

12b. If yes, may course be repeated for additional units in the same term? Yes No

13. Prerequisites: n/a

14. Co requisites: _____

15. Is this course in any plan (major, minor or certificate) or sub plan (emphasis or concentration)?
Yes No

If yes, describe the impact and attach written responses from the affected academic units prior to college curricular submission.

16. Is there a related plan or sub plan proposal being submitted? Yes No
If no, explain.

17. Does this course include combined lecture and lab components? Yes No
If yes, note the units specific to each component in the course description above.

18. Does this course duplicate content of existing courses? Yes No
If yes, list the courses with duplicate material. If the duplication is greater than 20%, explain why NAU should establish this course.

19. Names of the current faculty qualified to teach this course: Jeannie L Copley

20. Justification for new course.

This course is needed to support the curriculum of the new Personalized Learning degree: Bachelor of Arts – Computer Information Technology.

Answer 21-22 for UCC/YCC only:

21. Is this course being proposed for Liberal Studies designation? Yes No
If yes, forward this form along with the appropriate supporting documentation to the Liberal Studies Committee.

22. Is this course being proposed for Diversity designation? Yes No
If yes, forward this form along with the appropriate supporting documentation to the Diversity Committee

Reviewed by Curriculum Process Associate Date

Approvals:



Department Chair/ Unit Head (if appropriate) Date 14-Sept-2012



Chair of college curriculum committee Date 13-Sept-12



Dean of college Date 11/13/12

For Committee use only:



UCG/UGC/YCC Approval Date 11-7-12

Approved as submitted: Yes No

Approved as modified: Yes No

Please attach proposed Syllabus in approved university format.



**NORTHERN ARIZONA
UNIVERSITY**
Extended Campuses

PERSONALIZED LEARNING

MASTER SYLLABUS - PROPOSED Computer Information Technology I (CIT 127)

I. Course description:

This course presents a basic introduction to computer concepts--computer input, output, storage devices, how to install software, Internet, World Wide Web, and basic networking. Students will also work on software and Internet.

II. Student Learning Outcomes:

At the end of the course the students will be able to:

1. Understand the basics of computer hardware and software.
2. Describe the fundamentals of computing.
3. Describe the fundamentals of an operating system.
4. Understand the concept of networking.
5. Work with Internet and with a browser.
6. Understand the basics of Windows.
7. Utilize basic word processing, spreadsheets, and file management skills.
8. Describe basic collaborative applications and its business functions.