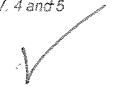


08-56



Minnesota State University, Mankato HOLD and CLEAR buttons only compatible with Acrobat V. 4 and 5 Curriculum Proposal



Please type or select the requested information. Print completed forms, add appropriate paper attachments, and route through MSU's curricular process for recommendations and decisions.

		(Check all that apply):		Proposal #	112						
College:	Science, Engineering and Technology	<input checked="" type="checkbox"/>	Undergraduate	Effective Date of Change:							
Department:	Information Systems & Technology	<input type="checkbox"/>	Graduate	Academic Year	07-08						
Program:	Information Technology	CIP # 11.0701 00		(For Office Use Only)							
Type of Change Proposed:	GEN. ED./CULTURAL DIVERSITY PROPOSALS		<table border="1"> <thead> <tr> <th>Course Designator and Number</th> <th>Number of Credits</th> </tr> </thead> <tbody> <tr> <td>IT 100</td> <td>4</td> </tr> <tr> <td></td> <td></td> </tr> </tbody> </table>			Course Designator and Number	Number of Credits	IT 100	4		
Course Designator and Number	Number of Credits										
IT 100	4										
Title Current:	Introduction to Computing and Applications		(if applicable)								
Title Proposed:											
24-Char. Abbrev:	Intro Computing & Applic										

Include a course or program description for the Bulletin (30-40 words maximum for courses, 100 for programs):

Basic foundations in computer concepts. Topics include: hardware, software, ethical and social issues. Lab work covers various systems and applications software including word processing, email, the Internet, spreadsheets, databases, and presentation software. Cannot be counted toward any major or minor offered by IT.

Fall, Spring
GE-9 GE-13

Rationale or Justification for change:

Application of information technology is critical to today's businesses and organizations. Ethics and civic responsibility is the major concern for an user, designer, developer and administrator of any IT application and site. Accordingly these issues constitute a major part of IT 100 course. The IT 100 is currently only in the Gen Ed category 13. The course content is also appropriate for the Ethical and Civic responsibility category (category 9).

*****For General Education or Cultural Diversity Courses Only*****

General Education Course:		Cultural Diversity Course: (Please check one.) <input type="checkbox"/> Core (At least 75% devoted to topics of race, gender, sexual orientation, age, class, and disabilities as they occur in United States Society.) <input type="checkbox"/> Related (At least 25% devoted to the above topics or to a global perspective on topics related to African American, Asian, Hispanic, and Native American inhabitants of the United States.)
GE Category #	GE Category Name (Maximum of 3 Categories)	
9	Ethical and Civic Responsibility	
13	Information Technology	
N/A		

? For Writing Intensive Courses, attach a description of the kind and quantity of writing.
 ? For Upper Division Courses, include a description of the respects in which it is broad and general rather than narrow and specific, and so suitable as GE.

Attach paper copies of the following:

- Syllabus or course outline.
- Course's student learning outcomes associated with each GE competency or CD designation.
- List of strategies to be used to assess students' achievement of each GE competency or CD designation.

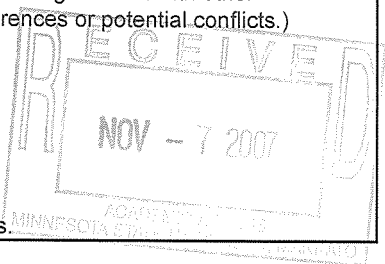
*****For New Courses*****

(Check all that apply:)		Instructional Type:	Lecture	Course will be offered:	
<input type="checkbox"/>	Course is an elective.	Grading Format:	<input type="checkbox"/> Grade <input type="checkbox"/> P/N	<input type="checkbox"/>	Fall Semester
<input type="checkbox"/>	Course is required for program			<input type="checkbox"/>	Spring Semester
<input type="checkbox"/>	Pre- or Co-requisites:			<input type="checkbox"/>	Summer Session
<input type="checkbox"/>	Other courses are being changed or eliminated. (Explain.)				

Course content or title is similar to courses in other departments. (Attach copy of letter of agreement with other program(s) contacted. Indicate the nature of the discussions and/or resolution of differences or potential conflicts.)

Attach paper copies of the following:

- Syllabus or course outline.
- Course's student learning outcomes.
- A list of resources required to offer and support this course.
- A description of how teaching this course will affect department staffing.
- If 400/500 level course, an explanation of added expectations of graduate students.





Minnesota State University, Mankato
Curriculum Proposal

Signature Page

Department

Recommended (Category/ies 9, 13)
 Not Recommended (Category/ies _____)

[Signature] 10-19-07
 Department Chair Date

Comments:

College Curriculum Committee

Recommended (Category/ies _____)
 Not Recommended (Category/ies _____)

[Signature] Nov. 5.07
 Committee Chair Date

Comments:

College Dean

Recommended (Category/ies _____)
 Not Recommended (Category/ies _____)

[Signature] 11/6/07
 Dean Date

Comments:

General Education Subcommittee

Recommended (Category/ies 9 & 13)
 Not Recommended (Category/ies _____)

[Signature] 12/20/07
 General Education Subcommittee Chair Date

Comments:

Undergraduate Curriculum and Academic Policy Committee

Recommended (Category/ies _____)
 Not Recommended (Category/ies _____)

[Signature] 3/18/08
 UCAP Faculty Chair Date

Comments:

Faculty Association Graduate Committee

Recommended
 Not Recommended

 Faculty Association Graduate Chair Date

Comments:

Graduate Dean

Recommended
 Not Recommended

 Graduate Dean Date

Comments:

Academic Affairs Council

Recommended (Category/ies _____)
 Not Recommended (Category/ies _____)

[Signature] 4/28/08
 Assistant Vice President Date

Comments:

Senior Vice President and Vice President for Academic Affairs

Approved (Category/ies _____)
 Not Approved (Category/ies _____)

[Signature] 4/28/08
 Sr. Vice President / Vice Pres. Academic Affairs Date

Comments:

IT 100 Introduction to Computing and Applications (4 credits)

OUTCOMES

GENERAL STATEMENT OF COURSE CONTENT

This course provides students with an understanding of basic computer terminology, elements of computing machines and computing processes with particular emphasis on computer applications - word processing, spreadsheets, database management, Internet, and various social and technical issues of computer technology. Students will develop skills in the operation of a variety of computing application programs. Emphasis is placed upon the use of computers to assist with personal and business productivity.

The advent of computers and their prevalent use in the home, in education, in the workplace, in business, and in industry present complex social, ethics, and legal issues. Through informative readings, research, presentations, and discussions, students will be able to analyze different viewpoints, gain insight into the complexity of the issues, recognize the lack of simplistic solutions, and make ethical and responsible decisions about these technology related issues.

EXPECTED OUTCOMES AND RELATED GEN ED. CATEGORY

At the completion of the course, the student will be able to:

- Describe the function and use of computer hardware and software components. *(category 13)*
- Identify and assess factors that may be used to determine appropriate hardware and software requirements for computers and peripheral device purchase/upgrades. *(category 13)*
- Identify key social and legal issues of computers in modern society including intellectual property, student privacy, computer crime, wiretapping and relevant federal and state legislation. *(category 9 and 13)*
- Demonstrate basic use and related ethical issues of computer applications such as word processing, database, spreadsheet, and telecommunications. *(category 9 and 13)*
- Demonstrate proficient use of the Internet and internet search engines and related ethical issues. *(category 9 and 13)*
- Identify strategies to protect users' internet privacy from cybercrime activities. *(category 9 and 13)*
- Identify data security requirements for the home user & for small businesses. *(category 9 and 13)*
- State applications of current and emerging technologies and related ethical issues. *(category 9 and 13)*
- Develop an awareness of some of the social and technical issues raised with computing. *(category 9 and 13)*

EVALUATION OF STUDENTS' ACHIEVEMENT FOR CATEGORY 9 and 13

- The students will be evaluated through writing assignments, presentations, class participation and final exams for each of the listed categories.

Syllabus

IT 100 INTRODUCTION TO COMPUTING AND APPLICATIONS (4 credits)

Bulletin description: Basic foundations in computer concepts. Topics include: hardware, software, and social issues. Lab work covers various systems and applications software including word processing, email, the Internet, spreadsheets, databases, and presentation software. Cannot be counted toward any major or minor offered by IT.

Schedule: 3 hours lecture and 2 hour laboratory per week

Weekly Topics:

1	Introduction; Development of computer technology; computer hardware components – motherboard, CPU, memory, slots, sockets, storage devices, peripherals
2	Computer Application – Word processing; ethical issues
3	Computer Application – Spreadsheets; ethical issues
4	Computer Application – Presentation Software
5	Computer Application – Databases; ethical issues
6	Computer Software Components – Operating systems, system software
7	Internet communications – email, search techniques; ethical issues
8	Internet communications – browsers and HTML tags
9	Multimedia applications and related ethical issues & responsibilities
10	Internet file sharing & E-Commerce. Key ethical issues of computers in modern society, such as liability for errors, responsibility, and cyber plagiarism.
11	Wiretapping and associated legal issues Video & Online Gaming. Key social issues of computers in modern society.
12	Different viewpoints on social and ethical issues related to information technology - Intellectual Property, Student Privacy. Data Security for the home user & for small businesses.
13	Telecommunication concepts and definitions – public switched telephone services, modem, types of networks, protocols, encryption, cybercrime and ethical issues & responsibilities.
14	Modern and emerging technologies and applications; associated ethical and legal issues & responsibilities - e.g. Art & Artificial Intelligence, Virtual Reality, RFID, VOIP, Computers in Medicine, Electronic Voting.
15	Modern and emerging technologies and applications; associated ethical and legal issues- e.g., Military Technology, Social Networking, Digital Rights Management & Distributed Computing.

Additionally, movies are shown as supplements to the material throughout the course.

Through all of these topics, the discussion includes sociological, legal, financial, ethical, technical and practical issues.

Text Books:

Required for Lecture:

- Daley, Bill. (2008). Computers are Your Future, Ninth Edition . Upper Saddle River, NJ: Pearson Prentice Hall.
- Ethics and Technology: Ethical Issues in an Age of Information and Communication Technology by Herman T. Tavani

Required for Lab:

- Grauer, Robert T. and MaryAnn Barber. (2008). Microsoft Office 2007, Brief Edition. Upper Saddle River, NJ: Pearson Prentice Hall.

Recommended:

- Ethics in Information Technology by George Reynolds
- Case Studies in Information Technology Ethics (2nd Edition) by Richard A. Spinello

CLASS REQUIREMENTS

Materials related to this course are posted on D2L. All students must regularly check their school email and D2L for class information and announcements. As a member of the class, you are responsible for all materials discussed and assignments given during class sessions and/or D2L postings whether you are present or not.

COURSE WORK & GRADE DISTRIBUTION

The final grades in this course will be based on the total points accumulated from the following evaluation criteria:

Quizzes and writing Assignment	45%
Presentations and Participation	15%
Midterm Exam	20%
Final exam	20%

Your grade will be determined by dividing the points you earn on all assigned work by the total points available in the course. Grades will be assigned as follows:

90% of total points	A
80% of total points	B
70% of total points	C
60% of total points	D
less than 60%	F

COURSE MATERIALS AND TOOLS

Exam Supplies: Scantron Sheets (narrow green): 3 sheets for taking tests (available in bookstore)

Computer Hardware Used: IBM or IBM compatible computers

Software Used: Microsoft Office 2007 (Professional Version), Vista, Mozilla

Foxfire/Internet Explorer, Audacity, an MP3 player of the student's choice
Desire 2 Learn (D2L) : Each student is assigned an email account upon registration at MSU. This is also your email address that is used with D2L. If you choose to use an alternate email account, you are still responsible for all mail sent to your MSU account. For example, if you use Yahoo, gmail or hotmail to send and receive email, you are still responsible for information sent to yourname@mnsu.edu. All class materials will be posted to this site.

COURSE FORMAT AND POLICIES:

Course Sessions: Sessions will consist of lectures, online and face-to-face discussions, individual and cooperative group work and demonstrations. Active participation in class is encouraged. To enhance your learning and that of your classmates, I urge you to ask questions and make comments about the material we are discussing.

If you are having difficulties with the class, please talk to me early in course so we can address the problem. Often students find themselves dealing with unforeseen circumstances can still be successful by working with their instructor and taking an active role to resolve the situation as early as possible. By the time you reach the end of the semester, it may be too late for me to help address your concerns.

Assignments: Assignments, as well as other materials used in this course, will be posted on D2L. Whether an assignment is completed by an individual or a team, it is due no later than the beginning of class on the date specified on the assignment sheet.

Late assignments will NOT be accepted without a doctor's excuse or at least one week's prior notice with a valid excuse. When an assignment or project report is submitted, it is your/your team's responsibility to make sure the work is readable and understandable. Failure to accomplish this will result in a significantly lower score. Please keep the following in mind: your grade reflects more than just the content - it also includes the presentation. As a college student preparing for a career, please give your assignments the same attention and care that you would give when preparing a report for your employer. Points are deducted for spelling and grammar errors, sloppy work, and not following directions, including the absence of a staple.

Format for assignment submissions

1. Staple your assignments on the upper left corner. Do not include more than one assignment per staple.
2. Write your name, section # and assignment week # on the top of each assignment on the upper right corner.
3. Late assignments will not be accepted.
4. It is the student's responsibility to make sure they have received a grade for each assignment.
5. Homework must have an appropriate content and be professional looking.

Please maintain an electronic copy of each completed assignment for verification, if needed.

ACADEMIC HONESTY

Plagiarism, cheating or collusion : These will not be tolerated! Read the section on Academic Honesty in the Student Handbook pg. 49 so you are aware of your rights and responsibilities. Cheating will result in a lowering of your grade one letter, receiving an F in the class, probation, or suspension from the University.

Specific items that will be considered cheating on IT 100 assignments are:

1. Turning in someone else's work as your own (with or without that person's consent). This includes turning in a copy of something that can be mechanically transformed into a copy of someone else's work. Don't even try to disguise cheating by simply modifying someone else's work and calling it your own.
2. Allowing someone else to turn in your work as his or her own work. This includes allowing fellow students access to your electronic copy.
3. Using a homework assignment that was developed by a student in a previous term.
4. Working side-by-side with another student to complete the assignment. You must complete the assignments alone.

IF IN DOUBT, PLEASE CONTACT YOUR INSTRUCTOR!!

STUDENTS WITH DISABILITIES

Every attempt will be made to accommodate students with disabilities. If you are a student with a documented disability, please see me as early in the semester as possible to discuss the necessary accommodations, and/or contact the Disability Services Office at (507)-389-2825(V) or 1-800-627-3529(MRS/TTY).

PLEASE, out of courtesy for your fellow students and instructor, turn off your cell phone and mute the sound on your laptop during class. Thank you.

ISYS & IT Faculty Meeting
Monday 10-15-07

In attendance: Tietz, Cornell, Schilling, G. Asher, Slack, Hart

Lee Cornell made the motion to approve the minutes from the 10-3-07 meeting. Allan Hart seconded the motion.

Motion was made by Lee Cornell to make IT 100meet Gen Ed category 9 (Ethic & Civic Responsibility). Motion seconded by Susan Schilling. No discussion, motion passed.

Motion was made by Gregg Asher to change the name of IT 462 from Network Administration and Programming to Network Security, Administration & Programming, which will better reflect the course content. Allan Hart seconded the motion. No discussion. Motion passed.

Lee Cornell made the motion to create 3 new minors with the goal of converting these to Undergraduate certificates in the near future. Susan Schilling seconded the motion. No discussion, motion passed.

i. Database Technologies Minor (20 credits)

- 210
- 214
- 340

Plus any two of:

- 440
- 442
- 444

ii. Networking and Information Security Minor (20 credits)

- 210
- 214
- 350
- 360

Plus any one of:

- 450
- 460
- 462

iii. Software Development Minor (20 credits)

- 210
- 214
- 310
- 380

Plus any one of:

- 414
- 480
- 484

IT 100 Introduction to Computing and Applications (4 credits) OUTCOMES

GENERAL STATEMENT OF COURSE CONTENT

This course provides students with an understanding of basic computer terminology, elements of computing machines and computing processes with particular emphasis on computer applications - word processing, spreadsheets, database management, Internet, and various social and technical issues of computer technology. Students will develop skills in the operation of a variety of computing application programs. Emphasis is placed upon the use of computers to assist with personal and business productivity.

The advent of computers and their prevalent use in the home, in education, in the workplace, in business, and in industry present complex social, ethics, and legal issues. Through informative readings, research, presentations, and discussions, students will be able to analyze different viewpoints, gain insight into the complexity of the issues, recognize the lack of simplistic solutions, and make ethical and responsible decisions about these technology related issues.

EXPECTED OUTCOMES AND RELATED GEN ED. CATEGORY

At the completion of the course, the student will be able to:

- Describe the function and use of computer hardware and software components.
(category 13)
- Identify and assess factors that may be used to determine appropriate hardware and software requirements for computers and peripheral device purchase/upgrades.
(category 13)
- Identify key social and legal issues of computers in modern society including intellectual property, student privacy, computer crime, wiretapping and relevant federal and state legislation. *(category 9b, 9c, 9e and 13)*
- Demonstrate basic use and related ethical issues of computer applications such as word processing, database, spreadsheet, and telecommunications. *(category 9b and 13)*
- Demonstrate proficient use of the Internet and internet search engines. *(category 13)*
- Examine, articulate, and apply their views of the social, political and ethical aspects related to the Internet. *(category 9a, 9b, 9c, 9e and 13)*
- Identify strategies to protect users' internet privacy from cybercrime activities.
(category 9b, 9e and 13)
- Identify data security requirements for the home user & for small businesses. *(category 9a and 13)*
- State applications of current and emerging technologies and related ethical issues.
(category 9a and 13)
- Develop an awareness of some of the social and technical issues raised with computing.
(category 9a, 9c and 13)

EVALUATION OF STUDENTS' ACHIEVEMENT FOR CATEGORY 9 and 13

- The students will be evaluated through writing assignments, presentations, class participation and final exams for each of the listed categories.