Template A   14-163c..
                                                               W- 4/13/15

New Course Proposal Template

Contact Person:	Lucinda Willis	Email Address:	willisl@iup.edu
Proposing Depart/Unit:	Adult and Community Education	Phone:	357-5689

Course Prefix/Number	*See the Registrar's list of Unavailable course numbers at http://www.iup.edu/WorkArea/linkit.aspx?LinkIdentifier=id&ItemID=129323.* BTED 104
Course Title	Advanced Applications in Excel
Dual/Cross Listed	*Dual Listed = Courses listed at two levels, such as undergraduate and graduate, masters and doctoral, etc. Cross Listed = Course has more than one prefix such as GEOG/RGPL 233.* ☐ Yes ☒ No If yes with: Click here to enter text.
Number of Credits	(UG) Class Hours - 1 (UG) Lab Hours - 0 Credits - 3
Prerequisite(s)	N/A
Corequisite(s)	*This means that another course must be taken in the same semester as the proposed course* N/A
Additional Information (Check all that apply. Note: Additional documentation will be required)	☐ Liberal Studies (please also complete Template C) ☐ Teacher Education (Is it Step 1 a prerequisite or is it part of the Professional Education Sequence If so please also complete Template D) ☒ Distance Education (Please also complete Template E)
Recommended Class Size (optional) (provide justification)	Are you recommending a class size: ☐ Yes ☒ No Number: Click here to enter text. If yes: (check one of the following reasons and provide a narrative explanation) ☐ Pedagogical ☐ Physical limitation of classroom ☐ Accreditation body standards/recommendations ☐ Other Explanation *(required)*: Click here to enter text.
Catalog Description	*Guidelines: Do not include pre/co-requisite information here. The registrar prefers a concise description of course content, beginning with an active verb.* An advanced course in Microsoft Excel designed to provide students with a thorough understanding of software applications uses in spreadsheet development. An emphasis is placed on the use of formatting and structure of spreadsheet use for business and academic environments.

Student Learning Outcomes *(These should be measurable, appropriate to the course level, and phrased in terms of student achievement, not instructional or content outcomes)* *If dual listed, indicate additional learning objectives for the higher level course.*	**Course Outcomes:** After completion of this course, the student should be able to: 1. Demonstrate proficiency using advanced features of Microsoft excel software for spreadsheet development 2. Utilize advanced features that include pivot tables, data analysis, visuals development from spreadsheet data 3. Differentiate tools used in formatting requirements for spreadsheets, financial reports, data analysis, and become proficient with developing production-ready spreadsheets for academic and business use.

Brief Course Outline:
Give an outline of sufficient detail to communicate the course content to faculty across campus. It is not necessary to include specific readings, calendar, or assignments.
	Introduction to Advanced Excel Software Applications **12 Hrs**
	    Manipulating Worksheets
	    Importing Text Files
	    Use of Advanced Formatting Techniques
	    Use of Database Features
	    Use of Pivot Tables
	    Link & Embed worksheets and Workbooks
	    Sort Ad Filter Data
	    Creating Macros for data mining
	Fundamental Process and Development **2 Hrs**
	    Record and File Management Systems
	
	Final Assessment **1 Hrs**
	          Total Hrs **15 Hrs**

Rationale for Proposal

Why is this course being proposed?	To assist students in developing strong production skills with regard to spreadsheets; students acquire a basic understanding of Excel in their core curriculum class; however, this is insufficient to fully utilize the potential of the software program. An advanced knowledge of Excel will help students manage information for academic and career goals.
How does it fit into the departmental curriculum? (Check all that apply)	☐ Major Requirement ☐ Minor Requirement ☐ Core Requirement *(Interdisciplinary core – e.g Business/Education)* ☐ Required Elective ☐ Liberal Studies ☒ Open Elective ☐ Other - Click here to enter text.
Is a similar class offered in other departments?	☐ Yes Please provide comment: ☒ No
Does it serve the college/university above and beyond the role it serves in the department?	☒ Yes Please provide comment: Students in all learning programs can benefit from this class, as the advanced applications are introduced to provide guidelines and best practices in creating production-ready spreadsheets. ☐ No
Who is the target audience for the course?	☐ Course Designed for Majors (☐ Required ☐ Not Required) ☐ Course Designed for Minor ☐ Departmental Elective

Template A

	☐ Restricted to Majors/Minors ☒ Open to Any Student ☐ Liberal Studies ☐ Other -
Implications for other departments	A. What are the implications for other departments (*For example: overlap of content with other disciplines, requirements for other programs*)? N/A B. How have you addressed this with other department(s) involved? What was the outcome of that attempt? (Attach documents as appropriate) N/A

Subject: Fwd: BTED Courses
From: "Dr. David T. Smith" <dtsmith@iup.edu>
Date: 4/3/2015 3:16 PM
To: curriculum-approval@iup.edu
CC: "Pankaj (PC)" <pankaj@iup.edu>, "Fries, Terrence P" <t.fries@iup.edu>, "O'Neil, Therese D" <Therese.ONeil@iup.edu>

Dear Committee Members,

The Computer Science department concurs with ISDS assessment of BTED 102, BTED 103, and BTED 104. Thus, the
Computer Science department joins with ISDS to formally object to these courses.

Best Regards,
-dave smith

-------- Original Message --------
    Subject:BTED Courses
      Date: Fri, 3 Apr 2015 12:27:28 -0400
      From: Pankaj (PC) <pankaj@iup.edu>
Organization: Indiana University of Pennsylvania
        To:<curriculum-approval@iup.edu>
        CC:<ecob-im@iup.edu>, "'Dr. David T. Smith'" <dtsmith@iup.edu>, <toneil@iup.edu>

Dear Committee Members,

This is Dr. Pankaj. I currently serve as the chair of the ISDS department. I just had a chance to review the BTED 102 proposal that is being proposed by ACE in College of ED. The ISDS formally objects to this course since this course is essentially same as the IFMG 101/COSC 101 course offered by ISDS Department in ECOB and COSC and NSM.

The ISDS Department would also formally like to object for BTED 104 and BTED 103 since the majority of the content there is again covered in IFMG 101/COSC 101.

Please request ACE to get formal letters of support from both ISDS and COSC for all of these courses.

Thanks and Regards

Pankaj

From: Curriculum Approval [mailto:curriculum-approval@iup.edu]

Sent: Thursday, March 26, 2015 4:28 PM

To: SEKHAR@iup.edu; GJDEAN@iup.edu; CMDUGAN@iup.edu; PHUN@iup.edu; GILLHAM@iup.edu; FCONDINO@iup.edu; BHARATHN@iup.edu; GRLONG@iup.edu; MPIWINSK@iup.edu; DTSMITH@iup.edu; CDANDEN@iup.edu; DMYERS@iup.edu; RJMUTCH@iup.edu; WUTSCH@iup.edu; MJENKINS@iup.edu; KARATJAS@iup.edu; LBLACK@iup.edu; DPIPER@iup.edu; PAGNUCCI@iup.edu; AFFANEH@iup.edu; RJOHNSON@iup.edu; MCDANIEL@iup.edu; JBENHART@iup.edu; HOVAN@iup.edu; EBLAIR@iup.edu; RSMOORE@iup.edu; JMILLER@iup.edu; FBOWERS@iup.edu; ZKYN@iup.edu; CCLOUSER@iup.edu; RGSONI@iup.edu; BHAGAT@iup.edu; FALARCON@iup.edu; JFREIDT@iup.edu; PANKAJ@iup.edu; SCAULDER@iup.edu; TGROPELL@iup.edu; MMACLEOD@iup.edu; MZNUMAN@iup.edu; JFSITTON@iup.edu; SRIEG@iup.edu; PAVLOSKI@iup.edu; TSMITH@iup.edu; FERGUSON@iup.edu; AHECKERT@iup.edu; JMBAKER@iup.edu; JLOWERY@iup.edu; BRJONES@iup.edu; KRIVOSEC@iup.edu

Cc: Karen Pizarchik

Subject: UWUCC Proposals for Department Chair Review

Dr. David T. Smith, Dr. Lucinda Willis - This email serves as official notification that curriculum submission from your department was received on: 3/26/15

Specifically what was received was:

14-162 COSC 430 Introduction to Systems Programming, course revision
14-163a BTED 102 Computer Literacy for Educators, new course
14-163b BTED 102 Computer Literacy for Educators, new course
14-163c BTED 104 Advanced Applications in Excel, new course
14-163d BTED 104 Advanced Applications in Excel, distance education
14-163e BTED 103 Advanced Microsoft Word Applications for Research Writing, new course
14-163f BTED 103 Advanced Microsoft Word Applications for Research Writing, distance education

All chairs - In accordance with the revised curriculum process, this email is to inform you that curriculum proposals have been submitted to the appropriate college Dean for approval.

The process indicates all Academic Chairs be informed so they can review the proposals as they deem appropriate. Any feedback/concerns should be submitted to the curriculum-approval@iup.edu email.

The above mentioned proposal is posted in the Curriculum Proposal folder on the X drive: (X-Public-Academic Affairs Information-Curriculum Proposals)

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Chairs of the University-wide Curriculum Committees
UWUCC - Gail Sechrist and John Lewis
GCC - David Piper and Matt Baumer