

## CORE CURRICULUM COMPONENT APPLICATION

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<b>CORE COMPONENT AREA</b>	Component Area Option
<b>COURSE TYPE</b>	New Core Request
<b>DEPARTMENT</b>	Computer Science
<b>COURSE RUBRIC &amp; NUMBER</b>	BCIS 1305
<b>COURSE NAME</b>	Business Computer Applications
<b>CATALOG DESCRIPTION</b>	Computer terminology, hardware, software, operating systems, and information systems relating to the business environment. The main focus of this course is on business applications of software, including word processing, spreadsheets, databases, presentation graphics, and business-oriented utilizations of the Internet.
<b>NUMBER OF SECTIONS OFFERED/FALL</b>	13
<b>NUMBER OF SECTIONS OFFERED/SPRING</b>	13
<b>EXTIMATED ANNUAL ENROLLMENT</b>	725
<b>COURSE LEVEL</b>	Freshman
<b>CONTACT PERSON (dept. representative)</b>	Katrieva Jones Munroe
<b>EMAIL ADDRESS</b>	kmunroe@odessa.edu
<b>PHONE</b>	432.335.6462
<b>DEPARTMENT APPROVAL STATUS</b>	<b>Approved</b> - Date Click here to enter a date.
<b>CORE COMMITTEE COMMENTS</b> (REQUEST FOR ADDITIONAL INFORMATION)	
<b>CORE COMMITTEE APPROVAL STATUS</b>	Pending - Date Click here to enter a date.

Best practices and accreditation guidelines generally place the faculty in a position of responsibility for curricular decisions.

## CORE CURRICULUM COMPONENT APPLICATION

*Indicate below how each learning objective will be supported, what strategies or activities will be used to introduce each objective and how student learning will be assessed.*

**\*NOTE: Component Area Option –**

- A. A minimum of 3 SCH must meet the definition and corresponding Core Objectives specified in one of the foundational component areas
- B. As an option for up to 3 semester credit hours of the Component Area Option, an institution may select course(s) that:
  - i. Meet(s) the definition specified for one or more of the foundational component areas; and
  - ii. Include(s) a minimum of three Core Objectives, including Critical Thinking Skills, Communication Skills, and one of the remaining Core Objectives of the institution's choice.

#	THECB CORE OBJECTIVE "ICO"	PROGRAM GOALS/OUTCOMES	COURSE LEARNING OUTCOMES	KEY IDENTIFIERS	LEARNING EXPERIENCE	ASSESSMENT
1	<p><b>Critical Thinking Skills</b> - to include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.</p> <p><i>Must be addressed in all core curriculum courses</i></p>		Explain the impact of computers on society	Capstone Project	The capstone project, a research project, will require students to research the purchasing of a computer and summarize various computer specifications, to determine which purchase would be the best option.	This core objective will be assessed by an interdepartmental assessment committee using the Critical Thinking rubric.
2	<p><b>Communication Skills</b> - to include effective development, interpretation and expression of ideas through written, oral and</p>		Identify computer careers	Discussion Board or Blogs	Students will be presented with various subjects that provoke deep thought in the form of Discussion Boards	This core objective will be assessed by an interdepartmental assessment committee using the

	<p>visual communication.</p> <p><i>Must be addressed in all core curriculum courses</i></p>				<p>or Blogs once a week with the instructor and classmates.</p> <p>Students will create a monthly reflective journal outlining their new skills and how they might use them in the workforce.</p>	<p>Communication rubric.</p>
3	<p><b>Empirical and Quantitative Skills</b> - to include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions</p> <p><i>Must be addressed in all Mathematic, Life and Physical Sciences, AND Social &amp; Behavioral Sciences component area core curriculum courses. Optional for all other component areas.</i></p>					
4	<p><b>Teamwork</b> - to include the ability to consider different points of view and to work effectively with others to support a</p>		<p>Use common applications</p>	<p>Capstone Project</p>	<p>Students will assigned to a team to complete the capstone project and Blogs. Each team member will</p>	<p>This core objective will be assessed by an interdepartmental assessment committee using the</p>

	<p>shared purpose or goal.</p> <p><i>Must be addressed in all Communication, Life &amp; Physical Sciences, and Creative Arts component area core curriculum courses. Optional for all other component areas.</i></p>				<p>be responsible for making decisions to accomplish tasks.</p>	<p>Teamwork rubric.</p>
5	<p><b>Social Responsibility:</b> to include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national, and global communities</p> <p><i>Must be addressed in all Language, Philosophy &amp; Culture, Creative Arts, American History and Government/Political Science, and Social &amp; Behavioral Sciences component area core curriculum courses. Optional for all other component areas.</i></p>					
6	<p><b>Personal Responsibility -</b> to include the ability to connect choices, actions and consequences to ethical decision-making.</p> <p><i>Must be addressed in all</i></p>		<p>Identify ethical use of computers</p>	<p>Scenario:Personal Budget Assignment</p>	<p>Students will learn how to create a personal budget in Excel, as part of the capstone project, to make informed decisions regarding</p>	<p>This core objective will be assessed by an interdepartmental assessment committee using the Personal</p>

	<p><i>Communication, Language, Philosophy &amp; Culture, American History and Government/Political Science component area core curriculum courses. Optional for all other component areas.</i></p>				<p>finances.</p> <p>As a part of the capstone project, students will be asked to explain ethical practices in IT related to online finances, and the results of making the "right" choice.</p>	<p>Responsibility Rubric</p>
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## Critical Thinking Skills

To include creative thinking, innovation, inquiry, and analysis, evaluation and synthesis of information.

***Must be addressed in all core courses***

## Communication Skills

To include effective development, interpretation and expression of ideas through written, oral and visual communication.

***Must be addressed in all core courses***

## Empirical and Quantitative Skills

To include the manipulation and analysis of numerical data or observable facts resulting in informed conclusions.

***Must be addressed in all core courses that satisfy the following requirements:***

- Mathematics
- Life and Physical Sciences
- Social and Behavioral Sciences
- Some Component Area Options

## Teamwork

To include the ability to consider different points of view and to work effectively with others to support a shared purpose or goal.

***Must be addressed in all core courses that satisfy the following requirements:***

- Communication
- Life and Physical Sciences
- Creative Arts
- Some Component Area Options

## Social Responsibility

To include intercultural competence, knowledge of civic responsibility, and the ability to engage effectively in regional, national and global communities.

***Must be addressed in all core courses that satisfy the following requirements:***

- Language, Philosophy and Culture
- Creative Arts
- American History
- Government/Political Science
- Social and Behavioral Sciences
- Some Component Area Options

## Personal Responsibility

To include the ability to connect choices, actions and consequences to ethical decision-making.

***Must be addressed in all core courses that satisfy the following requirements:***

- Communication
- Language, Philosophy and Culture
- American History
- Government/Political Science
- Some Component Area Options