

Revised 7/23/07

**PROPOSAL SUMMARY AND ROUTING FORM**

**Proposal Title: On-line Learning Skills**

**Initiating Unit or Individual: 20**

**Contact Person's Name: Gloria Lukusa-Barnett e-mail: lukusag@ferris.edu phone: 231-591-2842**

**Date or Term of Proposal Implementation: fall 2008 - September 2, 2008**

- Group I - A – New degree/major or major, redirection of a current offering, or elimination of a degree, major or minor**
- Group I - B – New minors or concentrations**
- Group II - A – Minor curriculum clean-up and course changes**
- Group II - B – New Course**
- Group III - Certificates**
- Group IV – Off-Campus Programs**

Group/Individual	Signature	Date	Vote/Action *
Department Faculty			<input type="checkbox"/> Support <input type="checkbox"/> Support with Concerns <input type="checkbox"/> Not Support
Department Head	<i>Dr. Helen E. Wardman</i>	<i>8/1/08</i>	<input type="checkbox"/> Support <input type="checkbox"/> Support with Concerns <input type="checkbox"/> Not Support
College Curriculum Committee			<input type="checkbox"/> Support <input type="checkbox"/> Support with Concerns <input type="checkbox"/> Not Support
Dean	<i>Coice Poth</i>	<i>8/1/08</i>	<input type="checkbox"/> Support <input type="checkbox"/> Support with Concerns <input type="checkbox"/> Not Support
University Curriculum Committee			<input type="checkbox"/> Support <input type="checkbox"/> Support with Concerns <input type="checkbox"/> Not Support
Senate			<input type="checkbox"/> Support <input type="checkbox"/> Support with Concerns <input type="checkbox"/> Not Support
Academic Affairs	<i>[Signature]</i>	<i>8/4/08</i>	<input checked="" type="checkbox"/> Support <input type="checkbox"/> Support with Concerns <input type="checkbox"/> Not Support

\* Support with Concerns or Not Support must include a list of specific concerns. Votes must be shown for faculty groups. Administrators check appropriate action taken.

**To be completed by Academic Affairs**

\_\_\_\_\_  
President (Date Approved)

\_\_\_\_\_  
Board of Trustees (Date Approved)

\_\_\_\_\_  
President's Council (Date Approved)

**1. Proposal Summary**

(Summary is generally less than one page. Briefly: state what is proposed with a summary of rationale and highlights. Additional rationale may be attached.)

**Course Description:**

This is a basic technology on-line survival skills and study techniques course. This course is taught in a mixed-delivery format where face-to-face meetings are reduced by 50%. There will be an “On-line Readiness Assessment” given at the beginning and end of this course. Students will experience hands-on delivery in a computer lab, and experience the course management system on-line. Topics include getting started with a course management system, managing files, proper interaction with professors via e-mail, assignment tools, on-line group management, effective use of the discussion and chat tools effectively, improving time management skills for the on-line environment and understanding the learning module concept. Regular web access is required.

**Course Objectives and Outcomes by the end of fall 2008:**

**The students will be able to :**

- Manage time to balance personal and educational requirements
- Utilize technical terminology
- Explain the benefits of high-speed internet access or dial-up
- Navigate and become aquatinted with the interface of course management system
- Check browsers, perform java checks, and turn on and off pop-up blockers
- Manage files by organizing files via folders, uploading files from removable media, download files, save files as PDF , HTML, and other formats
- Know the difference between a .jpeg and .gif format photo file
- Scan documents and use the Microsoft Picture Manager software to edit files
- Use the “HTML” Creator
- Make use of all tools via FerrisConnect : Calendar, Chat, Assignment, Assessments, Discussion, Weblinks, Tracking, Notes, My Grades, Performance Reports, Who’s On-line, and Roster
- Use flash-based activities and games designed by StudyMate
- Use Micro-soft Photo Story software for end-of-the semester project

**2. Summary of All Course Action Required\***

**a. Newly Created Courses to FSU:**

<b>Prefix</b>	<b>Number</b>	<b>Title</b>
<b>UNIV</b>	<b>190</b>	<b>On-line Learning Skills</b>

**b. Courses to be Deleted From FSU Catalog:**

<b>Prefix</b>	<b>Number</b>	<b>Title</b>
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**c. Existing Course(s) to be Modified:**  
**Prefix            Number            Title**

**d. Addition of existing FSU courses to program**  
**Prefix            Number            Title**

**e. Removal of existing FSU courses from program**  
**Prefix            Number            Title**

\*Contact Senate Secretary or UCC Chair if spaces for additional courses are needed.

## NEW COURSE INFORMATION FORM

*See Sample – Limit to Two Pages Please*

### Course Identification:

<b>Prefix:</b>	<b>Number</b>	<b>Title</b>
UNIV	190	On-line Learning Skills

### Course Description:

This is a basic technology on-line survival skills and study techniques course. This course is taught in a mixed-delivery format where face-to-face meetings are reduced by 50%. There will be an “On-line Readiness Assessment” given at the beginning and end of this course. Students will experience hands-on delivery in a computer lab, and experience the course management system on-line. Topics include getting started with a course management system, managing files, proper interaction with professors via e-mail, assignment tools, on-line group management, effective use of the discussion and chat tools effectively, improving time management skills for the on-line environment and understanding the learning module concept. Regular web access is required.

### Course Outcomes and Assessment Plan:

#### The students will be able to :

- Manage time to balance personal and educational requirements
- Utilize technical terminology
- Explain the benefits of high-speed internet access or dial-up
- Navigate and become aquatinted with the interface of course management system
- Check browsers, perform java checks, and turn on and off pop-up blockers
- Manage files by organizing files via folders, uploading files from removable media, download files, save files as PDF , HTML, and other formats
- Know the difference between a .jpeg and .gif format photo file
- Scan documents and use the Microsoft Picture Manager software to edit files
- Use the “HTML” Creator
- Make use of all tools via FerrisConnect : Calendar, Chat, Assignment, Assessments, Discussion, Weblinks, Tracking, Notes, My Grades, Performance Reports, Who’s On-line, and Roster
- Use flash-based activities and games designed by StudyMate
- Use Mircro-soft Photo Story software for the end-of-the semester project

### Course Requirements:

- Three exams over course materials
- On-line assignments via the web
- End of the semester portfolio/presentation

**Course Outline including Time Allocation:**

**Meeting Days:** M-W

**Meeting Time:** 2:00 – 2:50 pm

**Course Format:** Blended/Mixed Delivery – 50% Face-to-Face; 50% On-line

**CREATE NEW COURSE**  
Course Data Entry Form

**FORM F**

**Create New Course**  
Rev. 07/23/07

**I. ACTION TO BE TAKEN: CREATE A NEW COURSE**

Notes

1. Complete each item in Section I and Section II.
2. If this course is to be used as a prerequisite for other university courses, Form Fs that reflect the prerequisite change must be submitted for those courses as well.

Term Effective (6 digit code only): 200808 Examples: 200801(Spring), 200805(Summer), 200808(Fall)  
Note: The first four digits indicate year, the next two digits indicate month in which term begins.

**II. PROPOSED FOR NEW COURSE: Complete all sections a through r. See manual for clarification.**

a. Course Prefix

UNIV

b. Number

190

c. Enter Contact Hours per week in boxes.

LECTure 1 LAB 1 INDEPENDent Study – Check (x)

Practicum:  Seminar:

d. Course Title: On-line Learning Skills

(Limit to 30 characters/spaces.)

e. College Code: 11-e

f. Department Code: 11-f

Credit Hours: Check (x) type and enter maximum and minimum hours in boxes.

g. Type:  Variable  Fixed h. Minimum Credit Hours 2 i. Maximum Credit Hours 2

j. May Be Repeated for Added Credit: Check (x)  Yes  No

k. Levels: Check (x)  Undergraduate  Graduate  Professional

l. Grade Method: Check (x)  Normal Grading  Credit/No Credit only (Pass/Fail)

m. Does proposed new course replace an equivalent course? Check (x)  Yes  No

n. Equivalent course: Prefix  Number  See instructions on Replacement courses.

**o. CATALOG DESCRIPTION – Limit to 75 words – PLEASE BE CONCISE.**

This is a basic technology on-line survival skills and study techniques course. This course is taught in a mixed-delivery format where face-to-face meetings are reduced by 50%. There will be an "On-line Readiness Assessment" given at the beginning and end of this course. Students will experience hands-on delivery via the course management system face-to-face in a computer lab and on-line. Topics include getting started with a course management system and the effectively use of on-line tools.

p. Term(s) Offered: F S (See instructions for listing.) q. Max. Section Enrollment: 20

r. Prerequisites/Co-requisites/Restrictions: (If none, leave blank.) Limited to 100 spaces.

UCC Chair Signature/Date:

\_\_\_\_\_  
\_\_\_\_/\_\_\_\_/\_\_\_\_

Academic Affairs Approval Signature/Date:

\_\_\_\_\_  
5/16/08

To be completed by Academic Affairs Office: - Standard & Measures Coding and General Education Code

Basic Skill (BS)  General Education (GE)  Occupational Education (OC)  G.E. Codes

Office of the Registrar use ONLY

Date Rec'd: \_\_\_ Date Completed: \_\_\_ Entered: SCACRSE \_\_ SCADETL \_\_ SCARRES \_\_ SCAPREQ \_\_