



Application for Offering a Course Using a Distance Education Format

1. Course Prefix and Number: **CIS 130**
Course Title: **Microcomputer Applications**

Course Description: Students use a microcomputer and current word processing, spreadsheet, database, and presentation software to solve common business problems. Basic features of each software application are covered, as well as requirements, capabilities, and limitations.

Course Objectives/Competencies:

Upon successful completion of this course, the student can:

Use a word processing package to create, edit, print, and save documents.

Use productivity features of a word processing package such as spell check, grammar check, and thesaurus.

Make formatting changes to a document, including changes in font, color, line spacing, margins, alignment, headers and footers, and page numbers.

Use features such as cut, copy and paste to move and copy within a document and between documents.

- Insert pictures and clipart into word processing documents.
- Use templates and wizards to aid in the creation of common business and personal documents.

Save word processing documents in html format for publishing to the world wide web.

- Use a spreadsheet package to create common business reports and budgets.
- Use mathematical formulas and common statistical, date, financial, and logical functions.

Make formatting changes to a worksheet including changes in font, color, column width/row height, margins, alignment, headers and footers, and borders.

Create effective charts, including bar, line, and pie charts, to accompany business reports.

- Use object linking and embedding (ole) to include spreadsheet data in a word processing document.

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- Use a relational database management program to create tables, queries, forms, reports and labels.

Extract useful information from a database using simple and compound conditions in queries.

Join tables in a database in order to obtain useful information from multiple sources.

- Plan and create an electronic slide show presentation using a presentation software package.

2. Effective date (semester and year): First Summer Session, 2004

3. Describe the type of distance learning delivery method to be used.

This course will be taught via the Internet.

4. Describe how the course will achieve, in new ways, the same learning outcomes as when the course is taught by traditional delivery methods.

This course will be taught as a web-based distance course, using an online course management system. Traditional features such as homework assignments and exams will be supplemented with online chats, threaded discussions, and web-based content delivery. Attendance at an orientation session and other “live” events may be required and will be listed in the course syllabus. Submission of assignments via email or a course management system drop box may also be required. If the course has a lab component, completion of lab assignments may require attendance onsite at LCC or other facilities.

5. Describe the availability of related services such as labs, library, research, and supplemental information.

Students have access to library research materials via the web, including Kentucky Virtual Library databases and other library databases. Students have access to traditional print research materials in local public libraries and via interlibrary loan.

6. For web courses: Describe how ADA compliance has been assessed to ensure accessibility of course content for students with disabilities.

The course will be screened for ADA compliance using the accessibility guidelines and/or tools at LCC’s Wider World Web site. Screening will take place before the course is listed in the printed or online schedule of classes.

7. Describe how appropriate levels of faculty-student and student-student interaction will be achieved.

Students may interact with the instructor via e-mail, telephone, fax, and student-faculty threaded discussions. Students may interact with each other via e-mail, telephone, fax, threaded discussions and web-based chat. Participation in threaded discussions may be required.

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8. Describe any technical requirements for remote sites (ITV, computer hardware/software, and special equipment).

Technical requirements for web server space and the course management system are met. Specific technical requirements for students accessing the Kentucky Virtual University may be found at their web site. If needed, requirements for completion of lab assignments will be listed in the course syllabus.

9. Within the department, who should be contacted for further information about the proposed course:

Name: James Kolasa

Phone: 859.257.4872x4013

Email: jkolasa@uky.edu

**Signatures of Approval
for
Internal LCC Proposals**

Program/Area:

Computer Information Systems

Program/Area Coordinator:

Ann P. [Signature]

Date: 02/11/04

Division:

Behavioral Sciences and Information Systems Technologies

Division Program Development Committee Chair:

Anthony J. Rose

Date: 2/20/04

Division Chair:

Debbie Holt

Date: 3/11/04

Academic Council for Lexington Community College Chair:

[Signature]

Date: 4-21-04

This form is applicable for proposals that do not have to be submitted to the UK Senate.
Examples include but are not limited to the following:

- Application for Removal from General Education List
- Application for Inclusion on General Education List
- Addition to, Change in, or Deletion from *Lexington Community College Credit for External Experiences Manual*
- Application for Offering a Course Using a Distance Education Format



ACADEMIC COUNCIL FOR LEXINGTON COMMUNITY COLLEGE

PROPOSAL CHECKLIST

Initial	Date
JK	
JK	
JK	
JK	

Faculty Member
 Prepares proposal
 Obtains approval from program/area faculty and signature of program/area coordinator
 Submits form to Academic Affairs and division Program Development Committee
 Forwards proposal to appropriate KCTCS program development contact

JK	2/13/04
JK	2/20/04
JK	2/20/04

Division Program Development Committee Chair
 Calls meeting of committee
 Conducts vote on approval of proposal
 Signs proposal form and forwards proposal to Division Chair if committee approves proposal, or sends proposal back to faculty member with suggestions if committee does not approve proposal

DK	2/20/04
DK	2/27/04
DK	3/11/04

Division Chair
 Places proposal on division meeting agenda
 Conducts vote on approval of proposal
 Signs proposal form and forwards proposal to Academic Council Chair if division approves proposal, or sends proposal back to faculty member with suggestions if division does not approve proposal

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Academic Council Chair
 Places proposal on Academic Council meeting agenda when required materials are received by deadline
 Circulates proposal to College faculty
 Assigns primary reviewer for proposal
 Invites faculty member responsible for proposal to Academic Council meeting
 Sends proposal to Academic Council members
 Conducts vote on approval of proposal
 Signs proposal form if approved
 Forwards proposal to the UK Senate Council and UK Registrar if Academic Council approves proposal, or sends proposal back to faculty member with suggestions if Academic Council does not approve proposal

Notes:

- This checklist is applicable for all program and curriculum proposals.
- After Academic Council approval, the faculty member submitting proposal is responsible for making any requested changes and submitting revised form to the Academic Council recording secretary within one week.
- To ensure implementation for the following Summer session and Fall semester, proposals should be approved by Academic Council no later than the December meeting.
- To ensure implementation for the following Spring semester, proposals should be approved by Academic Council no later than the May meeting.
- Agenda items for Academic Council meetings are due by the 15th of the preceding month in order to be considered.
- For more information, consult the Academic Council web page at <http://www.uky.edu/LCC/PRES/AcademicCouncil/academicCouncil.html>.