



Course Title or Content Change Forest Lake Area Schools

Date: 10/13/17

Department/Subject: Business Education

Person(s) initiating the request: Kristen Nellis

Original Course Title: Today's Technologies

Grades Course is offered: 10-12

School(s) Course is offered: FLHS

Proposed New Course Title: Business Information Systems

Reason for proposed title change: Alignment with Pine Technical and Community College for pathway to Business Essentials Certificate

If requesting proposed content change:

Original learner outcomes (course outline) – *Attach to document*

Proposed learner outcomes ([course outline](#)) – *Attach to document*

Reason for proposed content change:

Needed to change course content to align with Pine and to increase rigor of the course to receive college credit.

Signatures indicate agreement with the proposed change.

John-Paul Jacobson
Century/Southwest Principal

Kelly Lafean
Area Learning Center Principal

High School Principal

Diane Giorgi
Director of Teaching and Learning

**Significant changes in course content require School Board approval.*

Revised July 2017

A. Catalog Description

1. **Course Credits:** 3 (Lecture hours per week 3, Lab hours per week 0)
(Based on a 16 week semester)
2. **Prerequisites:** READ 0220 Reading Strategies and ENGL 0230 Writing Foundations or placement determined by assessment score
3. **Co-requisite:** None
4. **MnTC Goals (if any):** N/A

B. Course Description

This course introduces students to computer-based information systems within business organizations. Students will learn the strategic and administrative roles of information systems in business and explore the applications of computers and information technology to advance the efficiency and effectiveness of individuals, groups, and organizations.

C. Date Last Revised

02/14/2017

D. Course Outcomes

Students will be able to

1. explain the role of information systems;
2. describe how computer hardware and software are utilized to process data into useful information;
3. illustrate how information systems enable businesses to gain a competitive advantage;
4. identify the role of information systems in decision making;
5. discuss the impact of emerging technologies, such as cloud computing, on business processes; and
6. summarize ethical, privacy, and security issues related to information systems.

E. Program Outcomes for technical programs (please identify specific program outcomes if any)

Business Knowledge:

- demonstrate the ability to identify and understand basic theories, principles, practices, and terminology related to each functional area of business;

Technology:

- use computer hardware, software, the internet, cloud computing, and other technological tools to expedite and enhance communication and critical thinking skills in making business decisions.

F. PTCC Student Learner Outcomes

- Computer, Informational and Technical Literacy



- Communication
- Critical Thinking
- Self-Development
- Global Issues

G. Competencies to meet accreditations (such as Minnesota Transfer Curriculum, State Board of Nursing, NATEF, etc.)

H. Special Information (if any)

I. Absence and Attendance

Students are expected to regularly attend classes in which they are enrolled.

J. Student Code of Conduct and Academic Dishonesty

Academic dishonesty is the submission of false academic records, cheating, plagiarism, altering, forging, or misusing a college academic record; acquiring or using test materials without faculty permission; acting alone or in cooperation with another to falsify records or to obtain dishonest grades, honors, or awards. Academic Dishonesty is a violation of the Student Code of Conduct at Pine Technical and Community College. Students who do not follow this code of conduct are subject to disciplinary procedure as outlined in the Pine Technical and Community College's Student Handbook.

K. Americans with Disabilities Act

It is the intent of Pine Technical and Community College to comply with all provisions of the Americans with Disabilities Act (ADA) of 1990, as well as all state and federal laws, which prohibit discrimination against students. Pine Technical and Community College will provide reasonable accommodations to individuals with documented disabilities enrolled in classes at the college. For further information regarding the College's services, please contact the Director of Disability Services or the Dean of Student Services at Pine Technical and Community College, 900 Fourth Street, Pine City, MN, 55063 or call 1-800-521-7463 or 320-629-5100.