

RECEIVED

Number: _____

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Department Computer Science

PROPOSAL TYPE (Check All Appropriate Lines)

New Course

Course Number and Full Title

Course Revision

COSC 117, Min. Based Computer Literacy,

Course Number and Full Title

Liberal Studies Approval
from new or existing course

Course Deletion

New Program Name

APPROVALS (signatures and date)

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12/9/05

Part II Description of Curriculum Change

1. New Syllabus of Record

See Attachment A the new syllabus of record.

2. Summary of the proposed revision

1. BE101 was changed to BTED101
2. CO101 was changed to COSC101
3. IM101 was changed to IFMG101

5. Application added:

- Use of the Internet for information retrieval and communications
- Artificial Intelligence and Expert Systems (basic ideas)

NEW COSC 101 Syllabus of Record

I. Catalog Description

COSC101 **Microbased Computer Literacy**
IFMG101

3 class hours
0 lab hours
3 credits
3c-0l-3cr

An introductory course designed to provide students with a fundamental understanding of computers. The course familiarizes students with the interaction of computer hardware and software. Emphasis is placed on the application of microcomputers, the use of productivity software (word processing, spreadsheet management, file and database management, presentation graphics, web browsers, search strategies, and e-mail) and the social and ethical

aspects of the impact of computers on society. (Does not count toward Computer Science

D. Major Applications

	a. Fundamental Concepts	
	b. Basic Applications	
	c. Integration	
2.	Electronic Spreadsheets	5 hours
	a. Fundamental Concepts	
	b. Basic Applications	
	c. Integration	
3.	Record and File Management Systems	1 hour
	a. Fundamental Concepts	
	b. Basic Applications	
4.	Database Management Systems	4 hours
	a. Fundamental Concepts	
	b. Basic Applications	
	c. Integration	
5.	Presentation Graphics Applications and Integrated Software	4 hours
	a. Fundamental Concepts	
	b. Basic Applications	
	c. Integration	
6.	Use of the Internet for Information Retrieval	
	and Communications	3 hours
	a. Fundamental Concepts	
	b. Basic Applications	
	Other Personal Use Applications Software	1 hour

I. Class Tests

2 hours

Total =

42 hours

IV. Evaluation Methods

The final grade for the course will be determined as follows:

Suggested Percentage

- | | Suggested Percentage |
|---|----------------------|
| spreadsheets, database management, presentation graphics and electronic mail. | |
| 2. Reaction papers and book review. Library and Internet search and reaction to articles dealing with | 30 – 40% |

papers of this nature.

3. Quizzes and homework assignments

10 – 20%

Connected World, -Course Technology Publishing, Copyright, March, 2000 ISBN: 0-7895-5937-4

Long, Larry & Long, Nancy, Computers, 9th Edition, Prentice Hall Publishing, Copyright 2002, ISBN: 0-13-092991-3.

O'Leary, Linda I & O'Leary, Timothy J Computer Essentials, 1999-2000 Edition, Eleventh Edition, McGraw Hill Publishing, Copyright 1999, ISBN: 0-07-365556-2.

O'Leary, Linda I & O'Leary, Timothy J, Computer Essentials Brief, 1999-2000, McGraw-Hill Publishing, Copyright, 1999, ISBN: 0-07-365555-4.

Ola Dan and Parsons Jamrich June New Perspectives on Computer Concepts Fourth Edition

Stoll, Cliff, Silicon Snake Oil, Published by Anchor Books, Copyright, 1995,

Stoll, Cliff, The Cuckoo's Egg, Published by Pocket Books, Copyright 1990,
Valovic, Thomas Digital Mythologies, Rutgers University Press, Copyright, 2000.

VI. Special Resource Requirements (*for students*)

Zip diskettes and CDR

VII. Bibliography

In addition to the above texts, following is a list of video resources used in preparation of this course material.

Criminals in Cyberspace, 20th Century with Mike Wallace. An A&E Home Video. Copyright 1996.
Approximately 50 minutes, VHS Documentary, Cat No. AAE-21507.

Understanding Computing, Discovery Channel School, Approximately 51 minutes/2 segments, Copyright 1997 Discovery Communications, Inc. ISBN 1-56331-629-3.

Justification of the revision

Attachment B

IUP introduced Microbased Computer Literacy to its curriculum in 1989. Its goal was to give students the following knowledge set:

1. **Basic Concepts of Information Technology:** A student is expected to know about the basic physical make-up of a personal computer and understand some of the basic concepts of IT such as data storage and memory, the context for computer-based software applications in society, and the users of information networks within computing. He or she shall also appreciate how IT systems are found in everyday situations, and how personal computers can affect health.
2. **Using the Computer and Managing Files:** A student is expected to demonstrate knowledge and

competence in using the basic functions of a personal computer and its operating system. A student

shall be able to operate effectively within the desktop environment. He or she shall be able to manage and organize files and directories/folders and know how to copy, move, and delete files, and directories/folders. A student shall demonstrate the ability to work with desktop icons and to manipulate windows. He or she shall demonstrate the ability to use search features, simple editing tools, and print management facilities available within the operating system.

3. **Word Processing:** A student is expected to demonstrate the ability to use a word processing application on a personal computer. He or she shall understand and be able to accomplish basic operations associated with creating, formatting, and finishing a word processing document ready for distribution. The student shall demonstrate competence in using some of the more advanced features associated with word processing applications such as creating standard tables, using pictures and images within a document, importing objects and using mail merge tools.
4. **Spreadsheets:** A student is expected to understand the basic concepts of spreadsheets and to demonstrate the ability to use a spreadsheet application on a personal computer. He or she shall

7. Information and Communications: The students are expected to accomplish basic Web search tasks

using a Web browser application and available search engine tools, to bookmark search results and to print Web pages and search reports. He or she shall demonstrate their ability to use electronic mail software to send and receive messages, to attach documents or files to a message, and to organize and manage message folders or directories within electronic mail software.

8. Societal Issues: In recent years Information Technology (IT) raised many ethical issues involving the computer. The students are expected to address these issues in Information Assurance: identity theft, information privacy, electronic surveillance, invasion of privacy, software piracy, commercial exploitation, and how they affect their daily lives.

These areas can be accommodated into the current course structure due in large part to two factors.

- Thanks to prior exposure to computers, students today have a shorter learning curve when it comes to assimilating new software packages and Information Technology concepts. As a result, students

- Improvements in the software packages like their mouse point and click graphical user interfaces and extensive help facilities enable students to complete powerful manipulations and data transformations with ease, further reducing the time necessary to accomplish these learning units.

Old COSC 101 Syllabus of Record

Attachment C

Catalog Description:

COSC 101 MICROBASED COMPUTER LITERACY

3c-0l-3sh

An introductory course designed to provide students with a fundamental understanding of computers. The course familiarizes students with the interaction of computer hardware and software. Emphasis is

b. Language translators and utility programs

- a. Command structure
- b. Use of utilities

B. Word Processing 1 week

- 1. Concepts and applications
- 2. Skill development

- a. command structure
- b. creation and manipulation of text

C. Spreadsheet 1 week

- 1. Concepts and applications
- 2. Skill development

- a. command structure
- b. creation and manipulation of data

D. Database Management 2 weeks

- 1. Concepts and applications
- 2. Skill development

- a. command structure
- b. creation and manipulation of databases

E. Desktop Publishing/Graphics 2 weeks

- 1. Concepts and applications
- 2. Skill development

- a. command structure
- b. designing effective print communications

F. Integrated application packages

VI. Issues in Microcomputing

1 week

- A. Theft and embezzlement
- B. Security
- C. Computer crime legislation
- D. Computer privacy

Assignments:

Assignments will include laboratory projects on word processing, spreadsheet and database manipulation. Also, students will read articles and at least one book dealing with the application of computers in subject areas that are related to their major fields of study or are of interest to them. The

students must present summaries of the articles and book(s) together with their reactions. The word

processing package taught in the course will be used for the reports.

Evaluation Methods:

The final grade for the course will be determined as follows:

- 1. Laboratory projects. Three laboratory projects covering word processing, spreadsheet, and database manipulation. 30%
- 2. Reaction papers. Library search and reaction to articles dealing with computer applications. A 20%

Using WordStar
Using Microsoft Works
Using dBASE III Plus
Using Word Perfect
Using Page Maker

or other appropriate word processing, spreadsheet, and/or file management and database management packages.

From: "Therese D. O'Neil" <tonell@grove.iup.edu>

Sender: "Therese D. O'Neil" <tonell@grove.iup.edu>

Subject: Email of Support: MIS

Date: Mon, 11 Feb 2002 22:26:05 -0500

To: Sanwar <sanwar@grove.iup.edu>



>==== Original Message From Elizabeth Pierce <EMPIERCE@grove.iup.edu> =====

From: "Elizabeth Pierce" <EMPIERCE@grove.iup.edu> Date: Mon, 11 Feb 2002 22:26:05 -0500

[Redacted content]



From: "Therese D. O'Neil" <toneil@grove.iup.edu>
Sender: "Therese D. O'Neil" <toneil@grove.iup.edu>
Subject: Email of Support: TS&T
Date: Sat, 16 Feb 2002 20:04:51 -0500
To: Sanwar <sanwar@grove.iup.edu>

>==== Original Message From Elizabeth Pierce <EMPIERCE@grove.iup.edu> =====

From: IN%"moore@grove.iup.edu" "Dr.Wayne Moore" 23-JUL-2001 13:16:18.85
To: IN%"[bbkubk@grove.iup.edu]" "bbkubk" IN%"EMPIERCE@grove.iup.edu"

IN%"EMPIERCE@grove.iup.edu"

Subj: RE: New 101 Syllabus

The revised syllabus for BEDU/COSC/IFMG 101 looks good. The Technology
Support and Principle Department supports the ~~revisions to~~ the syllabus of

Wayne

Date: March 21, 2002

To: Carl L. Ratterbaugh, Chair, Computer Science Department

From: Kristin Wilcox, Chair, IS and Decision Sciences Department
Cambridge, MA, 02139, USA

1/1/02

BTED/COSC/IFMG101

- A. The Syllabus of Record is used by all three departments teaching this course. In general, all sections of Microbased Computer Literacy share the same objectives, content, assignments and evaluation. A detailed list of each of these is in the Syllabus of Record. In addition, suggestions for current textbooks are also in the Syllabus of Record. Each professor, of course, will teach the course in his/her own teaching style, but the course is taught according to the standards set in the

Syllabus of Record.

To ensure that these standards are being met, each of the three divisions BTED

2. Summary of Changes

Bachelor of Science in Education—Health and Physical Education (*)

<i>Current</i>	<i>Proposed</i>
Liberal Studies: As outlined in Liberal Studies section with the following specifications: Mathematics: <u>MATH 217</u>	Liberal Studies: As outlined in Liberal Studies section with following specifications: Mathematics: <u>MATH 217</u> and 3 additional
54	48

Natural Science: BIOL 103-104 or CHEM 101-102
Social Science: PSYC 101, SOC 151
Liberal Studies Electives: FDNT 145, PSYC 378, or approved alternatives

Major:

Course Requirements:	31
HPED 142 Foundations of Health, Physical Education, and Sport	3sh
HPED 200 Fundamentals of Physical Activity	1sh
HPED 210 Motor Development	2sh
HPED 221 Human Structure and Function	3sh
HPED 251 Foundations of Safety and Emergency Health Care	3sh

HPED 263 Aquatics	1sh
HPED 315 Biomechanics	3sh
HPED 341 Evaluation in Health and Physical Education	3sh
HPED 343 Physiology of Exercise	3sh
HPED 344 Adapted Physical Education	3sh
HPED 441 Psychosocial Implications for Health and Physical Education	3sh

Natural Science: BIOL 103-104 or CHEM 101-102
Social Science: PSYC 101
Liberal Studies Electives:

Major:

Course Requirements:	31
HPED 142 Foundations of Health, Physical Education, and Sport	3cr
HPED 175 Prevention and Care of Injuries to the Physically Active	2cr
HPED 200 Fundamentals of Physical Activity	1cr
HPED 210 Motor Development	2cr
HPED 221 Human Structure and Function	3cr
HPED 242 Emergency Health Care (+)	1cr

HPED 263 Aquatics	1cr
HPED 315 Biomechanics	3cr
HPED 341 Evaluation in Health and Physical Education	3cr
HPED 343 Physiology of Exercise	3cr
HPED 344 Adapted Physical Education or	
HPED 370 Adapted Health and Physical Education (-)	3cr

(*) See requirements leading to teacher certification, titled "Admission to Teacher Education" in the College of Education and

(*) See requirements leading to teacher certification, titled "IUP Teacher Education 3-Step Process" in the College of Education and

Proposed

Liberal Studies: As outlined in Liberal Studies section with the following specifications:

51

- Health and Wellness: FDNT 143 or MLSC 101-102
- Natural Science: BIOL 103-104 or CHEM 101-102
- Social Science: PSYC 101, SOC 151
- Liberal Studies Electives: BTED/COSC/BIFMG 101*and FDNT 145* (needed to meet accreditation requirements)

Major

31

Core Requirements:

HPED 162 Foundations of Health and

- Physical Education 3sh
- HPED 175 Prevention and Care of Injuries 2sh

- HPED 200 Fundamentals of Physical Activity 1sh
- HPED 210 Motor Development 2sh
- HPED 221 Human Structure and Function 3sh
- HPED 242 Emergency Health Care 1sh

- HPED 263 Aquatics 1sh

- HPED 315 Biomechanics 3sh
- HPED 341 Evaluation in Health and Physical Education 3sh
- HPED 343 Physiology of Exercise 3sh
- *-HPED 344 Adapted Physical Education 3sh
- or
- HPED 370 Adapted Health and Physical

Education 3sh