

Bus/CIT 2011-12

BUS - Move Curriculum to Windows 2007 AND 2010 MS Office Software and Textbooks

Summary:

The Business Department must migrate its operating software and all of the Microsoft Office Suite courses to Windows 7 and Microsoft Office Suite 2010.

Description

The Business Department commitment to staying abreast of current business software and practices. Students and businesses are purchasing Windows 7 on all new PC's being purchased and the students who are unable to purchase the old Microsoft Office 2007 Suite are forcing the department to update our software, evaluate our outcomes, adopt new textbooks, and develop new curriculum for Fall Term, 2011.

The courses affected by these changes include:

- BT 120
- BT 220
- BT 123
- BT 223
- BT 122
- BT 124

This is not a minor undertaking, because the new software must be learned by faculty, outcomes evaluated, and new curriculum developed. Those courses that are taught online, (which is all of them) must have the entire online sites redesigned.

Questions and Answers

How is the initiative linked to the Unit Plans most recently submitted?

1. How does it continue the achievement of those goals?
2. If this is a continuation of an initiative started last year, make sure that relationship is clear.

How is this initiative linked to the efficiencies and productivities plans you had last year?

1. How does it continue the achievement of these plans?
2. If this is a continuation of an efficiency or productivity plan started last year, make sure that relationship is clear.

This is a continuation of the Business Department goal of providing the most current tools for our students who will be using these tools in the workplace.

It meets the needs of students by teaching courses in the version of the software available to them in our classrooms, at the bookstore, or by purchase online.

Describe the resources needed:

Curriculum development funding to re-design 6 software courses (# of sections per year?) for classroom and online delivery.

BT 120 – 35 hours of curriculum development

Request: Carl Perkins (CD) 35 hours

Request: Curriculum Development 35 hours

BT 220 – 35 hours of curriculum development

Request: Carl Perkins (CD) 35 hours

Request: Curriculum Development 35 hours

BT 123 – 35 hours of curriculum development

Request: Carl Perkins (CD) 35 hours

Request: Curriculum Development 35 hours

BT 223 – 35 hours of curriculum development

Request: Carl Perkins (CD) 35 hours

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BT 122 – 35 hours of curriculum development

Request: Carl Perkins (CD) 35 hours

Request: Curriculum Development 35 hours

BT 124 – 35 hours of curriculum development

Request: Carl Perkins (CD) 35 hours

Request: Curriculum Development 35 hours

Total 180 hours of curriculum development support:

Request: Carl Perkins (CD) 180 hours

Request: Curriculum Development 180 hours

What specific measurable program outcomes do you expect to achieve with this initiative? The outcomes should be specific enough to be measurable. Also, outline the method that will be used to determine the results.

The primary outcome will be the updating all classes that are primarily Microsoft Office 2010, or use a component of the suite in their teaching curriculum.

This initiative will result in:

- * Meeting the software training needs of students and employers.
- * Increase efficiencies by moving all curriculum at the same time and as the computer lab software is being upgraded.

This is a critical curriculum update for program development because of the changes in Office 2007 and Microsoft Office 2010 and the textbook publishers who are no longer providing texts for the 2007 version of the software.

Department Priority:

7

Unit Resources:

This initiative can be partially supported with existing departmental computers, staffing and broad faculty participation with the faculty who are funded to do this development. Course materials developed with these resources are shared with other faculty in the department who teach the courses, resulting in efficiencies of funding and faculty time. Some faculty computers will need to be upgraded to accommodate Windows 7.

Funding Request: Carl Perkins

Is this a Career & Technical Education program approved by the state and offered through Lane for credit?

Yes

If not a Career & Technical Education program, does your request provide considerable support for students enrolled in these programs?

No

Do you have an advisory committee that meets 2-3 times per year?

Yes

If request is for personnel, will funds be used to replace an existing position?

How will funding this initiative increase or sustain the academic achievement and technical skills attainment (GPA of 2.0 or better) of Career and Technical Education students?

Make Business courses available to a wider audience of students and increase technology experience.

How will funding this initiative increase or sustain the number of CTE students that graduate or receive a one year certificate from Lane and help prepare the students for employment?

More students will be able to take the courses and receive the degree so they can become employed.

EQUIPMENT \$

COMPUTER HARDWARE \$

COMPUTER SOFTWARE \$

MATERIALS & SUPPLIES \$

CURRICULUM DEVELOPMENT (Hours)

340

PART-TIME FACULTY \$

TIMESHEET STAFF \$

TRAVEL \$

Can this initiative be partially funded?

Yes

EQUIPMENT \$

(E) Explanation of effect of partial funding:

COMPUTER HARDWARE \$

(CH) Explanation of effect of partial funding:

COMPUTER SOFTWARE \$

(CS) Explanation of effect of partial funding:

MATERIALS & SUPPLIES \$

(MS) Explanation of effect of partial funding:

CURRICULUM DEVELOPMENT (HOURS)

210

(CD) Explanation of effect of partial funding:

The amount of funding received will impact the number of courses (thus programs) that could be developed online.

PART-TIME FACULTY \$

(PF) Explanation of effect of partial funding:

TIMESHEET STAFF \$

(TS) Explanation of effect of partial funding:

TRAVEL \$

(T) Explanation of effect of partial funding:

Funding Request: Curriculum Development

1. List the following information

- **Course Numbers (titles if not currently offered)**
- **Instructor Name(s) who will work on the curriculum development**
- **Whether each of the courses is in, or has been through, the curriculum approval process**

BT 120 MS Word for Business – ??

Approved course

BT 220 MS Word Expert for Business – ??

Approved course

BT 123 MS Excel for Business – Kaaren O'Rourke

Approved course

BT 223 MS Excel Expert for Business – Kaaren O'Rourke

Approved course

BT 122 MS PowerPoint for Business – ??

Approved course

BT 124 MS Access for Business – Kaaren O'Rourke

Approved course

Do we need to also include doc formatting?

2. List each course number (or title) and the materials to be created for each class

- **Instructional goals, objectives, syllabi and outlines**
- **Lab instruction packets**
- **Practice, quiz, presentation &/or demonstration materials**
- **Other (specify)**

BT 120, BT 220, BT 123, BT 223, BT 122, and BT 124:

* Instructional goals, objectives, syllabi and outlines

* Lab instruction packets

* Practice, quiz, presentation &/or demonstration materials

* Online Moodle site

* Homework assignments, tests

3. List each course number (or title) and give your timeline for beginning and completing each course curriculum development.

BT 120 – Summer/Fall2010

BT 220 – Summer/Fall2010

BT 123 – Summer/Fall2010

BT 223 – Summer/Fall2010

BT 122 – Summer/Fall2010

BT 124 – Summer/Fall2010

4. What are up to 3 departmental instructional goals that are met through the development of curriculum in each class?

Offering these courses in current up to date software:

- * full online delivery of instruction

- * improving success and completion rates

- * meeting needs of students and employers

5. List each course number (or title) and give the value of the development of curriculum in each course to other faculty members.

BT 120, BT 220, BT 123, BT 223, BT 122, and BT 124:

The development of course materials gives value to other faculty members in general: specific course materials become available for use in new ways to support other classes. Course materials developed with these resources are shared with other faculty in the department who teach the courses, resulting in efficiencies of funding and faculty time.

6. List each course number (or title) and say how many students will be served by the development of curriculum in each class.

BT 120 – Approximately ??

BT 220 – Approximately ??

BT 123 – Approximately 125

BT 223 – Approximately 50

BT 122 – Approximately ??

BT 124 – Approximately 30

7. List each course number (or title) and give the specific benefits to students that you expect from the development of curriculum in each class.

BT 120, BT 220, BT 123, BT 223, BT 122, and BT 124:

Business students will be required to own their own computers beginning in Fall, 2011. They will be purchasing computers that operate in a Windows 7 environment and will be purchasing the Microsoft Office 2010 suite of products for those computers. The department has already seen approximately 50% of its students operating in the 2010 suite.

8. List each course number (or title) and give the specific benefits for diversity that you expect from the development of curriculum in each class.

BT 120, BT 220, BT 123, BT 223, BT 122, and BT 124:

All business courses promote respect for diversity by using examples that portray women and men from diverse cultural and ethnic backgrounds in a wide range of roles, including using examples of people in non-stereotypical business settings.

9. List each course number (or title) and give the specific benefits to sustainability that you expect from the development of curriculum in each class.

BT 120, BT 220, BT 123, BT 223, BT 122, and BT 124:

These course use an online component even when taught in the classroom that allows homework to be submitted online, student handouts and PowerPoints to be provided online. This significantly reduces the need for paper copies for handouts or homework. In addition, in many cases a student can purchase an E-book which is a good sustainable practice.

10. List each course number (or title) and give the specific effects on distributed learning that you expect from the development of curriculum in each class.

BT 120, BT 220, BT 123, BT 223, BT 122, and BT 124:

The initiative targets distributed learning as its secondary outcome, as each of these classes is taught online as well as in the classroom.

Hours requested for Curriculum Development funding:

Please enter the amount of one of the following:

- **100 hours maximum for new development.**
- **70 hours maximum for course revision**
- **50 hours for 3-4 credit conversion**
- **other (use if multiple courses addressed in one initiative**

Do not enter any characters other than numbers and a decimal.

How many hours are you requesting? If there are multiple courses addressed in the initiative, please list each course number (or title) and give the number of hours requested for each course.

180

Can this initiative be partially funded?

Yes

Partially funded curriculum development HOURS requested:

?

Explanation of effect of partial funding:

The amount of funding received will impact the number of courses (thus programs) that could be developed online.

Funding Request: Technology Fee