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Course Information

Date Submitted: 4/23/2014

Current Prefix and Number: B&E - Business and Economics , B&E 105 TECHNOLOGY FOR BUSINESS SOLUTIONS

Other Course:

Proposed Prefix and Number:

What type of change is being proposed?

Major – Add Distance Learning

Should this course be a UK Core Course? No

1. General Information

a. Submitted by the College of: BUSINESS AND ECONOMICS

b. Department/Division: Business and Economics

c. Is there a change in 'ownership' of the course? No

If YES, what college/department will offer the course instead: Select...

e. Contact Person

Name: Paul Childs

Email: pchilds@uky.edu

Phone: 7-2490

Responsible Faculty ID (if different from Contact)

Name:

Email:

Phone:

f. Requested Effective Date

Semester Following Approval: Yes OR Effective Semester:

2. Designation and Description of Proposed Course

a. Current Distance Learning (DL) Status: Please Add

b. Full Title: TECHNOLOGY FOR BUSINESS SOLUTIONS

Proposed Title: TECHNOLOGY FOR BUSINESS SOLUTIONS

c. Current Transcript Title: TECHNOLOGY FOR BUSINESS SOLUTIONS

Proposed Transcript Title:

d. Current Cross-listing: none

Proposed – ADD Cross-listing :

Proposed – REMOVE Cross-listing:

e. Current Meeting Patterns

LECTURE: 3

Proposed Meeting Patterns

LECTURE: 3

f. Current Grading System: ABC Letter Grade Scale

Proposed Grading System: *Letter (A, B, C, etc.)*

g. Current number of credit hours: 1

Proposed number of credit hours: 1

h. Currently, is this course repeatable for additional credit? No

Proposed to be repeatable for additional credit? No

If Yes: Maximum number of credit hours:

If Yes: Will this course allow multiple registrations during the same semester? No

2i. Current Course Description for Bulletin: This course prepares pre-major students in the Gatton College of Business & Economics to use business software at a high level of proficiency and focuses on Microsoft Excel and Access. Lectures will be supplemented with hands on experiences with business problems.

Proposed Course Description for Bulletin: This course prepares pre-major students in the Gatton College of Business & Economics to use business software at a high level of proficiency and focuses on Microsoft Excel and Access. Lectures will be supplemented with hands on experiences with business problems.

2j. Current Prerequisites, if any: Prereq: ACC 201 and ECO 201, pre-major in the Gatton College of Business & Economics, or consent of instructor.

Proposed Prerequisites, if any: Prereq: ACC 201 and ECO 201, pre-major in the Gatton College of Business & Economics, or consent of instructor.

2k. Current Supplementary Teaching Component:

Proposed Supplementary Teaching Component:

3. Currently, is this course taught off campus? No

Proposed to be taught off campus? No

If YES, enter the off campus address:

4. Are significant changes in content/student learning outcomes of the course being proposed? No

If YES, explain and offer brief rationale:

5a. Are there other depts. and/or pgms that could be affected by the proposed change? No

If YES, identify the depts. and/or pgms:

5b. Will modifying this course result in a new requirement of ANY program? No

If YES, list the program(s) here:

6. Check box if changed to 400G or 500: No

Distance Learning Form

Instructor Name: Paul Childs

Instructor Email: pchilds@uky.edu

Internet/Web-based: Yes

Interactive Video: No

Hybrid: No

1. How does this course provide for timely and appropriate interaction between students and faculty and among students? Does the course syllabus conform to University Senate Syllabus Guidelines, specifically the Distance Learning Considerations? The syllabus contains the professor contact information including the following paragraph: The best way to contact me is through email. Emails received before 5:00 p.m. on a weekday generally will get a response on that day. Emails received after 5:00 p.m. generally will receive a response by 10:00 a.m. the following morning. Emails received after 5:00 p.m. Friday generally will receive response within 24 hours. In addition, in the Technology Requirement section of the syllabus contains the following text: You are responsible for all class emails. Check your email at least once or twice a day. It is strongly recommended that you use your UK email. Make sure that class emails are not being filtered out by anti-spam software (this is particularly important if you use a non-UK email account). The course syllabus conforms to University Senate Syllabus Guidelines and Distance Learning Considerations.

2. How do you ensure that the experience for a DL student is comparable to that of a classroom-based student's experience? Aspects to explore: textbooks, course goals, assessment of student learning outcomes, etc. A schedule similar to a traditional class is listed at the end of the syllabus and enforced by the learning management software. There are five short sections to the course. For each section, there are videos with detailed examples to lead the student through the material. All five exams are proctored exams given once a week for five weeks.

3. How is the integrity of student work ensured? Please speak to aspects such as password-protected course portals, proctors for exams at interactive video sites; academic offense policy; etc. The graded material for this one credit course is made up of five exams. The five exams will be proctored in the same way that the exams for the traditional course are proctored. Student identification will be checked at each exam. Academic dishonesty will not be tolerated and offenses will be vigorously pursued.

4. Will offering this course via DL result in at least 25% or at least 50% (based on total credit hours required for completion) of a degree program being offered via any form of DL, as defined above? No

If yes, which percentage, and which program(s)? Less than 25% for all B&E majors

5. How are students taking the course via DL assured of equivalent access to student services, similar to that of a student taking the class in a traditional classroom setting? The Distance Learning Library (and phone, email, website) are listed on the syllabus. Similarly the IT support services have contact information. Students are able to contact services via email, phone and internet.

6. How do course requirements ensure that students make appropriate use of learning resources? The resources for the class (both traditional and online versions) are available using learning management software. Note that online software keeps track of student access to the class resources so there is a wealth of information about when and how often students use course materials. Finally, there is a traditional calendar for the proctored exams in the class (one exam per week for five weeks for this one credit class).

7. Please explain specifically how access is provided to laboratories, facilities, and equipment appropriate to the course or program. Neither the traditional course nor the online course requires labs, equipment, etc. The syllabus does contain contact information for Distance Learning Library Services should the student desire library access.

8. How are students informed of procedures for resolving technical complaints? Does the syllabus list the entities available to offer technical help with the delivery and/or receipt of the course, such as the Information Technology Customer Service Center (<http://www.uky.edu/UKIT/>)? The syllabus contains a Technology Help and Library Services section. This section phone numbers, email addresses and web links to the UK Help Desk, the Information Technology Customer Service Center, and the Distance Learning Library Services.

9. Will the course be delivered via services available through the Distance Learning Program (DLP) and the Academic Technology Group (ATL)? YES

If no, explain how student enrolled in DL courses are able to use the technology employed, as well as how students will be provided with assistance in using said technology. Students only need Microsoft Office and a browser.

10. Does the syllabus contain all the required components? YES

11. I, the instructor of record, have read and understood all of the university-level statements regarding DL.

Instructor Name: Paul Childs

SIGNATURE|SKELLEY|Scott W Kelley|B&E 105 CHANGE College Review|20140512

SIGNATURE|JMETT2|Joanie Ett-Mims|B&E 105 CHANGE Undergrad Council Review|20141210

Courses	Request Tracking
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Course Change Form

https://myuk.uky.edu/sap/bc/soap/rfc?services=

Open in full window to print or save

Generate R

Attachments:

Browse...

Upload File

ID	Attachment
Delete 4097	B&E 105 DL UGC Review Checklist.docx
Delete 4166	Syllabus105revised.pdf

First 1 Last

Select saved project to retrieve...

Get New

NOTE: Start form entry by choosing the Current Prefix and Number
(*denotes required fields)

Current Prefix and Number:		B&E - Business and Economics B&E 105 TECHNOLOGY FOR BUSINESS SOLUTIONS	Proposed Prefix & Number: (example: PHY 401G) <input type="checkbox"/> Check if same as current
* What type of change is being proposed?		<input type="checkbox"/> Major Change <input checked="" type="checkbox"/> Major - Add Distance Learning <input type="checkbox"/> Minor - change in number within the same hundred series, exception the same "hundred series" <input type="checkbox"/> Minor - editorial change in course title or description which does not in content or emphasis <input type="checkbox"/> Minor - a change in prerequisite(s) which does not imply a change in content or emphasis, or which is made necessary by the elimination or alteration of the prerequisite(s) <input type="checkbox"/> Minor - a cross listing of a course as described above	
Should this course be a UK Core Course? <input type="radio"/> Yes <input checked="" type="radio"/> No			
If YES, check the areas that apply:			
<input type="checkbox"/> Inquiry - Arts & Creativity <input type="checkbox"/> Composition & Communications - II <input type="checkbox"/> Inquiry - Humanities <input type="checkbox"/> Quantitative Foundations <input type="checkbox"/> Inquiry - Nat/Math/Phys Sci <input type="checkbox"/> Statistical Inferential Reasoning <input type="checkbox"/> Inquiry - Social Sciences <input type="checkbox"/> U.S. Citizenship, Community, Diversity <input type="checkbox"/> Composition & Communications - I <input type="checkbox"/> Global Dynamics			
1. General information			
a. Submitted by the College of:		BUSINESS AND ECONOMICS	Submission Date: 4/23/2014
b. Department/Division:		Business and Economics	
c.* Is there a change in "ownership" of the course? <input type="radio"/> Yes <input checked="" type="radio"/> No IF YES, what college/department will offer the course instead? Select...			
e.* * Contact Person Name:		Paul Childs	Email: pchilds@uky.edu Phone: 7-2490
* Responsible Faculty ID (if different from Contact):		Email:	Phone:
f.* Requested Effective Date:		<input checked="" type="checkbox"/> Semester Following Approval	OR <input type="checkbox"/> Specific Term: 2
2. Designation and Description of Proposed Course.			
a. Current Distance Learning(DL) Status:		<input type="radio"/> N/A <input type="radio"/> Already approved for DL* <input checked="" type="radio"/> Please Add <input type="radio"/> Please Drop	
*If already approved for DL, the Distance Learning Form must also be submitted <u>unless</u> the department affirms (by checking this box) the proposed changes do not affect DL delivery.			
b. Full Title:		TECHNOLOGY FOR BUSINESS SOLUTIONS	Proposed Title: * TECHNOLOGY FOR BUSINESS SOLUTIONS
c. Current Transcript Title (if full title is more than 40 characters):		TECHNOLOGY FOR BUSINESS SOLUTIONS	

c. Proposed Transcript Title (if full title is more than 40 characters):					
d. Current Cross-listing:	<input type="checkbox"/> N/A	OR	Currently ² Cross-listed with (Prefix & Number):	none	
Proposed - ADD ² Cross-listing (Prefix & Number):					
Proposed - REMOVE ^{3,4} Cross-listing (Prefix & Number):					
e. Courses must be described by at least one of the meeting patterns below. Include number of actual contact hours ⁵ for each meeting pattern type.					
Current:	Lecture 3	Laboratory ²	Recitation	Discussion	Indep. Stud ⁶
	Clinical	Colloquium	Practicum	Research	Residency
	Seminar	Studio	Other: _____ Please explain: _____		
Proposed: *	Lecture 3	Laboratory ²	Recitation	Discussion	Indep. Stud ⁶
	Clinical	Colloquium	Practicum	Research	Residency
	Seminar	Studio	Other: _____ Please explain: _____		
f. Current Grading System:	ABC Letter Grade Scale				
Proposed Grading System:*	<input checked="" type="radio"/> Letter (A, B, C, etc.) <input type="radio"/> Pass/Fail <input type="radio"/> Medicine Numeric Grade (Non-medical students will receive a letter grade) <input type="radio"/> Graduate School Grade Scale				
g. Current number of credit hours:	1	Proposed number of credit hours:*	1		
h.* Currently, is this course repeatable for additional credit?					<input type="radio"/> Yes <input checked="" type="radio"/> N
* Proposed to be repeatable for additional credit?					<input type="radio"/> Yes <input checked="" type="radio"/> N
If YES:	Maximum number of credit hours:				
If YES:	Will this course allow multiple registrations during the same semester?				<input type="radio"/> Yes <input checked="" type="radio"/> N
i. Current Course Description for Bulletin:					
This course prepares pre-major students in the Gatton College of Business & Economics to use business software at a high level of proficiency and focuses on Microsoft Excel and Access. Lectures will be supplemented with hands on experiences with business problems.					
* Proposed Course Description for Bulletin:					
This course prepares pre-major students in the Gatton College of Business & Economics to use business software at a high level of proficiency and focuses on Microsoft Excel and Access. Lectures will be supplemented with hands on experiences with business problems.					
j. Current Prerequisites, if any:					
Prereq: ACC 201 and ECO 201, pre-major in the Gatton College of Business & Economics, or consent of instructor.					
* Proposed Prerequisites, if any:					
Prereq: ACC 201 and ECO 201, pre-major in the Gatton College of Business & Economics, or consent of instructor.					
k. Current Supplementary Teaching Component, if any:					
<input type="radio"/> Community-Based Experience					

	<input type="radio"/> Service Learning <input type="radio"/> Both
<i>Proposed Supplementary Teaching Component:</i>	<input type="radio"/> Community-Based Experience <input type="radio"/> Service Learning <input type="radio"/> Both <input type="radio"/> No Change
3. Currently, is this course taught off campus?	<input type="radio"/> Yes <input checked="" type="radio"/> N
* Proposed to be taught off campus?	<input type="radio"/> Yes <input checked="" type="radio"/> N
If YES, enter the off campus address:	
4.* Are significant changes in content/student learning outcomes of the course being proposed?	<input type="radio"/> Yes <input checked="" type="radio"/> N
If YES, explain and offer brief rationale:	
5. Course Relationship to Program(s).	
a.* Are there other depts and/or pgms that could be affected by the proposed change?	<input type="radio"/> Yes <input checked="" type="radio"/> N
If YES, identify the depts. and/or pgms:	
b.* Will modifying this course result in a new requirement² for ANY program?	<input type="radio"/> Yes <input checked="" type="radio"/> N
If YES ² , list the program(s) here:	
6. Information to be Placed on Syllabus.	
a. <input type="checkbox"/> Check box if changed to 400G or 500.	If changed to 400G- or 500-level course you must send in a syllabus and <i>you must include the differentiation</i> undergraduate and graduate students by: (i) requiring additional assignments by the graduate students; and establishing different grading criteria in the course for graduate students. (See SR 3.1.4.)

Distance Learning Form

This form must accompany every submission of a new/change course form that requests distance learning delivery. This form may be required when changing a course already approved for **fields are required!**

Introduction/Definition: For the purposes of the Commission on Colleges Southern Association of Colleges and Schools accreditation review, **distance learning** is defined as educational process in which the majority of the instruction (interaction between students and instructors and among students) in a course occurs when students and instructor are not in the same place. Instruction may be synchronous or asynchronous. A distance learning (DL) course may employ correspondence study, or audio, video, or computer technology.

A number of specific requirements are listed for DL courses. **The department proposing the change in delivery method is responsible for ensuring that the requirements are satisfied at the individual course level.** It is the responsibility of the instructor to have read and understood the university-level assurances regarding an equivalent e-learning environment utilizing DL (available at <http://www.uky.edu/USC/Newforms.htm>).

Course Number and Prefix: B&E 105	Date: 4/23/2014
Instructor Name: Paul Childs	Instructor Email: pchilds@uky.edu
Check the method below that best reflects how the majority of the course content will be delivered.	
Internet/Web-based <input checked="" type="checkbox"/>	Interactive Video <input type="checkbox"/>
Hybrid <input type="checkbox"/>	

Curriculum and Instruction

1. How does this course provide for timely and appropriate interaction between students and faculty and among students? Does the course syllabus conform to University Syllabus Guidelines, specifically the Distance Learning Considerations?

The syllabus contains the professor contact information including the following paragraph: The best way to contact me is through email. Emails received before 5:00 p.m. on a weekday generally will get a response on

2. How do you ensure that the experience for a DL student is comparable to that of a classroom-based student's experience? Aspects to explore: textbooks, course assessment of student learning outcomes, etc.

A schedule similar to a traditional class is listed at the end of the syllabus and enforced by the learning management software. There are five short sections to the course. For each section, there are videos with detailed

3. How is the integrity of student work ensured? Please speak to aspects such as password-protected course portals, proctors for exams at interactive video sites; academic policy; etc.

The graded material for this one credit course is made up of five exams. The five exams will be proctored in the same way that the exams for the traditional course are proctored. Student identification will be checked at each

4. Will offering this course via DL result in at least 25% or at least 50%* (based on total credit hours required for completion) of a degree program being offered via a DL, as defined above?

No

Which percentage, and which program(s)?

Less than 25% for all B&E majors

*As a general rule, if approval of a course for DL delivery results in 50% or more of a program being delivered through DL, the effective date of the course's DL delivery is six months from the date of approval.

5. How are students taking the course via DL assured of equivalent access to student services, similar to that of a student taking the class in a traditional classroom setting?

The Distance Learning Library (and phone, email, website) are listed on the syllabus. Similarly the IT support services have contact information. Students are able to contact services via email, phone and internet.

Library and Learning Resources

6. How do course requirements ensure that students make appropriate use of learning resources?

The resources for the class (both traditional and online versions) are available using learning management software. Note that online software keeps track of student access to the class resources so there is a wealth of

7. Please explain specifically how access is provided to laboratories, facilities, and equipment appropriate to the course or program.

Neither the traditional course nor the online course requires labs, equipment, etc. The syllabus does contain contact information for Distance Learning Library Services should the student desire library access.

Student Services

8. How are students informed of procedures for resolving technical complaints? Does the syllabus list the entities available to offer technical help with the delivery and the course, such as the Information Technology Customer Service Center (<http://www.uky.edu/UKIT/>)?

The syllabus contains a Technology Help and Library Services section. This section phone numbers, email addresses and web links to the UK Help Desk, the Information Technology Customer Service

9. Will the course be delivered via services available through the Distance Learning Program (DLP) and the Academic Technology Group (ATL)?

Yes

No

If no, explain how students enrolled in DL courses are able to use the technology employed, as well as how students will be provided with assistance in using said technology.

Students only need Microsoft Office and a browser.

10. Does the syllabus contain all the required components, below? Yes

- Instructor's *virtual* office hours, if any.
- The technological requirements for the course.
- Contact information for Distance Learning programs (<http://www.uky.edu/DistanceLearning/>) and Information Technology Customer Service Center (<http://www.uky.edu/UKIT/Help/>; 859-218-HELP).
- Procedure for resolving technical complaints.
- Preferred method for reaching instructor, e.g. email, phone, text message.
- Maximum timeframe for responding to student communications.
- Language pertaining academic accommodations:
 - "If you have a documented disability that requires academic accommodations in this course, please make your request to the University Disability Resource Center. The Center will require current disability documentation. When accommodations are approved, the Center will provide me with a Letter of Accommodation which details the recommended accommodations. Contact the Disability Resource Center, Jake Karnes, Director at 859-257-2754 or jkarnes@email.uky.edu
- Specific dates of face-to-face or synchronous class meetings, if any.
- Information on Distance Learning Library Services (<http://www.uky.edu/Libraries/DLIS/>)
 - Carla Cantagallo, DL Librarian
 - Local phone number: 859 257-0500, ext. 2171; long-distance phone number: (800) 828-0439 (option #6)
 - Email: dl@service@email.uky.edu
 - DL Interlibrary Loan Service: http://www.uky.edu/Libraries/libpage.php?lweb_id=253&lib_id=16

11. I, the instructor of record, have read and understood all of the university-level statements regarding DL.

Instructor Name:

Paul Childs

Revised 8/09

¹¹¹See comment description regarding minor course change. *Minor changes are sent directly from dean's office to Senate Council Chair.* If Chair deems the change as "n form will be sent to appropriate academic Council for normal processing and contact person is informed.

¹¹²Courses are typically made effective for the semester following approval. No course will be made effective until all approvals are received.

¹¹³Signature of the chair of the cross-listing department is required on the Signature Routing Log.

¹¹⁴Removing a cross-listing does not drop the other course – it merely unlinks the two courses.

¹¹⁵Generally, undergrad courses are developed such that one semester hr of credit represents 1 hr of classroom meeting per wk for a semester, exclusive of any lab meeting generally represents at least two hrs per wk for a semester for 1 credit hour. (See *SR 5.2.1.*)

¹¹⁶You must *also* submit the Distance Learning Form in order for the course to be considered for DL delivery.

¹¹⁷In order to change a program, a program change form must also be submitted.

Submit as New Proposal Save Current Changes

General Course Information

- Full and accurate title of the course
- Departmental and college prefix
- Course prefix, number and section number
- Scheduled meeting day(s), time and place

Instructor Contact Information (if specific details are unknown, "TBA" is acceptable for one or more fields)

- Instructor name
- Contact information for teaching/graduate assistant, etc.
- Preferred method for reaching instructor
- Office phone number
- Office address
- UK email address
- Times of regularly scheduled office hours and if prior appointment is required

Course Description

- Reasonably detailed overview of the course
- Student learning outcomes
- Course goals/objectives
- Required materials (textbook, lab materials, etc.)
- Outline of the content, which must conform to the Bulletin description
- Summary description of the components that contribute to the determination of course grade
- Tentative course schedule that clarifies topics, specifies assignment due dates, examination date(s)
- Final examination information: date, time, duration and location
- For 100-, 200-, 300-, 400-, 400G- and 500-level courses, numerical grading scale and relationship to letter grades for undergraduate students
- For 400G-, 500-, 600- and 700-level courses, numerical grading scale and relationship to letter grades for graduate students. (Graduate students cannot receive a "D" grade.)
- Relative value given to each activity in the calculation of course grades (Midterm=30%; Term Project=20%, etc.)
- Note that undergraduate students will be provided with a Midterm Evaluation (by the midterm date) of course performance based on criteria in syllabus
- Policy on academic accommodations due to disability. Standard language is below:
 If you have a documented disability that requires academic accommodations, please see me as soon as possible during scheduled office hours. In order to receive accommodations in this course, you must provide me with a Letter of Accommodation from the Disability Resource Center (Room 2, Alumni Gym, 257-2754, email address jkarnes@email.uky.edu) for coordination of campus disability services available to students with disabilities.

Course Policies

- Attendance
- Excused absences
- Make-up opportunities
- Verification of absences
- Submission of assignments
- Academic integrity, cheating & plagiarism
- Classroom behavior, decorum and civility
- Professional preparations
- Group work & student collaboration

<p>UGE Review (11/6/14)</p> <ul style="list-style-type: none"> - Should include 'midterm evaluation statement'. - Should include explanation of final (i.e. a final will not be given, or a cumulative/non-cumulative final will be given.
<p>Committee Review ()</p> <p>Comments</p>