

(1)

# Approval Form

Proposal Title: Computing Environments in Education

Sponsor(s) Leigh Weiss Dept.: Computer Science Ext. 4805

Done Stone

**Check one:**  Course  Specialization  Concentration  Minor  Achievement Certificate  
 Certification Program  Major Program  Minor Change (please name deletion or credit/title/catalog change)

Undergraduate  Graduate 3 Credit Hours

<p><b>Step 1 (Department)</b></p> <p><input checked="" type="checkbox"/> Approved <u>2/21/95</u> Date</p> <p><input type="checkbox"/> Not Approved</p> <p><u>A. Michael Bern</u> Dept. CC Chairperson</p> <p><input checked="" type="checkbox"/> Reviewed <u>2/21/95</u> Date</p> <p><u>Don C. Stone</u> Dept. Chairperson</p>	<p><b>Step 2 (Receipt)</b></p> <p><input checked="" type="checkbox"/> SCC# <u>021 95-014</u></p> <p>Proposal Received <u>2/21/95</u> Date</p> <p><u>Ronald J. Gochen</u> SCC Chairperson</p>	<p><b>Step 3 (School CC)</b></p> <p>Reviewed _____</p> <p><input checked="" type="checkbox"/> Approved <input type="checkbox"/> Not Approved</p> <p><b>Comments:</b></p> <p>_____ School Curr. Comm. Chairperson</p>
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**Step 4 (Academic Dean)** **Comments:**

Recommend  
 Not Recommend  
 Conditionally Recommend (see comments)

Reviewed 4/17/95 Date

[Signature]  
Signature, Dean of School

**Step 5 (SCC)**

Open Hearing 4-3-95 Date  Approved by Senate Curriculum Committee \_\_\_\_\_ Date

Returned to sponsor(s) for the following reasons:

**Step 6 (Senate)**

Presented to Senate 5/1/95 Date  Approved  Not Approved

Notification to Executive Vice-President/Provost \_\_\_\_\_ Date

[Signature]  
Signature, SCC Chairperson

**Step 7 (Executive V.P./Provost)**

Received 5/23/95  
Date

Approved  Yes  No

If no, reasons are as follows:

Student credit hours 3

Faculty load hours 3

Equalized credit hours \_\_\_\_\_

Official copy and approval sheet filed \_\_\_\_\_  
Date

Donald L. Caplan  
Signature, Executive Vice-President/Provost

**Registrar**

Approved course description received 30 May 95  
Date

Hegis Taxonomy and Course Number assigned 0701-566

B. J. Kelson  
Signature, Registrar

30 May 95  
Date

**Notification forwarded:**

- Senate Curriculum Committee Chairperson
- Department Chairperson(s)
- Academic Dean(s)
- Registrar
- Sponsor(s)

**Course Proposal:**  
**Computing Environments in Education 0701.560**

(suggested HEGIS number)

**Rowan College of New Jersey**  
**Department of Computer Science**

**1. Details:**

- a. Course Title: Computing Environments in Education
- b. Sponsor(s): The Department of Computer Science, Leigh Weiss
- c. Credit Hours: 3
- d. Course Level: Graduate
- e. Curricular Effect: Elective
- f. Prerequisite: Instructional Applications of Word Processing and Data Management (0833.525) or Computer Literacy (0701.100) or permission of instructor.
- g. Suggested time and scale of implementation:  
Spring of 1996; every third semester thereafter.
- h. Adequacy of the present staff, resources, library facilities and holdings, space needs, and any other additional requirements for implementation:  
The Computer Science teaching laboratory (Robinson 325) has had extensive equipment upgrades, including 25 Pentium 90 networked computers (with Internet access), a color high resolution full page image scanner, digital high resolution cameras, a projection video display, and a high speed high resolution printer. Similarly, the Schaub Computer Lab (Robinson 207) has recently expanded its resources to include 28 Power Macintosh computers (half of them AV compatible). The Computer Science Department and the Schaub Lab have software documentation and numerous support periodicals. Leigh Weiss and Don Stone and other members of the Department of Computer Science have the expertise to teach this course.
- i. Short-term evaluations:  
An undergraduate course of similar basic content has been offered for the past 4 semesters. Both student evaluations and peer reviews have been strongly favorable.

**2. Rationale:**

Computing technology has recently experienced and will continue to experience explosive

growth. Hardware and software developments have an average generation life of several months, not several years. Students who were educated only a few years ago may find it difficult to keep up to date with these changes. Mastering the "new tools of education" covered in this course can greatly facilitate the teaching/learning process and can serve as a foundation which will enable the students to keep up-to-date with the information and communication revolution. Teachers in the Computers in Education Program who will be the primary clients for this course have a basic understanding of computers and word processing, but may lack experience in desktop publishing and presentation techniques and software. This course will provide specific emphasis on advanced word processing, office automation, desktop publishing, presentation graphics, data organization, and electronic information gathering and research through the Internet. All topics will be covered in a way that will be useful for practicing teachers.

### **3. Essence of the course:**

#### **a. Objectives** of the course in relation to student outcomes:

As a result of successfully completing this course the students will be able to:

- (1) Use the power of word processing, presentation graphics, spreadsheets and data base software to effectively organize and manage their professional duties.
- (2) Use desktop publishing to prepare lesson plans, tests and other documents.
- (3) Integrate graphics (scanned images, clipart, and electronic images) into publications.
- (4) Gain access to current research data and graphics through the Internet and commercial services.
- (5) Transfer text and graphic files into word processors and presentation software applications.
- (6) Form and participate in collaborative work groups through the Internet

#### **b. Topical Outline/Content**

- (1) Review operating computer environments, including PC and/or Macintosh operating systems and networks.
- (2) Internet resources
  - (a) E-mail with file attachments
  - (b) Gopher, World Wide Web, Usenet newsgroups
  - (c) Library searches and research
  - (d) Commercial services (Online data services)
- (3) Advanced word processing topics including:

- (a) Page and document formatting
- (b) Templates, boiler plates, style sheets, and macros
- (c) Data transfer between applications and between computing platforms
- (4) Graphics
  - (a) Graphics (clip art) libraries
  - (b) Electronic images
  - (c) Graphics Editors
  - (d) Line art, halftones, continuous tone graphics and digital photography
- (5) Desktop Publishing for the Classroom
  - (a) Page layout and design
  - (b) Fonts and typographical control
  - (c) Importing graphics and file formats
- (6) Presentation graphics applications
  - (a) Topic selection and story board development
  - (b) Developing the master page
  - (c) Transitions, e.g., fades and dissolves
  - (d) Automated presentation and 35mm slide transfer

**c. Evaluation and Grading Procedures for Students:**

Student evaluations will be based on some or all of the following methods:

- (1) Demonstration of mastery of the course content and objectives through practical performance-based examinations;
- (2) Projects developed utilizing the publishing, graphics and presentation application software;
- (3) Developed curricular and research materials for use in the K-12 classroom;
- (4) Traditional examinations relevant to the course content.

**d. Course Evaluation:**

The course will be evaluated by faculty and student input each year. The department will make application to the curriculum committee for modifications and minor adjustments as needed.

**4. Results of Consultations:**

The following persons have read the proposal and are in agreement with the content and objectives. Letters of support from several consultants are included:

Dr. Lynne Levy, Computers in Education Program, RCNJ;

Dr. Frank J. Orlando, Acting Chair, Department of Secondary Education/Foundations of Education, RCNJ.

## **5. Additional Information and Comments, etc.:**

Area teachers currently in the Certificate Program and others teaching computers in the schools have requested this course.


## **6. Catalog Description:**

An introduction to Internet resources, advanced word processing, desktop publishing and presentations (slide shows, presentation software) for the K-12 teacher. Students will prepare projects for classroom use. Prerequisite: Instructional Applications of Word Processing and Data Management (0833.525) or Computer Literacy (0701.100) or permission of instructor.



Rowan College of New Jersey  
LIBERAL ARTS  
UNIVERSITY  
OF THE TRI-STATE AREA

To: Leigh Weiss  
Department of Computer Science

From: Frank J. Orlando, Acting Chair   
Department of Secondary Education/Foundations of Education

Re: Course Proposal: Computing Environments in Education

I have read your proposal for the course Computing Environments in Education and believe that it will be a valuable addition to the series of computer related courses offered at Rowan College of New Jersey. Moreover, it will bring a much needed component to the courses offered in our Computers in Education Certificate Program. I enthusiastically support your proposal.

cc: Lynne Levy