PROPOSAL TITLE: 

SPONSOR(S): JOHN LEE, CHAIRMAN, MISC. DEPARTMENT
BRENNER'S TEACH., 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)

Joel Lee / 2/14/01

Dept. Curriculum Chair / Date

Dean's Signature/Date

"ADECIC DEAN

Approved _ Not Approved_____ Comments:

Dean's Signature/Date
COLLEGE CURRICULUM COMMITTEE
Date of open hearing (if necessary) _______________ Approved _____ Not Approved ______
Comments: _______________________________________
Signature of College Chair/Date: ______________________

UNIVERSITY CURRICULUM COMMITTEE
Date Received/Processed: _______________ Comments: ________________________________
Curriculum Chair 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: _______________

REGISTRAR
Date Approved Course Description Received: _______________ Hegis Taxonomy & Course Number Assigned: _______________
Registrar Signature/Date: ______________________________

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
  - Database Management Systems
  - Spreadsheets
  - Word Processing
  - Presentation Tools
  - Project Management
- Database 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 "Integrated 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