Proposal Form For Addition And Revision Of Courses

1. Proposing College / School: Education
   Department: Curriculum and Teaching

2. Course Prefix and Number: CTCT 2200/2203

3. Effective Term: SP 2010

4. Course Title: Document Processing
   Abbreviated Title (30 characters or less): Document Processing

5. Requested Action:
   - [ ] Renumber a Course
   - [ ] Add a Course
   - [X] Revise a Course

6. Course Credit:
<table>
<thead>
<tr>
<th>Contact/Group Hours</th>
<th>Scheduled Type</th>
<th>Weekly or Per Term</th>
<th>Credit Hours</th>
<th>Anticipated Enrollment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Maximum Hours</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>LECTURE</td>
<td>Weekly</td>
<td>1</td>
<td>25</td>
</tr>
<tr>
<td>4</td>
<td>LAB</td>
<td>Weekly</td>
<td>2</td>
<td>25</td>
</tr>
</tbody>
</table>

   Total Credit Hours: 3

7. Grading Type:
   - [X] Regular (ABCDF)
   - [ ] Satisfactory/Unsatisfactory (S/U)
   - [ ] Audit

8. Prerequisites, Co-Requisites:
   Prerequisite(s):
   Co-Requisite(s):
   Pre/Co-Requisite(s):
   Delete CTCT 1200 and "Or departmental approval"

9. Restrictions:
   - [X] College
   - [ ] Major
   - [ ] Standing
   - [ ] Degree

10. Course Description:
    Advanced formatting, processing, and evaluation of business correspondence, as well as administrative and employment documents. Includes basic computer literacy skills.

11. May Count Either
    2200 or 2203

12. Affected Program(s):
    (Respond "NA" if not included in any program)
    | Major | B.S. Business/Marketing Education | Required |
    |-------|----------------------------------|----------|

13. Overlapping or Duplication of Other Units' Offerings:
    (If course is included in any other degree program, it is used as an elective frequently by other unit(s), or is in an area similar to that covered by another college/school, attach correspondence with relevant unit)
   - [ ] Applicable
   - [ ] Not Applicable

Date: 9/25/2009
(MM/DD/YYYY)
14. Justification: Prerequisite of CTCT 1200 or departmental approval is no longer appropriate. Additional notes in course description are no longer necessary (i.e., Students with previous keyboarding/typing instruction consult with Business/Marketing Education faculty for placement).

(Include a concise, yet adequate rationale for the addition/revision of the course, citing accreditation, assessments (faculty, graduate, and/or external) where applicable)

15. Resources: Existing resources are adequate; not applicable.

(Indicate whether existing resources such as library materials, classroom/laboratory space, and faculty appointments are adequate to support the proposed addition/revision; if additional resources are required, indicate how such needs will be met, referencing the appropriate level of authorization -- i.e.: Dean -- where necessary; if no additional resources or shifting of resources will be necessary, respond "Not Applicable")

16. Student Learning Outcomes: Numbers refer to Alabama Teacher Certification Standards. Upon completion of this course, students will be able to project themselves as competent, committed, and reflective professionals through their ability to

1. Process written business papers and electronic documents with the speed and accuracy necessary for employability. (290-3-3-.25-1-b-7)
2. Compose business letters, reports, and memoranda. (290-3-3-.25-1-b-2-2003)
3. Apply current business terminology in writing, speaking, and interpreting business information. (290-3-3-.25-1-b-2-2003)
5. Plan, develop, and deliver oral presentation using presentation software. (290-3-3-.25-1-b-2-2003)
6. Use computer hardware and software in word processing, spreadsheet, and database software to create, modify, and print documents. (290-3-3-.25-1-b-3-2003)
7. Demonstrate knowledge of computer technology. (290-3-3-.25-1-a-3-2003)
8. Explain computer network management and support. (290-3-3-.25-1-b-10-2003)
10. Understand the importance of student organizations in business.

(State in measurable terms (reflective of course level) what students should be able to do when they have completed this course)

17. Course Content Outline: Distance learning - Various technologies may be used for student-student and student-teacher interaction. Technologies may include both synchronous and asynchronous activities. Synchronous activities may include live streaming video/Wimba or other appropriate technology. Asynchronous activities may include BlackBoard discussion board, wikis, blogs, or other appropriate technologies.

Students will be given deadlines for the course requirements at the beginning of the semester.

Week 1 & 2 - Introduction/Computer Hardware/Peripheral Devices/System & Application Software - Read and discuss Chapters 1, 2, & 3. Complete assigned quick checks and activities.
Week 3, Installing Software/Getting Started with Windows XP - Read and discuss Chapters 4 & 5. Complete assigned quick checks and activities.
Week 4, Getting Started with Windows Vista - Read and discuss Chapter 6. Complete assigned quick checks and discussions.
Week 5, Working with Files/Review - Read and discuss Chapter 7. Complete assigned quick checks, projects, and activities. Test 1 Review Chapters 1-7
Week 6, Test Chapters 1-7/ Getting Started with Application Software - Read and discuss Chapter 8. Complete assigned quick checks, projects,
18. Assignments / Projects:

1. Chapter Exams - Exam 1 (Chapters 1-7), Exam 2 (Chapters 8-18), Final Exam (Chapters 19-22)

Students in distance education courses are required to take all closed resource examinations under the supervision of an approved proctor. Examples of approved proctors include a School Superintendent, a Principal of a high school, or a Dean or Department Head of a College. Proctors shall be verified. The proctor will manage the examination in a secure manner, requiring students to present a picture ID. There are two Proctor Forms that must be received by the first week of class. Proctors will be verified. Proctor Forms are posted on Blackboard's class page, and are to be faxed to the instructor.

The week before a test is scheduled, student and proctor will receive an e-mail for verification of a date and time of testing. Response must be in a timely manner. This process must be completed in full before you can access your test. Your test will be available for one week starting on the test date listed in the syllabus.

2. Chapter assignments
All weekly assignments are due to be posted to Blackboard by midnight on the Sunday following the week. If the assignment is not submitted to Blackboard then it is considered late and you will receive a "0" for the assignment. On-campus students will submit hard copies of weekly assignments at the beginning of Monday class as well as submit assignments to Blackboard by midnight on Sunday. Distance learning students should submit all weekly assignments through Blackboard prior to midnight of the Sunday following the assigned week. All projects will be evaluated on accuracy, completeness, professional appearance, and ability to follow directions.

3. Alabama Teaching Standards Assignments
Students will be given a standard from the Alabama Course of Study - Business/Marketing Education - that involves one of the following programs: Word, PowerPoint, Excel, or Access. With this standard they must develop a lesson to present to the class, including a PowerPoint presentation and activity. The PowerPoint needs to include graphics, transitions, and have a minimum of 10 slides. Please remember the 7X7 rule! Your activity needs...
4. Computer Notebook
Prepare a notebook containing the following computer-related items. The computer notebook will be an excellent resource for you to continue using in your classroom. Check each item off the list as you find it. Label each item in your portfolio. It is HIGHLY recommended that you work on the notebook throughout the semester rather than waiting until the end of the semester.

All portfolios must be original, creative, and neat in appearance. The notebook should be created in a three-ring binder with an original, subject-appropriate, creative cover. Divide the portfolio into four sections: (1) Pictures, (2) Computer-generated items, (3) Input items used by computers, and (4) Newspaper items. (Use clearly labeled dividers for this). All items must be clearly labeled to receive credit. Label items exactly as they are listed on this handout using both the number and the name.

Pictures:
1. Computers in an office setting
2. Computers in a home setting
3. Computers in a classroom setting
4. Laptop computer
5. Advertisement for a computer (include price)
6. Computerized toy
7. Computerized learning aid (CAI)
8. Industrial or home robot
9. Wristwatch calculator or digital bank data watch
10. A flowchart
11. Circuit board or individual chip
12. Computer graphics (computer-generated picture, drawing, or chart)
13. Mouse (input device)
14. Facsimile
15. Storage medium: 5 ½
16. Storage medium: 3 ½
17. USB Flash Drive
18. Compact disk
19. Input devices (need 2 other than mouse)
20. Output devices (2)
21. Modem
22. Multimedia computer station
23. Dedicated computer (microwave, digital clock, answering machine)
24. Commercial software
25. Windows screen display
26. PDA
27. Tablet PC
28. Smart Phone
29. Digital Camera
Computer-generated items
30. Cover to notebook
31. Table of contents
32. Your resume
33. Computer-generated receipt
34. Computer-generated bill
35. ATM receipt
36. List of 10-15 computer slang terms
37. List of 10-15 computer manufactures with addresses
38. Timeline of computer history
39. Summary of the computer generations
40. Computer words (A-Z) with definitions
41. Binary number system code sheet
42. ASCII code plus term definition
43. Short essay: How my life will be computerized in the year 2030

Input items Used by Computer: Find the actual item

44. Input medium: UPC bar code
45. Input medium: Magnetic tape card
46. Input medium: Price tag (OCR)
47. Freebie – choose one not listed above

Newspaper Items

48. Computer related news article
49. Classifieds: Computer operator
50. Classifieds: Computer programmer or systems/programmer analyst
51. Classifieds: Computer technician
52. Classifieds: Computer sales person
53. Classifieds: Any other computer related job
54. Computer cartoon

55. Create a proposal to offer the IC3 certification tests at your school or business. Include advantages, disadvantages, costs, equipment needed, etc.

5. Portfolio
The portfolio should include a creative cover (to include WordArt, Smart Graphics, clip art, etc.) and a detailed table of content. The portfolio will be evaluated on established criteria covering organization, presentation, and substantive nature of content included by the learner. Notebooks should be turned in on time, neat, complete, and have labeled dividers. Distance students may mail the portfolio, but it must be received by the due date. Late submissions are not accepted.

(List all quizzes, projects, reports, activities and other components of the course grade -- including a brief description of each assignment that clarifies its contribution to the course's learning objectives)

19. Rubric and Grading Scale:

| 1. Chapter Exams (3 tests - 12 points each) | 36 Points |
| 2. Chapter Assignments | 34 Points |
| 3. Alabama Teaching Standards Assignments | 10 Points |
| 4. Computer Notebook | 10 Points |
| 5. Portfolio | 10 Points |
| Total | 100 Points |

Grading Scale
A = 90 - 100
B = 80 - 89.9
C = 70 - 79.9
D = 60 - 69.9
F = Below 60

(List all components of the course grade -- including attendance and/or participation if relevant -- with point totals for each; indicate point totals and ranges or percentages for grading scale; for S/U grading, detail performance expectations for a passing grade)

20. Justification for Graduate Credit: NA

(Include a brief statement explaining how the course meets graduate educational standards (i.e.: rigorous standards for evaluation, development of critical thinking and analytical skills, etc.))
REQUIRED STATEMENTS

Attendance: Although attendance is not required, students are expected to attend all classes, and will be held responsible for any content covered in the event of an absence.

Excused Absences: Students are granted excused absences from class for the following reasons: illness of the student or serious illness of a member of the student's immediate family, the death of a member of the student's immediate family, trips for student organizations sponsored by an academic unit, trips for university classes, trips for participation in intercollegiate athletic events, subpoenas for a court appearance, and religious holidays. Students who wish to have an excused absence from class for any other reason must contact the instructor in advance of the absence to request permission. The instructor will weigh the merits of the request, and render a decision. When feasible, the student must notify the instructor prior to the occurrence of any excused absences, but in no case shall such notification occur more than one week after the absence. Appropriate documentation for all excused absences is required. Please see the Tiger Cub for more information on excused absences.

Make-Up Policy: Arrangement to make up a missed major examination (e.g., hour exams, mid-term exams) due to properly authorized excused absences must be initiated by the student within one week of the end of the period of the excused absence(s). Except in unusual circumstances, such as the continued absence of the student or the advent of university holidays, a make-up exam will take place within two weeks of the date that the student initiates arrangements for it. Except in extraordinary circumstances, no make-up exams will be arranged during the last three days before the final exam period begins.

Academic Honesty Policy: All portions of the Auburn University student academic honesty code (Title XII) found in the Tiger Cub will apply to university courses. All academic honesty violations or alleged violations of the SGA Code of Laws will be reported to the Office of the Provost, which will then refer the case to the Academic Honesty Committee.

Disability Accommodations: Students who need special accommodations in class, as provided for by the Americans With Disabilities Act, should arrange for a confidential meeting with the instructor during office hours in the first week of classes (or as soon as possible if accommodations are needed immediately). The student must bring a copy of their Accommodation Letter and an Instructor Verification Form to the meeting. If the student does not have these forms, they should make an appointment with the Program for Students with Disabilities, 1288 Haley Center, 844-2096 (V/TT).
Required Statement Supplement

1. On-campus students **MUST** attend regularly scheduled classes. Attendance will be taken.

2. Read assigned materials prior to attending classes. You may be called on during discussions.

3. Complete and turn in assignments at the assigned time. **This is a very fast-paced course. It is highly recommended that you stay on schedule with assignments. Late assignments will NOT be accepted.** All weekly assignments are due to be posted to Blackboard by midnight on the Sunday following the week. If the assignment is not submitted to blackboard then it is considered late and you will receive a “0” for the assignment. On-campus students will submit hard copies of weekly assignments at the beginning of each Monday class **as well as** submitting assignments though Blackboard by midnight on Sunday. Distance learning students should submit all weekly assignments through Blackboard prior to midnight of the Sunday following the assigned week. All projects will be evaluated on accuracy, completeness, professional appearance, and ability to follow directions. If assignments are not your own individual work, you will receive a “0” for the assignment.