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

3. IM101 was changed to IFMG101
4. Objectives were added to accommodate Electronic Mail and the use of the Internet
5. Application added:
    - Use of the Internet for information retrieval and communications
    - Artificial Intelligence and Expert Systems (basic ideas)
    - Personal financial management
    - Electronic library catalogs and other public database systems
    - Information assurance issues such as information privacy, software piracy, computer crime, hackers, viruses and hoaxes

6. More time was devoted to hands-on projects in the word processing, spreadsheet, database, presentation, and electronic mail units.
7. Changed the outline to include hours spent on each topic instead of how many weeks
8. An updated list of supplemental reading material was included
9. An updated list of computer concept textbooks was included
10. An updated list of software package textbooks was included
11. Video resources available was added

The principal revisions of course description are contained in Attachment A, the new syllabus of record.

3. Justification of the revision

> See Attachment B, the justification of the revision.

4. Old Syllabus of Record

NEW COSC 101 Syllabus of Record

I.   Catalog Description

BTED101
COSC101   **Microbased Computer Literacy**
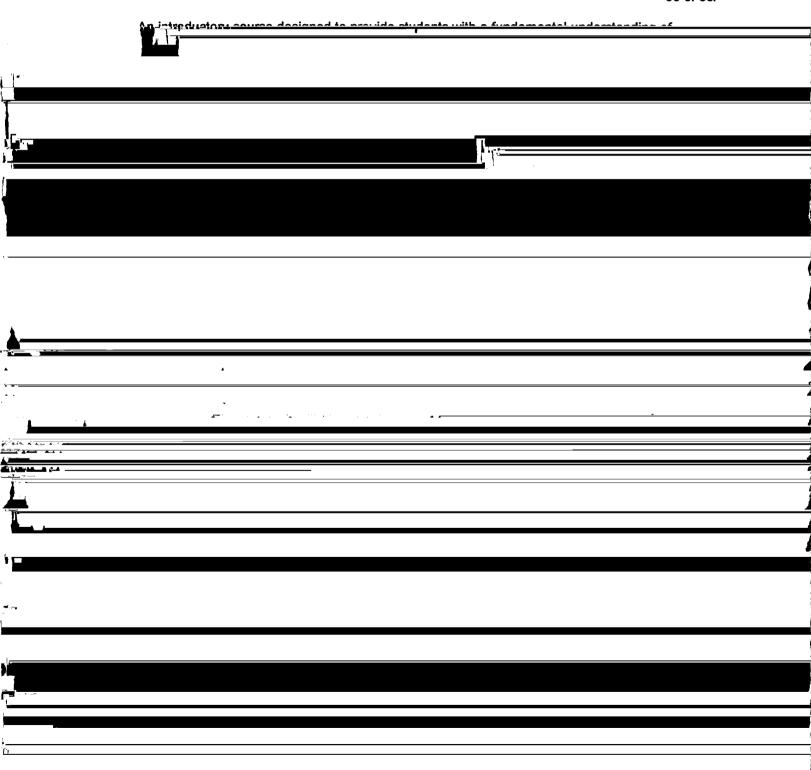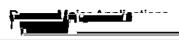**IFMG101**   3 class hours
                                                                     0 lab hours
                                                                     3 credits
                                                                     3c-0l-3cr

1. Word Processing   5 hours
   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

   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

I.	Class Tests	2 hours
	Total =	42 hours

IV. Evaluation Methods

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

Suggested Percentage

1. Projects. Five projects covering word processing,
   spreadsheets, database management, presentation
   graphics and electronic mail.

2. Reaction papers and book review. Library and
   Internet search and reaction to articls dealing with
   computer applications. A minimum of two reaction
   papers of this nature.

   30 – 40%

3. Quizzes and homework assignments

   10 – 20%

   10 – 20%

4. Examinations. Minimum of two exams during the
   course of the regular teaching semester and a final

   exam at the end of the semester

   40 – 50%

Grading Scale:

90 – 100 = A
80 – 89 = B
70 – 79 = C
60 – 69 = D
59 and below = F

Attendance Policy: The attendance policy will conform to the University-wide attendance criteria.

V. Required Textbook(s), Supplemental Books and Readings

Stoll, Cliff, <u>Silicon Snake Oil</u>, Published by Anchor Books, Copyright, 1995,

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

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.

<u>Criminals in Cyberspace</u>, 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

Justification of the revision

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

7. Information and Communication: 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

Old COSC 101 Syllabus of Record

Attachment C

Catalog Description:

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

     2. Skill Development

          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

     3. Integrated application packages

IV. Interconnecting Computer Resources   1 week

  A. Local area networks
  B. Electronic mail/bulletin boards

  C. Electronic database retrieval systems

V. Microcomputing and Society   2 weeks

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

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" <toneil@grove.iup.edu>
Sender: "Therese D. O'Neil" <toneil@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: IN%"lbburky@grove.iup.edu" "lbburky" 23-JUL-2001 12:14:23.28

CC: IN%"BOBCAMP@grove.iup.edu", IN%"LBBURKY@grove.iup.edu",
IN%"MOORE@grove.iup.edu"
Subj: New 101 Syllabus

To all concerned,

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

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

IN%"GLBUTER@grove.iup.edu"
CC: IN%"BOBCAMP@grove.iup.edu"
Subj: RE: New 101 Syllabus

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. 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 assure that these standards are being met, each of the three disciplines, BTED, COSC and IFMG assign one person to serve on a joint Computer 101 committee. This committee meets regularly to assure each department is meeting the standards set in the Syllabus of Record. Each representative will then report to his/her own department the proceedings of the meeting.

B. To assure students realize the impact of ethnic and racial minorities in the field of
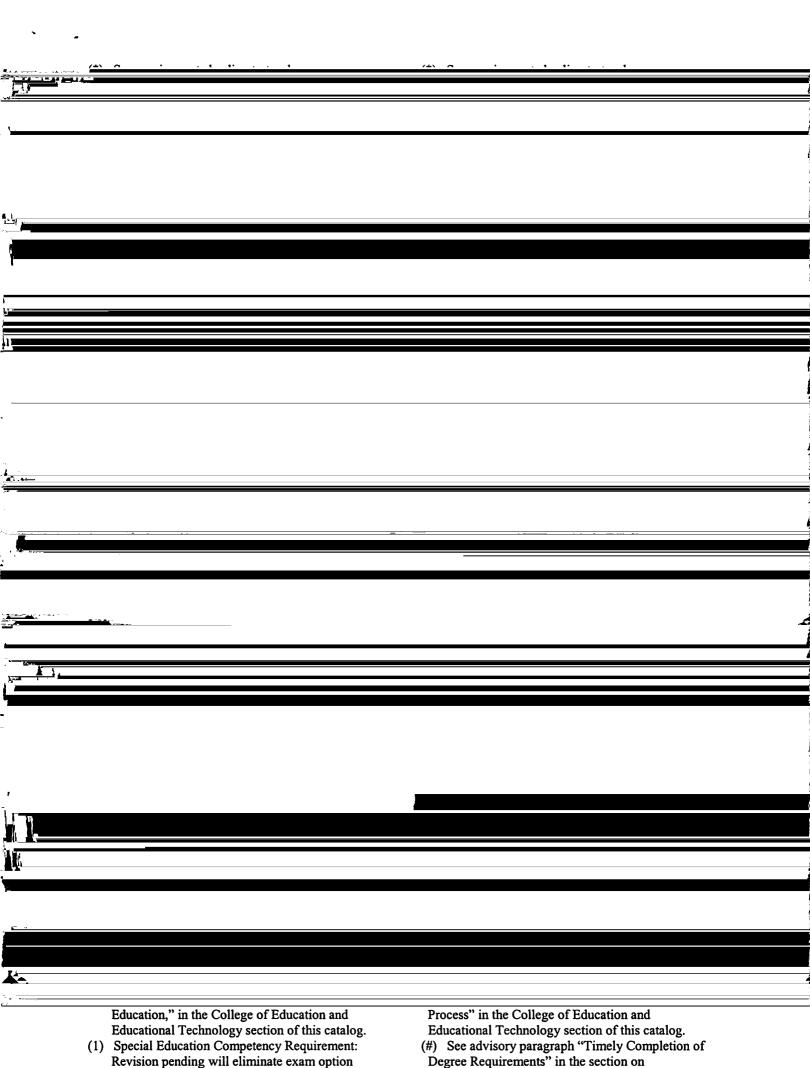
2. Summary of Changes

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

Current			*Proposed*		
Liberal Studies: As outlined in Liberal Studies section with the following specifications:		54	**Liberal Studies:** As outlined in Liberal Studies section with following specifications:		48
Mathematics: <u>MATH 217</u>			**Mathematics:** MATH 217 and 3 additional credits of an approved liberal studies MATH course		
Health and Wellness: <u>FDNT 143</u> or <u>MLSC 101-102</u>					
Natural Science: <u>BIOL 103-104</u> or <u>CHEM 101-102</u>			**Natural Science:** BIOL 103-104 or CHEM 101-102		
Social Science: <u>PSYC 101</u>, <u>SOC 151</u>			**Social Science:** PSYC 101		
Liberal Studies Electives: <u>FDNT 145</u>, <u>PSYC 378</u>, or approved alternatives			**Liberal Studies Electives:**		0
Major:			**Major:**		
Course Requirements:		31	**Course Requirements:**		31

	Education, and Sport	3sh	HPED 175	Prevention and Care of Injuries to the Physically Active	2cr
HPED 200	Fundamentals of Physical Activity	1sh	HPED 200	Fundamentals of Physical Activity	1cr
HPED 210	Motor Development	2sh			

HPED 221	Human Structure and Function	3sh	HPED 210	Motor Development	2cr
HPED 251	Foundations of Safety and		HPED 221	Human Structure and Function	3cr

	Emergency Health Care	3sh	HPED 242	Emergency Health Care (+)	1cr
HPED 263	Aquatics	1sh	HPED 263	Aquatics	1cr
HPED 315	Biomechanics	3sh	HPED 315	Biomechanics	3cr

Education," in the College of Education and
Educational Technology section of this catalog.

(1) Special Education Competency Requirement:
Revision pending will eliminate exam option

Process" in the College of Education and
Educational Technology section of this catalog.

(#) See advisory paragraph "Timely Completion of
Degree Requirements" in the section on

Proposed

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

51

-Mathematics: MATH 217,
-Health and Wellness: FDNT 143 or MLSC 101-102
-Natural Science: BIOL 103-104 or CHEM 101-102
-Social Science: PSYC 101, SOC 151

Core Requirements:

-HPED 142	Foundations of Health and Physical Education	3sh
-HPED 175	**Prevention and Care of Injuries to the Physically Active**	**2sh**
-HPED 200	Fundamentals of Physical Activity	1sh
-HPED 210	Motor Development	2sh