science:** PSYC 101  
**Liberal Studies Electives:** BTED/COSC/IFMG 101, ECON 122

**Major: Business (Associate) Core 30**

**Required Courses:**  
ACCT 201 Accounting Principles I 3cr  
ACCT 202 Accounting Principles II 3cr  
BLAW 235 Legal Environment of Business 3cr  
BTED 293 Practicum: Computer and Information Technology or Advisor Approved Elective 3cr  
BTST 105 Introduction to Business 3cr  
BTST 273 Hardware Support Solutions 3cr  
BTST 310 Telecommunications 3cr  
BTST 311 Training Methods in Business and Information Technology Support 3cr  
BTST 321 Business and Interpersonal Communications 3cr  
BTST 383 Microcomputer Software Solutions 3cr

**Total Degree Requirements: 63**

b. List of all associated course changes:

BLAW 235 Legal Environment of Business	Course was added to the program
BTED 250 Electronic Office Procedure	Course is no longer offered and is removed
BTED 273 Word Processing Applications	Course is no longer offered and is removed
BTST221 Technical Writing	Course is removed from the program
BTST 273 Hardware Support Solutions	Existing course was added to the program (previously BTST 313 Office Systems Technologies)
BTST 310/w/ Telecommunications	Existing course was added to the program
BTST 311 Training Methods in Business and Information Technology	Existing course was added to the program
BTST 321 Business and Interpersonal Communication	Existing course was added to replace BTST 221
BTST 383 Microcomputer Software Solutions	Existing course was added to the program (previously BTST 283 Microcomputer Software Solutions)
BTED 293 Practicum: Computer and Information Technology	New Course
IFMG 205 Foundations of MIS	Removed from program

**3. Rationale for Program Changes.**

a. There are several reasons for the program changes:

- i. The COIS program was previously under the umbrella of Office Systems within the Technology Support and Training Department. In 2000, the title of that program was changed from Office Systems to Business Technology Support following recommendations by our Department's Advisory Council, representing a number of professionals in the information technology support area, and feedback from current and prospective majors. Thus, the change in name from Business-Computer and Office Information Systems Specialization to Business, Computer, and Information Technology Specialization (CIT) reflects consistency in programs offered by our Department.

- ii. The Eberly College of Business & Information Technology is accredited by the Association to Advance Collegiate Schools of Business (AACSB). According to AACSB's Standards for Business Accreditation, each undergraduate curriculum should have a general education component that comprises at least 50 percent of a student's four-year program. Therefore, the liberal studies core and major required courses were adjusted to meet these requirements.
  - iii. Revisions to the major were also required due to revisions to the Business Education and Business Technology Support Bachelor degree programs. Because of these revisions, two courses currently listed in the CIT program that are no longer offered must be replaced with other courses; course number and title changes were also required.
  - iv. CIT majors are equipped to be versatile employees who "bridge the gap" between the technical developer of information technology and typical users. The CIT curriculum reflects a historical background of the office and information systems field and career opportunities within the field as well as content from model curricula, i.e. Organizational Systems Research Association (OSRA), IS 2002 Model, and private vendor certification programs. Alumni, advisory board members, and students have all contributed to defining the core curriculum. Faculty scholarship has also played a role in the development of the curriculum.
  - v. Rapid change in the technology sector requires that we update our curriculum on a regular basis. The Business Technology Support Business Advisory Council represents a number of professionals in the information technology support area. The Council has recommended that the program stay current with the needs of technology sector employers. The revisions made to the program are in response to the Council's recommendations and feedback from current majors, prospective majors and graduates of the program and will strengthen the content and rigor of the program.
- b. Overview of significant changes:
- i. Addition of BLAW 235 Legal Environment of Business
- Rationale: This course provides an introduction to a variety of legal topics important to all individuals and businesses. It is also part of the general business core.

ii. Addition of BTST 273 Hardware Support Solutions to program.

Rationale: This course was added to better serve the needs of students by providing exposure to computer hardware concepts, maintenance and troubleshooting.

iii. Addition of BTST 310/w/ Telecommunications

Rationale: This course was added to provide an introduction to telecommunications concepts and applications in the business environment

iv. Addition of BTST 311 Training Methods in Business and Information Technology

Rationale: Training is a primary mission of our department. This course provides students with the theoretical base and applications skills to plan, deliver and evaluate training for information technology.

v. Addition of BTST 383 Microcomputer Software Solutions.

Rationale: Many changes have occurred within the area of technology. BTED 273, Word Processing Applications, has been deleted since it has not been offered for several years. BTST 383 Microcomputer Software Solutions (renumbered from BTST283 following BTST program revisions) represents a more advanced course than BTED 101, the content of BTST 383 is appropriate for two-year technology majors and will afford them the opportunity to have a more advanced skill level upon finishing the program.

vi. Removal of IFMG 205

Rationale: Based on reports from previous graduates of the current 2-year program, students need more courses in training, hands-on experience with end-user software support, and networking concepts. IFMG 205 involves a considerable amount of computer programming. Graduates of the 2-year program obtain employment in areas, such as training, desktop publishing, and administrative support, that do not require computer programming skills. The courses outlined in ii, iii, and v above, serve as a better fit for our program of study because they more effectively provide the needed principles and skills for our students to effectively compete in today's job market.

vii. Deletion of BTED 250 Electronic Office Procedures

Rationale: BTED 250, Electronic Office Procedures, has been deleted since it has not been offered for several years. Concepts previously taught in BTED 250 are now a part of a more comprehensive course, BTST 383 Microcomputer Support Solutions, which is appropriate for two-year technology majors and will afford them the opportunity to have a more advanced skill level upon finishing the program. BTST 273 Hardware Support Solutions will better serve the needs of students by providing exposure to computer hardware concepts, maintenance and troubleshooting.

viii. Removal of BTST 221 Technical Writing and add BTST321 Business and Interpersonal Communication

Rationale: Due to a reduction in staff, the Department lacks the resources to continue offering BTST 221 at the present time. BTST321, a writing-intensive course that is currently offered as part of the business core, is an excellent course which provides students with the knowledge and skills necessary to develop communication skills relating to all facets of business communication.

ix. Deletion of BTED 273 Word Processing Applications

Rationale: BTED 273, Word Processing Applications, has been deleted since it has not been offered for several years. BTST 383, Microcomputer Software Solutions, was renumbered from BTST 283, Microcomputer Software Solutions, so the course could be a part of the two-year degree. A more advanced course than BTED 101, the content of BTST 383 is appropriate for two-year technology majors and will afford them the opportunity to have a more advanced skill level upon finishing the program.

x. Add a new course, BTST 293 Practicum: Computer and Information Technology

Rationale: This course will be an elective for the CIT Associate Degree students. The course is designed to serve as a culminating experience for students of Computers and Information Technology (CIT) Associate Degree program. Through the practicum, students gain relevant on-the-job experience as they apply skills and principles taught in the required coursework for the major. As an

alternative, students who are unable to take BTST 293 may enroll in another 3-credit advisor approved elective course.

### **Part III. Implementation**

1. Advisor approved course substitutions will be provided to students, if necessary, to ensure that all students currently in the program graduate on time.
2. Adequate faculty resources exist to accommodate these program and course changes.
3. Other resources such as lab and classroom space, equipment and supplies are adequate to implement the revised program.
4. We do not expect student enrollment to change due to the revisions. However, student enrollment may fluctuate due to reasons beyond our control (i.e., economic conditions, market appeal, etc.) The revision is required to meet AACSB's 50/50 rule and due to revisions to the Business Education and Business Technology Support Bachelor degree programs.

### **Part IV. Periodic Assessment**

#### **1. Describe the evaluation plan.**

Periodic assessment of the program will include both an internal and external evaluation. The internal evaluations will be conducted annually by the department faculty. The Associate of Arts – Business-Computers and Office Information Technology Specialization degree program is evaluated regularly by the Technology Support and Training Chair, the Department Curriculum Committee, the Department faculty, the majors, and the Department's Business Advisory Committee.

For individual courses, several evaluation methodologies will be used to evaluate student-learning outcomes. The instructor of each class will be evaluated following the criteria outlined in the Collective Bargaining Agreement (CBA). Both the Student Evaluation Instrument for Distance Learning and the Student Evaluation of Teaching for Web Based (on-line) Courses will be used to evaluate instructors and courses when they are offered using distance education technologies. Courses taught by traditional methods will be evaluated using the IUP Student Evaluation Instrument.

External evaluation will be conducted by an Association to Advance Collegiate Schools of Business (AACSB) evaluation team. AACSB is

responsible for ensuring that the program meets AACSB standards. The program is subject to periodic review by AACSB.

**2. Specify the frequency of the evaluation.**

An internal evaluation of the program and courses is conducted annually by Department faculty. The Department Advisory Committee reviews our programs semi-annually. AACSB conducts interim periodic reviews from time to time and performs a full accreditation review every five years.

**3. Identify the evaluating entity.**

Internal: Department faculty, Business Advisory Committee, and students

External: AACSB

**Part V. Course Proposals**

The proposals for the deletion of BTED250 and BTED 273 are attached. The proposal for and the addition of the new course, BTED 293, is also attached.

**Part VI. Letters of Support or Acknowledgement**

The following page contains an emailed letter of acknowledgment from Management Information Systems.

**LeAnn Wilkie**

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**From:** lfszul [lfszul@iup.edu]  
**Sent:** Thursday, February 06, 2003 1:56 PM  
**To:** LeAnn Wilkie  
**Subject:** FW: Curriculum Proposal–FYI

LeAnn

Here is our approval from Dr. Burky in MIS/DS

Thanks for a job well done!

Linda

-----Original Message-----

**From:** Louise Burky [mailto:lbburky@iup.edu]  
**Sent:** Thursday, February 06, 2003 12:05 PM  
**To:** lfszul  
**Subject:** Curriculum Proposal

Dear Linda,

This is in support of your curriculum proposal/revision submitted by Dr. Wilkie. We have no problems with it whatsoever..

Louise Burky  
MIs/ DS Department

1. To provide business occupational education with the opportunity for specialization in CIT.
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<b>Math:</b> MATH 115	
<b>Natural Science:</b> 4 cr	
<b>Social Science:</b> PSYC 101	
<b>Liberal Studies Electives:</b> BTED/COSC/IFMG 101, ECON 122.	
 <b>Major: Business (Associate) Core</b>	<b>30</b>
<b>Required Courses:</b>	
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BLAW 235 Legal Environment of Business	3cr
BTST 105 Introduction to Business	3cr
BTST 273 Hardware Support Solutions	3cr
BTST 310 Telecommunications	3cr
BTST 311 Training Methods in Business and Information Technology Support	3cr
BTST 321 Business and Interpersonal Communication	3cr
BTST 383 Microcomputer Software Solutions	3cr
BTED 293 Practicum: Computer and Information Technology or Advisor Approved Elective	3cr
 <b>Other Requirements:</b>	<b>0</b>
 <b>Total Degree Requirements:</b>	<b>63</b>

## Current

### Associate of Arts-Computer and Office Information Systems Specialization

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**Math:** MATH 115 or 121  
**Social Science:** PSYC 101 and one course from non-western cultures LBST Social Science list

#### **Major: Business (Associate) Core 12**

**Required Courses:**  
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ACCT 202 Accounting Principles II 3sh  
BTST 101 Introduction to Business 3sh  
BTST 221 Business Technical Writing 3sh

#### **Other Requirements:**

**Computer and Office Specialization: 12**  
BTED 250 Electronic Office Procedures 3sh  
BTED 273 Word Processing Applications 3sh  
IFMG 205 Foundations of MIS 3sh  
Advisor Approved Elective 3sh

**Free Electives: 6**

**Other Requirements: 0**

**Total Degree Requirements: 61**

## Proposed

### Associate of Arts-Business, Computer, and Information Technology Specialization

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#### **Major: Business (Associate) Core 30**

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**Other Requirements: 0**

**Total Degree Requirements: 63**