APR 2 2 2004

UK
LEXINGTON
COMMUNITY COLLEGE

**Application for Offering a Course Using a
Distance Education Format**

1.   Course Prefix and Number: **CIS 236**
      Course Title: **Advanced Database Applications**

Course Description: Advanced features of a current database software package will be covered, including creating and editing custom forms and reports, creating and using macros, and creating application systems and switchboard modules. Emphasis will also be given to integration among various software applications.

Course Objectives/Competencies:

Upon successful completion of this course, the student can:

    Create and edit custom reports from database tables and queries.

    Use graphic objects, calculated fields, and labels in a report.

- Use grouping and summary fields in a report.

    Create reports with subreports.

- Create mailing labels.

- Create and edit custom forms from database tables and queries.

    Use list boxes, combo boxes and calculated controls in forms.

- Create forms with subforms.

    Add command buttons to forms.

- Modify the design of a table, including inserting and deleting fields, and changing field properties.

    Define and edit table relationships.

    Create and edit macros to automate repetitive tasks.

- Create application systems and switchboard modules in a database management program.

    Perform data integration by copying data and using object linking and embedding between applications.

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

Revised 10/02

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.

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

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**Signatures of Approval
for
Internal LCC Proposals**

Program/Area:

Computer Information Systems

Program/Area Coordinator:

Thms Pgrrule   Date: _03/11/04_

Division:

Behavioral Sciences and Information Systems Technologies

Division Program Development Committee Chair:

Anthony Roo   Date: _2/20/04_

Division Chair:

Debbie Holt   Date: _3/11/04_

Academic Council for Lexington Community College Chair
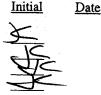
_____   Date: _4-21-04_

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

UK LEXINGTON COMMUNITY COLLEGE

ACADEMIC COUNCIL
FOR
LEXINGTON COMMUNITY COLLEGE

PROPOSAL CHECKLIST

Initial   Date

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

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

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

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.

4/01