

Template A

<p>Student Learning Outcomes</p> <p><i>(These should be measurable, appropriate to the course level, and phrased in terms of student achievement, not instructional or content outcomes)</i></p> <p><i>If dual listed, indicate additional learning objectives for the higher level course.</i></p>	<p>Course Outcomes: After completion of this course, the student should be able to:</p> <ol style="list-style-type: none"> 1. Examine standard formatting requirements in academic writing, and become proficient with developing production-ready documents 2. Demonstrate proficiency using advanced features of word processing software 3. Utilize advanced features that comprise documentation building features of Word with various types of research papers. 												
<p>Brief Course Outline:</p> <p><i>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.</i></p>	<table border="0"> <tr> <td>Introduction to Word Processing Software Applications</td> <td style="text-align: right;">12 Hrs</td> </tr> <tr> <td colspan="2"> Various Styles of writing – APA/MLA/etc Title Page Table of Contents Body of Paper Formatting Reference/Bibliography Appendices Footnotes/Endnotes </td> </tr> <tr> <td>Fundamental Process and Development</td> <td style="text-align: right;">2 Hrs</td> </tr> <tr> <td colspan="2"> File and folder maintenance Navigation with integrated interfaces Toolbars and ribbons </td> </tr> <tr> <td>Final Assessment</td> <td style="text-align: right;">1 Hrs</td> </tr> <tr> <td>Total Hrs</td> <td style="text-align: right;">15 Hrs</td> </tr> </table>	Introduction to Word Processing Software Applications	12 Hrs	Various Styles of writing – APA/MLA/etc Title Page Table of Contents Body of Paper Formatting Reference/Bibliography Appendices Footnotes/Endnotes		Fundamental Process and Development	2 Hrs	File and folder maintenance Navigation with integrated interfaces Toolbars and ribbons		Final Assessment	1 Hrs	Total Hrs	15 Hrs
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<h3>Rationale for Proposal</h3>													
<p>Why is this course being proposed?</p>	<p>To assist students in developing strong word processing production skills with regard to research papers; various styles will be investigated, and a final paper will be developed for assessment purposes. Students acquire basic Word skills in core classes; however, this course will build upon those skills to help students develop strong word processing production skills with regard to research papers. Various styles will be investigated, and a final paper will be developed for assessment purposes.</p>												
<p>How does it fit into the departmental curriculum? (Check all that apply)</p>	<table border="0"> <tr> <td><input type="checkbox"/> Major Requirement</td> <td><input type="checkbox"/> Minor Requirement</td> <td><input type="checkbox"/> Core Requirement <i>(Interdisciplinary core – e.g. Business/Education)</i></td> </tr> <tr> <td><input type="checkbox"/> Required Elective</td> <td><input type="checkbox"/> Liberal Studies</td> <td><input checked="" type="checkbox"/> Open Elective</td> </tr> <tr> <td colspan="3"><input type="checkbox"/> Other - Click here to enter text.</td> </tr> </table>	<input type="checkbox"/> Major Requirement	<input type="checkbox"/> Minor Requirement	<input type="checkbox"/> Core Requirement <i>(Interdisciplinary core – e.g. Business/Education)</i>	<input type="checkbox"/> Required Elective	<input type="checkbox"/> Liberal Studies	<input checked="" type="checkbox"/> Open Elective	<input type="checkbox"/> Other - Click here to enter text.					
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<input type="checkbox"/> Other - Click here to enter text.													
<p>Is a similar class offered in other departments?</p>	<p><input type="checkbox"/> Yes Please provide comment:</p> <p><input checked="" type="checkbox"/> No</p>												
<p>Does it serve the college/university above and beyond the role it serves in the department?</p>	<p><input checked="" type="checkbox"/> 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 documents.</p> <p><input type="checkbox"/> No</p>												

Template A

<p>Who is the target audience for the course?</p>	<p><input type="checkbox"/> Course Designed for Majors (<input type="checkbox"/> Required <input type="checkbox"/> Not Required)</p> <p><input type="checkbox"/> Course Designed for Minor <input type="checkbox"/> Departmental Elective</p> <p><input type="checkbox"/> Restricted to Majors/Minors <input checked="" type="checkbox"/> Open to Any Student</p> <p><input type="checkbox"/> Liberal Studies</p> <p><input type="checkbox"/> Other -</p>
<p>Implications for other departments</p>	<p>A. What are the implications for other departments (<i>For example: overlap of content with other disciplines, requirements for other programs</i>)? N/A</p> <p>B. How have you addressed this with other department(s) involved? What was the outcome of that attempt? (Attach documents as appropriate) N/A</p>
<p>For Dean's Review</p>	
<ul style="list-style-type: none"> • Are resources available/sufficient for this course? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA • Is the proposal congruent with college mission? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> NA • Has the proposer attempted to resolve potential conflicts with other academic units? <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> NA 	
<p>Comments:</p>	

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; JIMBAKER@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