

APR 22 2004



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

1. Course Prefix and Number: **CIS 263**

Course Title: **Advanced Topics in Microsoft Windows: (Topic)**

Course Description: Concepts and/or skills from special areas of interest in Microsoft Windows operating systems are covered in this course. Topics vary from semester to semester at the discretion of the instructor. Lecture, lab: 1-6 hours.

Course Objectives/Competencies:

Upon successful completion of this course, the student can:

- Demonstrate a working knowledge of the chosen topic.

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.

4/16/2004 REV

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

Phone: 859.257.4872x4013

Email: jkolasa@uky.edu



Signatures of Approval
for
Internal LCC Proposals

Program/Area:

Computer Information Systems

Program/Area Coordinator:

Thomas Paganich

Date: 3/11/04

Division:

Behavioral Sciences and Information Systems Technologies

Division Program Development Committee Chair:

Anthony Rose

Date: 2/27/04

Division Chair:

Debbie Holt

Date: 3/11/04

Academic Council for Lexington Community College Chair:

Jim Reilly

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