

LSC Use Only

Number: _____

Submission Date: _____

Action-Date: _____

RECEIVED
MAR 17 1997

LIBERAL STUDIES

97-19
UWUCC USE Only

Number: 96-90

Submission Date: _____

Action-Date: Withdrawn 10-15-97

Part I Curriculum Proposal Cover Sheet for COIS AA Program

CURRICULUM PROPOSAL COVER SHEET

University-Wide Undergraduate Curriculum Committee

I. CONTACT

Contact Person Maryanne Brandenburg, Linda Szul Phone 5733 or 3003
and Virginia Hemby
Department Office Systems & 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:

____ Major

____ Minor

____ Track

____ New Program*

Program Name

X Program Revision*

ASSOCIATES OF ARTS DEGREE,

Program Name

____ Program Deletion*

Computer and Office Information Systems (COIS)

Program Name

____ Title Change

Old Program Name

New Program Name

III. Approvals (signatures and date)

Maryanne Brandenburg
Department Curriculum Committee

W. S. Moore
Department Chair

W. S. Moore 2/19/97
College Curriculum Committee

Salvatore Longo 3/1/97
College Dean

+ Director of Liberal Studies (where applicable)

W. S. Moore 3/12/97
*Provost (where applicable)

Part II. Description of Curriculum Change

1. Catalog description for the revised COIS AA program--The only change is the addition of the last four words, and the Punxsutawney Campus.

Associate of Arts Degree

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 for a four-year degree program. This program is offered at the Indiana campus only.

The university has suspended admission to the COIS program at the Armstrong Campus and the Punxsutawney Campus.

2. Summary of changes in the COIS AA program
 - a) See page 3, "Comparison table for COIS Associate of Arts Degree: Old program compared to revised program." Changes are indicated by underscoring and bold print.
 - b) List (with rationale) of all associated course changes in the COIS Associate of Arts program (See page 4)

Comparison Table for COIS Associate of Arts Degree:
Old Program Compared to Revised Program

Old Program		Revised Program	
Liberal Studies: as follows:	13	Liberal Studies:	16-17sh
English: EN 101	4sh	English: EN 101	4sh
Humanities or Fine Arts: one course from lists	3sh	Humanities or Fine Arts: one course from lists	3sh
Social Science: <u>EC 101</u> or EC121, PC 101	6sh	Social Science: EC 121, Economics I PC101, Psychology	3sh 3sh
		Math: BE111 or MA121	3sh
Major: Business (Associate) Core Required courses:	32	Major: Business (Associate) Core Required courses:	27sh
AD 101 Introduction to Business	3sh	AD 101 Introduction to Business	3sh
AD 221 Business Technical Writing	3sh	AD 221 Business Technical Writing	3sh
AG 201 Accounting Principles I	3sh	AG 201 Accounting Principles I	3sh
AG 202 Accounting Principles II	3sh	AG 202 Accounting Principles II	3sh
BE 111 Foundations of Business Math	3sh	AG 202 Accounting Principles II	3sh
<u>BE 131 Keyboarding and Doc. Form.</u>	3sh	<u>BE 132 Computer and Document Form.</u>	3sh
BE 250 Electronic Office Procedures	3sh	BE 250 Electronic Office Procedures	3sh
BL 235 Introduction to Business Law	3sh	BL 235 Introduction to Business Law	3sh
<u>FI 220 Essentials of Finance</u>	3sh	<u>*EC122 EconomicsII</u>	3sh
<u>IM 241 Intro. to MIS</u>	3sh	<u>*CO101 Computer Literacy</u>	3sh
<u>IM 245 Intro. to Microcomputers</u>	3sh		
Other Requirements: Computer and Office Specialization:	12	Computer and Office Info. Systems Specialization:	12sh
<u>BE 273 Word Processing Applications</u>	3sh	<u>*CM/IM/LB201 Internet & Multimedia</u>	3sh
IM 251 Bus. Sys. Analysis and Design	3sh	IM 251 Bus. Sys. Analysis and Design	3sh
IM 255 Bus. Appl. in COBOL	3sh	<u>**IM 205 Foundations of MIS</u>	3sh
<u>IM 260 Bus. Computer Appl. Project</u>	3sh	<u>OS 285 Adv. Microcomputer Appl.</u>	3sh
Free Electives:	3	<u>Advisor Approved Electives</u>	6sh
		See recommended list	
Other Requirements:	0	Other Requirements:	0
Total Degree Requirements:	60	Total Degree Requirements:	61sh-62sh

*Counts as Liberal Studies Elective

**IM 205 Foundations of MIS is currently listed as IM 281 Special Topics.

**List of Advisor Approved Electives for COIS
Associate of Arts Degree**

IM261	Micro Database Systems	3 sh
IM255	Business Applications in COBOL	3 sh
BE281	Special Topics	3 sh
BE__	Practicum	3 sh

Part II 2. b) List (With Rationale) for All Associated
Course Changes for the COIS AA Program

COIS AA Program changes are necessary for three reasons: First, the program is no longer going to be taught at the branch campuses. The last course offerings will be Spring 1997. Low enrollments and lack of resources at these locations facilitated the decision to move the AA program to the main campus. Second, the old program did not reflect current Liberal Studies requirements nor current technology knowledge and applications required for today's workplace. Third, the old program did not allow an easy transition into a four-year program at IUP, should the student wish to continue his/her education. Therefore, the program revision was designed to meet the following goals:

- 1) To provide more balance between Liberal Studies requirements and major area requirements, as appropriate to a degree in higher education from a university.
- 2) To build a foundation appropriate for a seamless transition from the two-year program to a four-year program at IUP.

Rationale for courses no longer required in the COIS AA Program

1. EC101 is no longer required. Students have been required to take EC101 or EC121. The revised program is academically stronger in its requirement that students take EC121 (listed in the Liberal Studies portion of the program) and EC122 (listed in the major core requirements of the program). EC122 also counts as a Liberal Studies elective should the student move to a four-year degree program at IUP. This change strengthens the student's background in economics and better prepares the student to move into a four-year program or into the workplace.
2. BE131, Keyboarding and Document Formation, is deleted from catalog offerings. A copy of the deletion form is presented on pp. 20-21 of this proposal. In place of BE131, students will take BE132, Computer Keyboarding and Document Formation, which incorporates computer applications and current workplace practices.
3. FI220, Essentials of Finance was a branch campus only course and is not offered on main campus. Students will not be required to take a course in finance for their AA degree. Instead, students will take Liberal

Studies credits to help prepare them for a "seamless" transition to the four-year program, should they so choose.

4 a-c IM241, IM245, IM260 courses are in the process of or have already been deleted by the Management Information Systems and Decision Sciences Department. (See attached memo from Ken Shildt, Chair of the MIS and DS Dept., p. 25)

Upgraded contents of these courses are incorporated in other main-campus courses. IM241 and IM260 are incorporated in updated courses IM205 and OS285. IM245 is essentially the same as BE/CO/IS101, Microcomputer Based Literacy, offered on the main campus. Since a course will not qualify for Liberal Studies credits if the course is offered in the major area, CO101 will be the choice for AA students. CO101 will then count as a Liberal Studies elective should the student continue his/her education for a four-year program.

5. BE273 is being deleted from catalog offerings. Content of this course has been incorporated in BE/CO201 and other courses (See pp. 22-23 of this proposal).

6. Only advisor approved electives are acceptable because students should be directed to take courses which will apply toward their pursuit of a four-year program (if they so choose).

Part III. Implementation

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

Students already in the program will not be affected, except when a course listed under the old program is not available for enrollment. In that case, the course for the new program will be substituted. Students who enter after approval of the new program will follow the new curriculum.

2. How will the proposed revision affect faculty teaching loads?

Faculty teaching loads will not be affected. The branch campus programs are being discontinued and all courses required in the AA program are now being taught at the main campus. No additional faculty are needed.

3. Adequate resources are already in place at the main campus. Existing space, equipment, and supplies are adequate; and travel funds are not needed.

4. An increase in the number of students is expected as a result of the program revision. Enrollments at the branch campuses for the AA program have been very low, while course enrollments at the main campus have been moderate. Existing space is available to accommodate all AA degree students on main campus; and by moving the program to main campus only, resources are better utilized. Additionally, faculty have a chance to more effectively recruit students for a four-year degree.

**Part IV Course Proposals - New, Revised, and Deleted Courses
of the COIS AA Program**

A. New courses

1. New courses added -- none

2. Established courses added

- a) OS285, Advanced Microcomputer Applications, as revised from OS301 by course number and content. (Refer to pp. 9-19 of this proposal.)
- b) BE132, Computer Keyboarding and Document Formation, replaces BE131. (Refer to pp. 20-21 for BE131 deletion documentation.)
- c) EC122, Economics II.
- d) CO101, Computer Literacy; replaces the IM245 course deleted by the MIS & Decision Sciences Department. (See memo from MIS & Decision Department and response from Office Systems & Business Education. Department, pp. 25-26.)
- e) CM/IM/LB201, Internet & Multimedia. Portions of IM241 and IM260 (deleted by the MIS & Decision Sciences Department) are incorporated in the CM/IM/LB201.
- f) IM205, foundations of MIS. Portions of IM241 and IM260 (deleted by the MIS & Decision Sciences Department) are incorporated in IM205.
- g) Advisor Approved Elective. Needed to better guide student choices.

B. Courses revised

OS285, Advanced Microcomputer Applications. OS301, Advanced Microcomputer Applications has been revised by course number and content. The number change from OS301 to OS285 provides is more logical fit for a course in a two-year degree program. The number change will not cause course sequencing problems for four-year students who will also be required to take this course. The content update is necessary to represent current technological application in the workplace (See pp. 9-19 for complete documentation.)

C. Courses deleted

1) Deleted from catalog offerings of the Office Systems & Business Education Department

a) BE131, Keyboarding and Document Formatting
(See pp. 20-21 of this proposal).

b) BE273, Word Processing Applications
(See pp. 22-23.)

2) Deleted as a course required in the COIS AA program

a) FI220, Essentials of Finance. This course was available only at the branch campuses

b) IM241, Introduction to MIS, deleted from catalog offerings. Paperwork in process by MIS & Decision Sciences Department.

c) IM245, Introduction to Microcomputers, deleted from catalog offerings. Paperwork in process by MIS & Decision Sciences Department.

d) IM260, Business Computer Applications Project, deleted from catalog offerings. Paperwork in process by MIS & Decision Sciences Department.