

PROPOSAL SCC #00-01 115

CURRICULUM PROPOSAL FORM 2000-2001

**NON-GENERAL EDUCATION PROCESS A**

**\*DEADLINES:** Deadline dates for 2000/2001 submissions: Regular proposals: October 20, 2000 to be implemented in Fall 2001; Short-Term proposals: December 8, 2000 to be implemented in Fall, 2001; Regular proposals February 16, 2001 to be implemented in Spring, 2002; March 23, 2000 for short-term courses to be implemented in Spring 2002.

PROPOSAL TITLE: "INTEGRATED BUSINESS & INFORMATION TECHNOLOGY" COURSE

SPONSOR(S): JOHN LEE, CHAIRMAN, MGMT & MIS DEPARTMENT  
BARBARA D. TERRELL, ASSISTANT PROFESSOR

DEPARTMENT: MANAGEMENT & MIS DEPARTMENT

COLLEGE: BUSINESS

IF LAS CHECK ONE:  History/Humanities  Math/Sciences  Social/Behavioral Sciences

Check one:  Undergraduate  Graduate

THE ATTACHED **NON-GEN-ED** PROPOSAL IS BEST DESCRIBED BY THE ITEM(S) CHECKED.

- New non-gen-ed course
- Short-term non-gen-ed course
- Minor curricular changes (fewer than three) to:
  - existing non-gen-ed course
  - non-gen-ed degree requirements
  - major
  - minor, specialization, concentration, track, certificate program

**DEPARTMENT**

(Signature indicates approval)

Dept. Curriculum Chair / Date

Joel Lee / 2-14-01

Dept. Chairperson / Date

John Lee 2-14-01

**ACADEMIC DEAN**

Approved  Not Approved  Comments:

Dean's Signature/Date [Signature] [Date]

**COLLEGE CURRICULUM COMMITTEE**

Date of open hearing (if necessary) 4/14/01 Approved  Not Approved

Comments:

Signature of College Chair/Date: [Signature] 4/14/01

**UNIVERSITY CURRICULUM COMMITTEE**

Date Received/Processed 4/14/01

Comments:

Curriculum Chair Signature [Signature]

Date Announced At Senate 5-8-01

**EXECUTIVE VICE PRESIDENT/PROVOST**

Approved  Not Approved  If no, reasons are as follows:

Student Credit Hours \_\_\_\_\_ Faculty Load Hours \_\_\_\_\_ Equalized Credit Hours \_\_\_\_\_

Official Copy & Approval Sheet Filed (Date): \_\_\_\_\_ Executive VP/Provost Signature/Date [Signature] 5/13/01

**REGISTRAR**

Date Approved Course Description Received 5/23/01 Hegis Taxonomy & Course Number Assigned \_\_\_\_\_

Registrar Signature/Date [Signature]

**NOTIFICATION FORWARD**

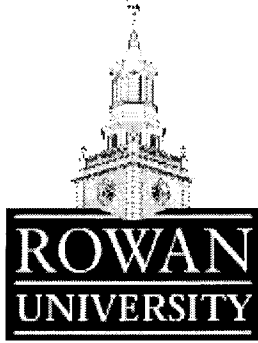
\_\_\_\_\_ Senate Curriculum Committee Chairperson

\_\_\_\_\_ Academic Dean(s)

\_\_\_\_\_ Department Chairpersons

\_\_\_\_\_ Registrar

\_\_\_\_\_ Sponsor(s)



# New Course Proposal

College of Business

Management & Management Information Systems (MIS) Department

**Course Title:** Integrated Software Tools for Business

**Sponsors:** Jooh Lee, Ph.D., Chairman, Management & MIS Department  
Barbara D. Turner, Assistant Professor

**Credit Hours:** 3

**Course Level:** Undergraduate, Junior Level (300)

**Curricular Effect:** Required for Management Specialization

**Prerequisites:** Computing Environments (0701.200)

**Suggested time of implementation:** Initial offering Spring 2002  
Multiple sections would be offered (at least 2 per semester)

**Resources:** As of Spring 2001, there are faculty in the Management & MIS Department who are capable of teaching this course. It would be housed in the Management Information Systems Department.

No additional teaching resources would be required. While this course is a new requirement to the management specialization, a proposal concurrently is being submitted that will show a reduction of a set of three required courses (1 credit each), thus leaving departmental faculty requirements unchanged.

**Rationale:** With the evolution of integrated business software tools, it has become more evident that a single 3-credit course addressing the application of such tools would be preferable to three one-credit courses. Currently these software tools are being taught in individual 1-credit classes (End-User Computing). The limited time available for each session (50 minutes) is an ineffective approach for a laboratory course. Also, students are not required to register for all 3 1-credit courses during the same semester. With this change, the benefits are two-fold. First, course instruction incorporates the integration of various software tools; and secondly, course instruction is held during a longer period of computer lab-time.

**Essence of the Course:**

This course utilizes the computer laboratory during the entire semester. Students will expand their knowledge of integrated software tools including database management systems, electronic spreadsheets, and other business tools (e.g., word processing, presentation software, project management, etc.). An overarching MIS framework and problem-solving orientation will enable the users to apply these software tools to actual business problems.

**Content Modules:**

- Business Software Solutions
  - Integrated Tools
  - Data Base Management Systems
  - Spreadsheets
  - Word Processing
  - Presentation Tools
  - Project Management
- Data Base Management Systems
  - Building a relational database
  - Form generation
  - Report generation
  - Queries
- Electronic Spreadsheets
  - Developing business models
  - Decision Making
  - Charts & Graphs
  - List and Data Management
  - Macros
- Presentation Techniques
  - Fine-Tuning Presentation
  - Developing Slide Shows
  - Presentations on the Web
  - Business Graphics
  - Utilizing the internet and WWW for research
- Advanced Word Processing Applications
  - Desktop Publishing
  - List Management & Mail/Merge
  - Macros
  - Tracking Changes
- Project Management
  - Project Definition
  - Build the Plan
  - Track and Manage

**Evaluation of Students:**

Students will be evaluated through a combination of methods. Hands-on computer examinations will be given, as well as hands-on computer assignments and oral presentations of case studies and/or research projects that incorporate the integration of the various software tools.

**Course Evaluation:**

In addition to regular student evaluations, the primary outcomes assessment for this course is Information Technology. Course assessments will be collected according to the College of Business policy each fall semester.



**Catalog Description:**

Undergraduate course:

3 s.h.

**Integrated Software Tools for Business**

Prerequisites: Computing Environments (0701.200)

Students will expand their use of integrated software tools that include database management systems, spreadsheets, and other business applications. They will apply these tools to actual business decision-making situations by means of case studies and research projects.

**From:** Seth Bergmann  
**To:** Rudin, Joel P.  
**Date:** 4/16/01 4:56PM  
**Subject:** Re: The favor of a consultation letter is requested

Joel,

I have read your proposal to convert EUC from 3 one-credit courses to a single 3-credit course, and I have no objections to that change.

Sincerely,

Seth Bergmann      Computer Science  
Department Chair    Rowan University  
856-256-4806        Glassboro NJ 08028  
Fax 856-256-4741

bergmann@rowan.edu

>>> Joel P. Rudin 04/06/01 06:11PM >>>

We have a curriculum proposal to combine our three one-credit End-User Computing courses into one course called "Intergrated Software Tools for Business." Having three required one-credit courses has been a pain in the neck for us, and we're expecting the new course to be much easier to administer and also more useful to the students. As Computer Science Department Chair, could you please read the attached proposal and let me know if it meets with your approval? If you have any questions, by all means contact me either by email or at extension 3409. Thanks in advance for your help,

Joel Rudin, SPHR  
Associate Professor  
Department of Management/MIS  
Rowan University  
(856) 256-4500 Ext. 3409