LSC Use Only
Number:
Submission Date:
Action-Date:

CURRICULUM PROPOSAL COVER SHEET
University-Wide Undergraduate Curriculum Committee

I. **CONTACT**

Contact Person ___Sharon Steigmann/Maryanne Brandenburg___ Phone ___x3003___

Department ___Office Systems and Business Education___

II. **PROPOSAL TYPE** (Check All Appropriate Lines)

_____ COURSE _____
Suggested 20 character title

_____ New Course* _____
Course Number and Full Title

_____ Course Revision _____
Course Number and Full Title

_____ Liberal Studies Approval + _____
for new or existing course
Course Number and Full Title

_____ Course Deletion _____
Course Number and Full Title

_____ Number and/or Title Change _____
Old Number and/or Full Old Title

_____
New Number and/or Full New Title

_____ Course or Catalog Description Change _____
Course Number and Full Title

__X__ PROGRAM: __X__ Major _____ Minor _____ Track

_____ New Program* _____
Program Name

__X__ Program Revision* ___Office Systems___
Program Name

_____ Program Deletion* _____
Program Name

_____ Title Change _____
Old Program Name

_____
New Program Name

III. **Approvals** (signatures and date)

Department Curriculum Committee

College Curriculum Committee

Department Chair

College Dean

+Director of Liberal Studies (where applicable)

*Provost (where applicable)

Part III. Implementation

1.   How will the proposed revision affect students already in
     the existing program?

     Answer: Students enrolled in the existing program will
     substitute OS 411 Microcomputer Support for OS 312
     Administrative Office Services.

2.   How will the proposed revision affect faculty teaching
     loads? Have additional faculty been authorized? If you are
     adding requirements, how will adequate seats be provided?

     Answer: This will not affect faculty teaching loads.
     Faculty who taught OS 312 will be teaching OS 411.

3.   Are other resources adequate? (Space, equipment, supplies,
     travel funds)

     Answer: All resources are adequate.

4.   Do you expect an increase or decrease in the number of
     students as a result of these revisions? If so, how will
     the department adjust?

     Answer: Number of students will remain the same.

Additional Questions

1A&B. Is a laboratory experience involved in the proposed new
       course OS 411 Microcomputer Support? On page 4 of the
       proposal, in the Evaluation Methods section, there is a
       statement that 20% of the course grade will be from
       activities in a "lab environment". Will any part of the 3
       s.h. for the course be a lab component? What is the
       proper designation for the course?.

       Answer: Although the class meets in a microcomputer lab,
       the activities in the "lab environment" represent outside
       homework assignments. Therefore, the proper designation
       for the course is 3c-0l-3sh

2.   Is the information to be offered in OS 411 already taught
     during the three prerequisites?

     Answer: Foundation skills are taught in OS 301, OS 313 and
     OS 400. The information presented in OS 411 builds on these
     skills. To accommodate students who may have the necessary
     background and not all the three specific prerequisites, we
     are willing to add "or permission of instructor".

3.   Relative to the Special Resource Requirements: Will the
     student need to buy other computer supplies? e.g. disks,
     special paper, other?

     Answer: Students will be requested to furnish a computer
     disk in order to keep a backup copy of assignments.

4A. Is there a discrepancy between the number of prospective
     students in a section and the number of workstations?
     Specifically, on page 6 of the proposal the answer to C2
     states "Helpdesk software will be required for 20 work
     stations." On page 8, in the answer to C6: "25 students"
     in a section of the course.

     Answer: Since not all students will be using the software
     at the same time, the course can accommodate 25 students.

4B. Will the students or the Eberly College of Business buy the
     Helpdesk software?

     Answer: Students will not be required to purchase
     "helpdesk" software as the Eberly College of Business has a
     site license for 20 copies.