Name: Hilda A Pettit   Submission Date: 10/14/2014   ✕

Organization: Vacca Office of Student Services

Course Catalog Update

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Course Catalog Update Information: STU0004

Reference Number: CCU007512   **Date:** 03-SEP-14

Level: 2.00 of 2.00   **Currently On The Worklist Of:** Joanne Arhar, jarhar

Owner: Office of Curriculum Services, 330-672-8558 or 330-672-8559, curriculum@kent.edu

Basic Course Data
Change type: Establish
Faculty member submitting this proposal: Yvonne Michali
Requested Effective Term: 201580
Campus: Kent
College: EH-Education, Health and Human Services
Department: LDES-Lifespan Development and Educational Sciences
Course Subject: CCS-Career and Community Studies
Course Number: 00020
Course Title: Technology Workshop I
Title Abbreviation: Technology Workshop I
Slash Course and Cross-list Information:
Credit Hours
Minimum Credit/Maximum Credit: 1 to 1
Contact Hours: Lecture - Minimum Hours/Maximum Hours: 1 to 1
Contact Hours: Lab - Minimum Hours/Maximum Hours:
Contact Hours: Other - Minimum Hours/Maximum Hours:
Attributes
Is this course part of the LER, WIC or Diversity requirements: No
If yes, course attributes: 1.   2.   3.

Can this course be repeated for credit: No Repeat	**Course Limit:** 1	**OR Maximum Hours:**
Course Level: Undergraduate	**Grade Rule:** B-Standard letter	

Rationale for an IP grade request for this course (if applicable):
Schedule Type(s): 1. WSP-Workshop 2.   3.
Credit by Exam: N-Credit by exam-not approved
Prerequisites & Descriptions
Current Prerequisite/Corequisite/Catalog Description:
Catalog Description (edited): This course is an introduction to the uses of Flashline, BlackBoard Learn, and Microsoft Word to enhance student academic performance.
Prerequisites (edited): Career and Community Studies (CCS) Major.
Corequisites (edited): none
Registration is by special approval only: No
Content Information
Content Outline:

Content Hours per Course Topic	Topic Description
8	Using technology: Become familiar with and to be able to appropriately use Flashline, Black Board Learn and online learning
7	Microsoft Word: writing a professional document using the tools of Word

Display/Hide Delimited Course Outline

Total Contact Hours: 15
Textbook(s) used in this course: There is no textbook necessary.

Writing Expectations: Students will complete various written assignments using appropriate forms, conventions, and styles to communicate ideas and information with attention given to professionalism.

Instructor(s) expected to teach: It is expected that one CCS Instructor will teach approximately 12 students.

Instructor(s) contributing to content: Megan Karhauz, Tom Stafford, and Rachel Foote

Proposal Summary

Explain the purpose for this proposal:

The purpose of this proposal is to establish a new course. The purpose of this course is to enhance student academic success through augmentation of technology skills using various computer applications. Students at KSU must understand how to access and navigate the tools provided on Flashline, and know how to use Black Board Learn for coursework. Demonstrating adequate computer skills is a must for all college students. Learning Outcomes: 1. The student will demonstrate ability to communicate with understanding through various computer applications and tools. 2. The student will interact effectively and work with others. 3. The student will build on previously learned experiences to acquire new information through various media sources. 4. The student will connect knowledge and experiences from different subject areas. 5. The student will use prior knowledge to develop and to communicate new knowledge, skills, or interpret new experiences. 6. The student will learn how to use tools in MicroSoft Word in order to complete assignments and to become a more polished student. 7. The student will learn how to access information by using technology portals in Flashline and Black Board Learn. In Class Activities: 1. Learning how to log-in to Flashline. 2. Identifying important information provided on Kent State's website and Flashline. 3. Learning how to access Black Board Learn. 4. Understanding how to use applications on BBL. 5. Practicing writing, sending, and answering emails. 6. Practicing appropriate emailinig etiquette. 7. Completing assignments and exercises in order to learn how to use most common tools of MicroSoft Word. 8. Increasing literacy by learning technology vocabulary terms. 9. Taking quizzes and exams to test knowledge and performance of technology skills. Out Of Class Activities: This course will have various assignments to be completed outside of the classroom. These assignments include: readings, written work, and hands-on activities pertaining to the weekly topics which are to be practiced before the next class meeting.

Explain how this proposal affects program requirements and students in your unit:

This course will be offered to approximately 12 incoming freshman in the fall of their first year. This course is a Career and Community Studies (CCS) program requirement with credit hour(s) incorporated into total requisite credits for graduating from this program of study.

Explain how this proposal affects courses, program requirements and student in other units:

There will be no negative conflicts with other courses or students in other units. However, there are opportunities for students in other units to participate in the CCS program and courses offerings as either an academic, career, or social mentor or tutor, or to complete service learning, experiential learning, field experience, practicum or internship credit that may satisfy requirements in their program of study.

Explain how this proposal affects enrollment and staffing:

Class enrollment is approximately 12 students requiring one faculty as instructor

Units consulted (other departments, programs or campuses affected by the proposal):

Deans and Directors of colleges and schools have been consulted and endorsement has been granted.

Comments (500 Character Maximum):

NOTE: Please do not use the following restricted characters: (~ * / \ --)

| Approve | Return To Initiator | Return To Prior Approver | Deny |

Comments:

Date	User	Comment
10/14/2014	Yvonne Ellen Michali	No comments available.

History:

Date	User	Status
10/14/2014	Mary M. Dellmann-Jenkins	Approved
10/14/2014	Yvonne Ellen Michali	Submitted

Name: Hilda A Pettit Submission Date: 10/14/2014 X

Organization: Vacca Office of Student Services

Course Catalog Update

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Course Catalog Update Information: STU0004

Reference Number: CCU007521 **Date:** 04-SEP-14

Level: 2.00 of 2.00 **Currently On The Worklist Of:** Joanne Arhar, jarhar

Owner: Office of Curriculum Services, 330-672-8558 or 330-672-8559, curriculum@kent.edu

Basic Course Data
Change type: Establish
Faculty member submitting this proposal: Yvonne Michali
Requested Effective Term: 201580
Campus: Kent
College: EH-Education, Health and Human Services
Department: LDES-Lifespan Development and Educational Sciences
Course Subject: CCS-Career and Community Studies
Course Number: 00120
Course Title: Technology Workshop II
Title Abbreviation: Technology Workshop II
Slash Course and Cross-list Information:
Credit Hours
Minimum Credit/Maximum Credit: 1 to 1
Contact Hours: Lecture - Minimum Hours/Maximum Hours: 1 to 1
Contact Hours: Lab - Minimum Hours/Maximum Hours:
Contact Hours: Other - Minimum Hours/Maximum Hours:
Attributes
Is this course part of the LER, WIC or Diversity requirements: No
If yes, course attributes: 1. 2. 3.

Can this course be repeated for credit: No Repeat	Course Limit:	OR Maximum Hours:
Course Level: Undergraduate	**Grade Rule:** B-Standard letter	

Rationale for an IP grade request for this course (if applicable):
Schedule Type(s): 1. LEC-Lecture 2. 3.
Credit by Exam: N-Credit by exam-not approved
Prerequisites & Descriptions
Current Prerequisite/Corequisite/Catalog Description:
Catalog Description (edited): Introduction to the uses of Microsoft Power Point, Publisher, and Excel in order to connect knowledge and learning experiences for student success.
Prerequisites (edited): Career and Community Studies (CCS) Major CCS 00020 Technology Workshop I
Corequisites (edited):
Registration is by special approval only: No
Content Information

Content Outline:	
Content Hours per Course Topic	Topic Description
10	Become familiar with Microsoft Power Point applications
5	Become familiar with Microsoft Publisher

Display/Hide Delimited Course Outline

Total Contact Hours: 15
Textbook(s) used in this course: There is no required textbook.
Writing Expectations: Students will write using appropriate forms, conventions, and styles to communicate ideas and information with attention given to professionalism.
Instructor(s) expected to teach: One CCS faculty is expected to teach.

Instructor(s) contributing to content: Yvonne Michali

Proposal Summary

Explain the purpose for this proposal:

The purpose of this proposal is to establish a new course. The purpose of this course is to enhance student academic success through augmentation of technology skills using various computer applications such as those found in MicroSoft Office. Students will demonstrate the skills necessary to professionally and effectively complete course assignments and activities during their college experience. These valuable skills will serve them well throughout their lifetime. Learning Outcomes: 1. The student will learn how to create a power point presentation. 2. The student will gain competence in using power point tools in designing an effective and visually pleasing presentation. 3. The student will demonstrate knowledge for the use of the applications in MicroSoft Publisher. 4. The student will demonstrate skills in creating visually pleasing publications that effectively communicate messages and information. 5. Increasing literacy in technology. In Class Activities: 1. Completing exercise that helps the student to learn of the various tools in each application. 2. Creating a power point presentation that effectively and thoroughly communicates an identified topic. 3. Practicing communication skills by presenting to classmates. 4. Creating a resume template and business cards using MicroSoft Publisher. Out Of Class Activities: All courses will have various assignments to be completed outside of the classroom. These assignments include: readings, written work, and hands-on activities pertaining to the weekly topics which are to be practiced before the next class meeting.

Explain how this proposal affects program requirements and students in your unit:

This course will be offered to approximately 12 incoming freshman in the fall of their first year. This course is a Career and Community Studies (CCS) program requirement with credit hour(s) incorporated into total requisite credits for graduating from this program of study.

Explain how this proposal affects courses, program requirements and student in other units:

There will be no negative conflicts with other courses or students in other units. However, there are opportunities for students in other units to participate in the CCS program and courses offerings as either an academic, career, or social mentor or tutor, or to complete service learning, experiential learning, field experience, practicum or internship credit that may satisfy requirements in their program of study.

Explain how this proposal affects enrollment and staffing:

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Comments (500 Character Maximum):

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Approve	Return To Initiator	Return To Prior Approver	Deny

Comments:

Date	User	Comment
10/14/2014	Yvonne Ellen Michali	No comments available.

History:

Date	User	Status
10/14/2014	Mary M. Dellmann-Jenkins	Approved
10/14/2014	Yvonne Ellen Michali	Submitted