

## New Course Proposal Template

**Steps to the approval process:**

1. Complete the applicable template(s) and email them to the departmental or program curriculum committee chair.
2. The curriculum chair emails the proposal to the curriculum committee, then to the department/program faculty for a vote and finally to the department/program chair.
3. The department/program chair emails the proposal to [curriculum-approval@iup.edu](mailto:curriculum-approval@iup.edu); this email will also serve as an electronic signature.
4. Curriculum committee staff will log the proposal, forward it to the appropriate dean's office(s) for review within 14 days and post it on the X Drive for review by all IUP faculty and administrators. Following the dean's review the proposal goes to the UWUCC/UWGC and the Senate.
5. Questions? Email [curriculum-approval@iup.edu](mailto:curriculum-approval@iup.edu).

Contact Person:	Lucinda Willis	Email Address:	willisl@iup.edu
Proposing Depart/Unit:	Adult and Community Education	Phone:	357-5689

Course Prefix/Number	<i>See the Registrar's list of Unavailable course numbers at <a href="http://www.iup.edu/WorkArea/linkit.aspx?LinkIdentifier=id&amp;ItemID=129323">http://www.iup.edu/WorkArea/linkit.aspx?LinkIdentifier=id&amp;ItemID=129323</a>.</i> BTED 102
Course Title	Computer Literacy for Educators
Dual/Cross Listed	<i>Dual Listed = Courses listed at two levels, such as undergraduate and graduate, masters and doctoral, etc. Cross Listed = Course has more than one prefix such as GEOG/RGPL 233.</i> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No  If yes with: Click here to enter text.
Number of Credits	(UG) Class Hours - 3 (UG) Lab Hours - 0 Credits - 3
Prerequisite(s)	N/A
Corequisite(s)	<i>This means that another course must be taken in the same semester as the proposed course</i> N/A
Additional Information (Check all that apply. Note: Additional documentation will be required)	<input type="checkbox"/> Liberal Studies (please also complete Template C) <input type="checkbox"/> Teacher Education (Is it Step 1 a prerequisite or is it part of the Professional Education Sequence If so please also complete Template D) <input checked="" type="checkbox"/> Distance Education (Please also complete Template E)
Recommended Class Size (optional) (provide justification)	Are you recommending a class size: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No      Number: Click here to enter text.  If yes: (check one of the following reasons and provide a narrative explanation) <input type="checkbox"/> Pedagogical <input type="checkbox"/> Physical limitation of classroom <input type="checkbox"/> Accreditation body standards/recommendations <input type="checkbox"/> Other Explanation ( <i>required</i> ): Click here to enter text.
Catalog Description	<i>Guidelines: Do not include pre/co-requisite information here. The registrar prefers a concise description of course content, beginning with an active verb.</i> An introductory course designed to provide students with a fundamental understanding of computers. This course familiarizes students with the interaction of computer hardware and software. An emphasis is placed on the application of microcomputers, the use of productivity software (word processing, spreadsheet management, file & database

Template A

	management, and presentation & graphical strategies), and the social and ethical aspects of the impact of computers on society, while understanding an educational approach to the topics and the methodology used in the classroom.																																																				
<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><b>Course Outcomes:</b> After completion of this course, the student should be able to:</p> <ol style="list-style-type: none"> <li>1. Identify the components of a microcomputer system, and mobile technology tools.</li> <li>2. Use software in the categories of operating systems, word processing, spreadsheet, database management, presentation graphics, and the enhancement of learning.</li> <li>3. Use e-mail and the Internet to communicate and locate information.</li> <li>4. Explain the historical, current, and future trends in computing.</li> <li>5. Identify issues in computing as they relate to ethical, social, psychological, political, and economic implications, with an emphasis on educational implications.</li> <li>6. Develop critical thinking in the area of current Information Technology issues as they relate to educational arenas.</li> <li>7. Identify issues of computer security, specifically with regard to educational settings.</li> <li>8. Comprehend the components and elements of a computer network, cloud computing use, and shared networks, as they relate to educational settings.</li> <li>9. Understand the educational &amp; methodological aspects in teaching technology in a classroom setting.</li> </ol>																																																				
<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><b>Introduction to Computing</b></td> <td style="text-align: right;"><b>9 Hrs</b></td> </tr> <tr> <td>    Becoming Computer Literate</td> <td></td> </tr> <tr> <td>    Impact of computers on society</td> <td></td> </tr> <tr> <td>    History of the PC</td> <td></td> </tr> <tr> <td>    Microcomputer software and available alternatives</td> <td></td> </tr> <tr> <td>    Parts &amp; hardware components of the computer system</td> <td></td> </tr> <tr> <td>    Information technology ethics</td> <td></td> </tr> <tr> <td>    Other digital computer devices</td> <td></td> </tr> <tr> <td><b>Microsoft Office Fundamentals</b></td> <td style="text-align: right;"><b>8 Hrs</b></td> </tr> <tr> <td>    File and folder maintenance</td> <td></td> </tr> <tr> <td>    Navigation with interfaces</td> <td></td> </tr> <tr> <td>    Toolbars and ribbons</td> <td></td> </tr> <tr> <td><b>Major Applications Software</b></td> <td style="text-align: right;"><b>15 Hrs</b></td> </tr> <tr> <td>    Word Processing</td> <td></td> </tr> <tr> <td>    Electronic Spreadsheets</td> <td></td> </tr> <tr> <td>    Record and File Management Systems</td> <td></td> </tr> <tr> <td>    Database Management Systems</td> <td></td> </tr> <tr> <td>    Presentation Graphics and Tools</td> <td></td> </tr> <tr> <td><b>The Internet</b></td> <td style="text-align: right;"><b>8 Hrs</b></td> </tr> <tr> <td>    Basic and fundamental use concepts</td> <td></td> </tr> <tr> <td>    Uses for information retrieval and web resources</td> <td></td> </tr> <tr> <td>    Internet crime, piracy, viruses, malware, and hackers</td> <td></td> </tr> <tr> <td>    Internet security protection</td> <td></td> </tr> <tr> <td>    Proper e-mail use</td> <td></td> </tr> <tr> <td><b>Final Assessment</b></td> <td style="text-align: right;"><b>2 Hrs</b></td> </tr> <tr> <td><b>Total Hrs</b></td> <td style="text-align: right;"><b>44 Hrs</b></td> </tr> </table>	<b>Introduction to Computing</b>	<b>9 Hrs</b>	Becoming Computer Literate		Impact of computers on society		History of the PC		Microcomputer software and available alternatives		Parts & hardware components of the computer system		Information technology ethics		Other digital computer devices		<b>Microsoft Office Fundamentals</b>	<b>8 Hrs</b>	File and folder maintenance		Navigation with interfaces		Toolbars and ribbons		<b>Major Applications Software</b>	<b>15 Hrs</b>	Word Processing		Electronic Spreadsheets		Record and File Management Systems		Database Management Systems		Presentation Graphics and Tools		<b>The Internet</b>	<b>8 Hrs</b>	Basic and fundamental use concepts		Uses for information retrieval and web resources		Internet crime, piracy, viruses, malware, and hackers		Internet security protection		Proper e-mail use		<b>Final Assessment</b>	<b>2 Hrs</b>	<b>Total Hrs</b>	<b>44 Hrs</b>
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<b>Rationale for Proposal</b>																																																					
<p>Why is this course being proposed?</p>	<p>To replace the existing BTED 101 Micro-based Computer Literacy, which is cross-listed with IFMG &amp; COSC; when program was transferred from College of Business to College of Education, this class was allowed to be transferred for only two semesters, ending Spring 2015.</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> </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																																														
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Template A

	<input type="checkbox"/> Other - Click here to enter text.
Is a similar class offered in other departments?	<input type="checkbox"/> Yes Please provide comment: This class takes a methodological approach to the topic of Computer Literacy, focusing on pedagogy of teaching with technology, while also mastering the basic concepts of Microsoft Office Suite software. <input checked="" type="checkbox"/> No
Does it serve the college/university above and beyond the role it serves in the department?	<input checked="" type="checkbox"/> Yes Please provide comment: Students in all educational learning programs would benefit from this class, as the technology applications are introduced along with strong methodological approaches and pedagogical implications of each. <input type="checkbox"/> No
Who is the target audience for the course?	<input type="checkbox"/> Course Designed for Majors ( <input type="checkbox"/> Required <input type="checkbox"/> Not Required) <input type="checkbox"/> Course Designed for Minor <span style="float: right;"><input type="checkbox"/> Departmental Elective</span> <input type="checkbox"/> Restricted to Majors/Minors <span style="float: right;"><input type="checkbox"/> Open to Any Student</span> <input type="checkbox"/> Liberal Studies <input checked="" type="checkbox"/> Other - Class is created to primarily serve the COE&ET student population.
Implications for other departments	A. What are the implications for other departments ( <i>For example: overlap of content with other disciplines, requirements for other programs</i> )? N/A B. How have you addressed this with other department(s) involved? What was the outcome of that attempt? (Attach documents as appropriate) Computer Science Department is supportive.
<b>For Dean's Review</b>	
<ul style="list-style-type: none"> <li>• Are resources available/sufficient for this course?    <input type="checkbox"/> Yes    <input type="checkbox"/> No    <input type="checkbox"/> NA</li> <li>• Is the proposal congruent with college mission?    <input type="checkbox"/> Yes    <input type="checkbox"/> No    <input type="checkbox"/> NA</li> <li>• Has the proposer attempted to resolve potential conflicts with other academic units?    <input type="checkbox"/> Yes    <input type="checkbox"/> No    <input type="checkbox"/> NA</li> </ul> Comments:	

**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

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**From:** Curriculum Approval [<mailto:curriculum-approval@iup.edu>]

**Sent:** Thursday, March 26, 2015 4:28 PM

**To:** [SEKHAR@iup.edu](mailto:SEKHAR@iup.edu); [GJDEAN@iup.edu](mailto:GJDEAN@iup.edu); [CMDUGAN@iup.edu](mailto:CMDUGAN@iup.edu); [PHUN@iup.edu](mailto:PHUN@iup.edu); [GILLHAM@iup.edu](mailto:GILLHAM@iup.edu); [FCONDINO@iup.edu](mailto:FCONDINO@iup.edu); [BHARATHN@iup.edu](mailto:BHARATHN@iup.edu); [GRLONG@iup.edu](mailto:GRLONG@iup.edu); [MPIWINSK@iup.edu](mailto:MPIWINSK@iup.edu); [DTSMITH@iup.edu](mailto:DTSMITH@iup.edu); [CDANDEN@iup.edu](mailto:CDANDEN@iup.edu); [DMYERS@iup.edu](mailto:DMYERS@iup.edu); [RJMUTCH@iup.edu](mailto:RJMUTCH@iup.edu); [WUTSCH@iup.edu](mailto:WUTSCH@iup.edu); [MJENKINS@iup.edu](mailto:MJENKINS@iup.edu); [KARATJAS@iup.edu](mailto:KARATJAS@iup.edu); [LBLACK@iup.edu](mailto:LBLACK@iup.edu); [DPIPER@iup.edu](mailto:DPIPER@iup.edu); [PAGNUCCI@iup.edu](mailto:PAGNUCCI@iup.edu); [AFFANEH@iup.edu](mailto:AFFANEH@iup.edu); [RJOHNSON@iup.edu](mailto:RJOHNSON@iup.edu); [MCDANIEL@iup.edu](mailto:MCDANIEL@iup.edu); [JBENHART@iup.edu](mailto:JBENHART@iup.edu); [HOVAN@iup.edu](mailto:HOVAN@iup.edu); [EBLAIR@iup.edu](mailto:EBLAIR@iup.edu); [RSMOORE@iup.edu](mailto:RSMOORE@iup.edu); [JMILLER@iup.edu](mailto:JMILLER@iup.edu); [FBOWERS@iup.edu](mailto:FBOWERS@iup.edu); [ZKYN@iup.edu](mailto:ZKYN@iup.edu); [CLOUSER@iup.edu](mailto:CLOUSER@iup.edu); [RGSONI@iup.edu](mailto:RGSONI@iup.edu); [BHAGAT@iup.edu](mailto:BHAGAT@iup.edu); [FALARCON@iup.edu](mailto:FALARCON@iup.edu); [JFREIDT@iup.edu](mailto:JFREIDT@iup.edu); [PANKAJ@iup.edu](mailto:PANKAJ@iup.edu); [SCAULDER@iup.edu](mailto:SCAULDER@iup.edu); [TGROPELL@iup.edu](mailto:TGROPELL@iup.edu); [MMACLEOD@iup.edu](mailto:MMACLEOD@iup.edu); [MZNUMAN@iup.edu](mailto:MZNUMAN@iup.edu); [JFSITTON@iup.edu](mailto:JFSITTON@iup.edu); [SRIEG@iup.edu](mailto:SRIEG@iup.edu); [PAVLOSKI@iup.edu](mailto:PAVLOSKI@iup.edu); [TSMITH@iup.edu](mailto:TSMITH@iup.edu); [FERGUSON@iup.edu](mailto:FERGUSON@iup.edu); [AHECKERT@iup.edu](mailto:AHECKERT@iup.edu); [JIMBAKER@iup.edu](mailto:JIMBAKER@iup.edu); [JLOWERY@iup.edu](mailto:JLOWERY@iup.edu); [BRJONES@iup.edu](mailto:BRJONES@iup.edu); [KRIVOSEC@iup.edu](mailto: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](mailto: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

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**From:** "Pankaj \ (PC\)" <pankaj@iup.edu>

**Date:** 4/3/2015 12:27 PM

**To:** <curriculum-approval@iup.edu>

**CC:** <ecob-im@iup.edu>, "Dr. David T. Smith" <dtsmith@iup.edu>, <toneil@iup.edu>

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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

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**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; CLOUSER@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; JMBAKER@iup.edu; JLOWERY@iup.edu; BRJONES@iup.edu; KRIVOSEC@iup.edu

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