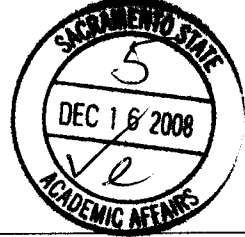




SACRAMENTO  
STATE

# Course Change Proposal Form A



Academic Group ( <i>College</i> ): College of Business Administration	Academic Organization ( <i>Department</i> ): Management Information Systems	Date: 9/24/08
Type of Course Proposal: New ___ Change <u>X</u> Deletion ___	Department Chair: Monica Lam	Submitted by: Nancy Tsai
Does this course fulfill a requirement for single-subject or multiple subject credential students? Yes ___ No <u>X</u>	For Catalog Copy: Yes ___X___ No ___ CCE: Yes ___ No ___	Semester Effective: Fall <u>X</u> Spring <del>2</del> , 2009__

This course replaces experimental course Subject Area ( <i>prefix</i> ) and Catalog Number ( <i>course number</i> ):	MIS 1
This Catalog Number ( <i>course number</i> ) is being replaced:	

**Change from:**

Subject Area ( <i>prefix</i> ) & Catalog No. ( <i>course no.</i> ): MIS 001	Title: Micro-Computer Hardware and Software	Units: 1
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**Change to:**

Subject Area ( <i>prefix</i> ) & Catalog No. ( <i>course no.</i> ): MIS 001	Title: Operating Systems and Electronic Communication	Units: 1
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**JUSTIFICATION:**

1. Change the course title to match the new course content.
2. The new course content is delivered using an online learning tool (SimNet) for Windows XP, Outlook, and Internet Explorer.
3. Computer hardware concepts are included in MIS 101, a required course for all business students.

**NEW COURSE DESCRIPTION:** (Not to exceed 80 words, and language should conform to catalog copy. See <http://www.csus.edu/acaf/univmanual/crspsl.htm> - Guidelines for Catalog Course Description)

Basic understanding and manipulation skills for operating system, email system, and browser.

**Note:**

**Prerequisite:** None

**Corequisite:** None

**CAN (California Articulation Number):**

**Graded:** Letter \_\_\_ Credit/No Credit X **Instructor Approval Required?** Yes \_\_\_ No X

**Course Classification (e.g., lecture, lab, seminar, discussion):** **Title for SIS+/CMS (not more than 30 characters)**  
Online self learning tool MIS 1 OS, Email, and Browser

**Cross Listed?** Yes \_\_\_ No X **If yes, do they meet together and fulfill the same requirement, and what is the other course.**

**How Many Times Can This Course be Taken for Credit?** unlimited  
**Can the course be taken for Credit more than once during the same term?** Yes \_\_\_ No X

**FOR NEW COURSE PROPOSALS OR SUBSTANTIVE CHANGES ONLY:**

**Description of the Expected Learning Outcomes:** Describe outcomes using the following format: "Students will be able to: 1), 2), etc."  
See the example at <http://www.csus.edu/acad/example.htm>

Students will be able to understand how to manage computer desktop, use email system, and search information on the Internet.

**\*\*Attach a list of the required/recommended course readings and activities [Note: it is understood that these are updated and modified as needed by the instructor(s).] This attachment should be forwarded only to your Dean's office, not Academic Affairs.**

**Assessment Strategies:** A description of the assessment strategies (e.g., portfolios, examinations, performances, pre-and post-tests, conferences with students, student papers) which will be used by the instructor to determine the extent to which students have achieved the learning outcomes noted above:

Students have to pass an online hands-on exam in a computer lab at the end of first five weeks.

For whom is this course being developed?

Majors in the Dept \_\_\_ Majors of other Depts \_\_\_ Minors in the Dept \_\_\_ General Education X Other \_\_\_

Is this course required in a degree program (major, minor, graduate degree, certificate)? Yes X No \_\_\_

If yes, identify program(s):

Does the proposed change or addition cause a significant increase in the use of College or University resources (lab room, computer facilities, faculty, etc.)? Yes \_\_\_ No X

If yes, attach a description of resources needed and verify that resources are available.

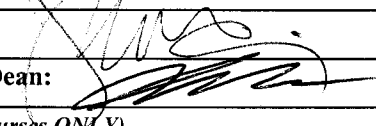

Indicate which department or programs will be affected by the proposed course (if any). CBA

*The Department Chair's signature below indicates that affected programs have been sent a copy of this proposal form.*

**Approvals:** If proposed change, new course or deletion is approved, sign and date below. If not approved, forward without signing to the next reviewing authority, and attach an explanatory memorandum to the original copy.

**Signatures:**

**Date**

Department Chair:		12-11-08
College Dean or Associate Dean:		
CPSP (for school personnel courses ONLY)		
Associate Vice President and Dean for Academic Programs		

**Distribution:** Academic Affairs (original), Department Chair and College Dean. Dean's office to send original after approval to Academic Affairs, at mail zip 6016. An electronic copy must also be sent.