Modesto Junior College

Course Outline of Record Report

09/20/2022

CSCI201 : General Computer Literacy

General Information

Faculty Author:	• Dale Phillips
Attachments:	ASSIST CAS CSCI 201.pdf CSCI-201_SU19.pdf CSCI 201.pdf CMPSC 201.pdf CSCI 201 DE Addendum EFF 05.06.19.pdf
Course Code (CB01) :	CSCI201
Course Title (CB02) :	General Computer Literacy
Department:	Computer Science
Proposal Start Date:	MJC Fall 2023
TOP Code (CB03) :	(0701.00) Information Technology, General
CIP Code:	(11.0101) Computer and Information Sciences, General
SAM Code (CB09) :	Possibly Occupational
Distance Education Approved:	Yes
Is Distance Education Course:	Yes
Course Control Number (CB00) :	CCC000141646
Curriculum Committee Approval Date:	11/21/2017
Board of Trustees Approval Date:	12/13/2017
External Review Approval Date:	09/01/2014
Course Description:	Survey of the functions and uses of computers in business, education, industry, and science, with emphasis on the personal computer. Study of computers and peripheral equipment as integrated systems. Exploration of the impact of computers on society. Introduction to problem-solving and applications programming techniques. Experience with popular internet and application packages on the laboratory computers.
Proposal Type:	Mandatory Revision Course update for periodic review.
Faculty Author:	No value

Discipline(s)

Master Discipline Preferred:	• Computer Science
Bachelors or Associates Discipline Preferred:	• Computer Information Systems (Computer network installation, microcomputer technology, computer applications)

Course Coding

Basic Skill Status (CB08)

Course is not a basic skills course.

☐ Allow Students to Gain Credit by Exam/Challenge

Rationale For Credit By Exam/Challenge

No value

Course Support Course Status (CB26)

Course is not a support course

Course Special Class Status (CB13)

Course is not a special class.

Repeatability

0

Type of Repeat

No value

Grading

- A-F or P/NP

Course Prior To College Level (CB21)

Not applicable.

☐ Allow Students To Audit Course

Associated Programs

☑ Course is part of a program (CB24)

Associated Program	Award Type	Active
General Studies Language and Rationality	A.A. Degree	MJC Summer 2021 to MJC Summer 2022
Computer Applications Specialist	Certificate of Achievement	MJC Summer 2020
Computer Network Technician	Certificate of Achievement	MJC Summer 2020
General Studies Language and Rationality	A.A. Degree	MJC Spring 2021 to MJC Summer 2021
General Studies Language and Rationality	A.A. Degree	MJC Summer 2020 to MJC Spring 2021
Retail Management (WAFC)	Certificate of Achievement	MJC Summer 2020
MJC-GE Pattern	MJC-GE Pattern	MJC Summer 2021
MJC-GE Pattern	MJC-GE Pattern	MJC Summer 2020 to MJC Summer 2021
Accounting (In Development)	A.S. Degree	MJC Fall 2023

Accounting	A.S. Degree	MJC Summer 2020
General Studies Language and Rationality	A.A. Degree	MJC Summer 2022

Transferability & Gen. Ed. Options

Course General Education Status (CB25)

Y

Transferability (CB05)

Transferable to both UC and CSU

Transferability Status

Approved

MJC General Education (MJC-GE)	Categories	Status	Approval Date	Rationale (include Comparable Course, C-ID Descriptor, etc. if applicable.
Area D2: Language & Rationality - Communication and Analytical Thinking	(MJC-GE:D2)	Approved	No value	No Rationale (include Comparable Course, C-ID Descriptor, etc. if applicable. defined.

Field Trips

Field trips are required.

- ○ Yes
- ○ No
- ◉ Maybe

Comparable Lower-Division Courses at UC/CSU v2

Courses numbered 100-299 require identification two comparable lower-division courses from CSU or UC from the current institutional catalog (not schedule). At least one course from CSU, and if requesting/maintaining UC general elective transfer, one course from UC. Please identify the CSU campus offering this course. (Term type is indicated in parentheses)

CSU, Sacramento (SEM)

CSU Catalog Year

2020-2021

Provide the CSU course code (e.g., ENGL 1A) from the most current official Catalog (not schedule). Curriculum changes each year.

CSC 1

CSU Course Title

Introduction to Computer Science.

Does course-to-course or lower-division, "major prep" articulation with this course exist for this academic year?

No

Select the institution that offers the second comparable course from CSU or UC. If seeking or maintaining UC transferability, you must supply a UC campus. (Term type is indicated in parentheses)

UC Merced (SEM)

CSU/UC Catalog Year

2020-2021

Provide the CSU course code (e.g., ENGL 1A) from the most current official Catalog (not schedule). Curriculum changes each year.

CSE 019

CSU Course Title

Introduction to Computing

Does course-to-course or lower-division, "major prep" articulation with this course exist for this academic year?

Unsure

Select the institution that offers the third comparable course from CSU or UC. If seeking or maintaining UC transferability, you must supply a UC campus if not already provided above. (Term type is indicated in parentheses)

No Value

CSU/UC Catalog Year

No Value

Provide the CSU/UC course code (e.g., ENGL 1A) from the current official Catalog (not schedule). Curriculum changes each year.

No Value

CSU Course Title

No Value

Does course-to-course or lower-division, "major prep" articulation with this course exist for this academic year?

No Value

Units and Hours

Summary

Minimum Credit Units (CB07)	3
Maximum Credit Units (CB06)	3
Total Course In-Class (Contact) Hours	90
Total Course Out-of-Class Hours	72
Total Student Learning Hours	162

Credit / Non-Credit Options

Course Credit Status (CB04)	Course Non Credit Category (CB22)	Non-Credit Characteristic
Credit - Degree Applicable	Credit Course.	No Value

Course Classification Code (CB11)

Credit Course.

☐ Variable Credit Course

Funding Agency Category (CB23)

Not Applicable.

☐ Cooperative Work Experience Education Status (CB10)

Weekly Student Hours

	In Class	Out of Class
Lecture Hours	2	4
Laboratory Hours	3	0
Activity Hours	0	0

Course Student Hours

Course Duration (Weeks)	18
Hours per unit divisor	52.5
Course In-Class (Contact) Hours	
Lecture	36
Laboratory	54
Activity	0
Total	90
Course Out-of-Class Hours	
Lecture	72
Laboratory	0
Activity	0
Total	72

Time Commitment Notes for Students

No value

Units and Hours - Weekly Specialty Hours

Activity Name	Type	In Class	Out of Class
No Value	No Value	No Value	No Value

Prerequisites, Corequisites, and Advisories

No Value

Requisite Skills

Requisite Skills	Description
No value	No value

Specifications

Methods of Instruction

Methods of Instruction (Typical) INSTRUCTIONAL METHODS

MOI

1. Lecture
2. Discussion of assigned readings and required text
3. Instructor supervision of implementation of computer laboratory projects
4. Possible field trips

Assignments (Typical)

Evidence of Workload for Course Units (Quantity)

1. Assignments are weekly, sometimes more than one item due per week. Each of these are technology-related projects designed for independent work (not group effort). In general, a computer will be used for each project. A different software/hardware element should be the focus of each assignment, with no more than two assignments in a given area (this course is designed to give the students a great deal of breadth in the field, but not too much depth). There should be, for example, 2 projects in Word processing, 2 in spreadsheets, 2 relating to hardware, 2 relating to Internet usage and research, etc.
2. Sample Laboratory Assignment Schedule:
    1. Basic computer concepts and usage lab
    2. E-mail and simple web research lab
    3. Depth web research lab
    4. Introductory Word Processing (letter/memo format)
    5. Advanced Word Processing (resume/tables, etc)
    6. Introductory Spreadsheet such as home budget
    7. Spreadsheet decision support model (such as Home loan project shown above).
    8. Hardware discovery lab, such as designing and pricing personal computer using online purchasing websites. Creation of spreadsheet budget and justification document written with a word processor.
    9. Hardware identification lab, where various parts are placed on table to be
    10. Introductory web page development, usually involving a provided body of HTML text to type in with some very simple java scripting elements. Extra credit for more advanced java.
    11. Development of a student homepage on a free web service (such as MY Space or Geocities). (Usually takes 2 weeks for this one).
    12. Introductory assignment in databases, including tables and forms.
    13. More advanced database assignment, including reports and queries.
    14. PowerPoint assignment (presentation of their PowerPoint presentation and web page work as final class project).
3. Preparation for exams and quizzes

Evidence of Critical Thinking (Quality)

1. Java Lab
    1. In this project you will build a web page using javascript. The good news is that almost all of the javascript source code will be provided. See the following page for the sample source file. The javascript is buried inside and HTML script web page, meaning that there are two languages involved, one using the other. Often, web pages are built with higher level tools, but we as programmers need to know about the lower level code as well.
    2. The provided source code must be typed in exactly, and tested to make sure it works. It should be stored in a text file, and later renamed when completed as a .htm file. The .htm file will display a web page that displays red, white or blue backgrounds when you click one of the buttons. Your mission will be to add a button that will say "green" and switch the color to green when clicked.
2. Sample Test question:
    1. In a short paragraph, explain the difference between the concepts of data and information. In what way is information an improvement upon raw data?

Methods of Evaluation (Typical)	Rationale
FORMATIVE EVALUATION	1. Assignments 2. Exams/Quizzes 3. Projects 4. Lab Activities
SUMMATIVE EVALUATION	1. Assignments 2. Exams/Quizzes 3. Projects 4. Lab Activities

Equipment

No Value

Textbooks

Author	Title	Publisher	Date	ISBN
Parsons Oja	Computing Essential 2023	McGraw Hill	2023	9781264136780

Other Instructional Materials

No Value

Textbook Exceptions and Supplementals

Title of Other Material

No Value

Who prepared or published this supplemental material?

No Value

Publish date

No Value

Are any of the textbook editions cited on this proposal considered "Classics" (typically with a publish date more than 5 years old)?

- [ ] Yes
- [x] No
- [ ] Unsure

If yes, explain why this older text is used in the course. Reasons should focus on content only.

No Value

Materials Fees v2

Is there a materials fee for this course?

No

Provide a cost breakdown for all items provided for a materials fee. Each item must become "tangible personal property" of student upon payment of the fee and completion of the course.

No Value

Explain how these materials are related to the Student Learning Objectives for the course.

No Value

Explain how the materials have continuing value outside the classroom.

No Value

Is the amount of the material the student receives commensurate with the fee paid AND with the amount of material necessary to achieve the Student Learning Objectives for the course AND provided as the district's actual cost?

No Value

If no is checked, explain why.

No Value

If the district is NOT the only source of these materials, explain why the students have to pay a fee to the district rather than supply the materials themselves. (Cost savings? Health/Safety? Consistency/Uniformity?)

No Value

Learning Outcomes and Objectives

Course Objectives
Define the nomenclature of computers, computer activities, and computer users.
Discuss the need for the computer’s speed, economy, efficiency, and power.
List the various sizes and capabilities of computers and peripheral equipment.
Analyze computer problems with respect to the components of problem-solving procedures.
Discuss the need for various data-representation codes.
Analyze the social implication of computers.

Operate a microcomputer and work with the operating system.

Maintain a library of disk files and their backups.

Use and study the use of e-mail for personal and business use.

Use one example of each of the three most frequently used applications: word processing, database management, and spreadsheet; and print the output from each.

Use the Internet to research information.

Discuss and operate a graphical user interface-based operating system.

Lab Objectives

Define the nomenclature of computers, computer activities, and computer users.

Discuss the need for the computer's speed, economy, efficiency, and power.

List the various sizes and capabilities of computers and peripheral equipment.

Analyze computer problems with respect to the components of problem-solving procedures.

Discuss the need for various data-representation codes.

Analyze the social implication of computers.

Operate a microcomputer and work with the operating system.

Maintain a library of disk files and their backups.9

Use and study the use of e-mail for personal and business use.

Use one example of each of the three most frequently used applications: word processing,database management, and spreadsheet; and print the output from each.1

Use the Internet to research information.

Discuss and operate a graphical user interface-based operating system.

Demonstrate updated skills reflecting current industry standards as software tools, interfaceand functions evolve in new versions.

Demonstrate updated skills reflecting current industry standards as software tools, interface and functions evolve in new versions.

CSLOs

Construct one example of each of the three most frequently used applications: word processing, database management, and spreadsheet, and print the output from each.

Expected SLO Performance: 0.0

Computer Science COMPUTER APPLICATIONS SPECIALIST, CERTIFICATE	Apply basic computer hardware, software and information technology concepts and techniques to a variety of business environments.
	Demonstrate professional and effective communication skills.
	Demonstrate proficiency in applying common business productivity software to business functions, including word processing, spreadsheets, database, and presentation applications.
	Identify software to be used to address specific business needs.
Business Administration MARKETING, AS	Apply communication strategies for various audiences as part of an integrated marketing program.
	Apply communication strategies for various audiences as part of an integrated marketing program.
	Apply communication strategies for various audiences as part of an integrated marketing program.
	Apply communication strategies for various audiences as part of an integrated marketing program.
Business Administration BUSINESS ADMINISTRATION, AS-T	Apply foundational Business Administration knowledge and analytical skills to solve real-world business problems.
	Apply foundational Business Administration knowledge and analytical skills to solve real-world business problems.
	Apply foundational Business Administration knowledge and analytical skills to solve real-world business problems.
	Apply foundational Business Administration knowledge and analytical skills to solve real-world business problems.
Computer Science COMPUTER SCIENCE, AS	Assist and provide training to employees in local area businesses.
	Assist and provide training to employees in local area businesses.
Computer Science COMPUTER NETWORK TECHNICIAN, CERTIFICATE	Be prepared to obtain employment in an entry-level position as a network technician and help-desk support tech.
	Demonstrate professional and effective communication skills.
Business Administration RETAIL MANAGEMENT (WAFC), CERTIFICATE	Obtain employment in a retail management position.

Business Administration ACCOUNTING, AS	Obtain employment in an entry-level position in the accounting field.
Business Administration INTERNATIONAL BUSINESS, CERTIFICATE	Obtain employment or pursue entrepreneurial aspirations in global commerce.
	Obtain employment or pursue entrepreneurial aspirations in global commerce.
Business Administration ACCOUNTING: FULL-CHARGE BOOKKEEPER, CERTIFICATE	Obtain entry-level employment as an accounting clerk.
	Utilize technology to perform general office procedures.
ISLOs Core ISLOs	Students will develop critical and analytical thinking abilities, cultivate creative faculties that lead to innovative ideas, and employ pragmatic problem-solving skills. Students will be able to: Analyze differences and make connections among intellectual ideas, academic bodies of knowledge and disciplinary fields of study. Develop and expand upon innovative ideas by analyzing current evidence and praxis, employing historical and cultural knowledge, engaging in theoretical inquiry, and utilizing methods of rational inference. Utilize the scientific method and solve problems using qualitative and quantitative data. Demonstrate the ability to make well-considered aesthetic judgments.
	Students will develop skills that aid in lifelong personal growth and success in the workplace. Students will be able to: Identify and assess individual values, knowledge, skills, and abilities in order to set and achieve lifelong personal, educational, and professional goals. Practice decision-making that builds self-awareness, fosters self-reliance, and nourishes physical, mental, and social health. Apply skills of cooperation, collaboration, negotiation, and group decision-making. Exhibit quality judgment, dependability, and accountability while maintaining flexibility in an ever-changing world.
	Students will develop skills to effectively search for, critically evaluate, and utilize relevant information while demonstrating technological literacy. Students will be able to: Effectively access information and critically evaluate sources of information. Analyze, synthesize and apply information practically and ethically within personal, professional and academic contexts. Identify, utilize and evaluate the value of a variety of technologies relevant to academic and workplace settings.
	Students will generate and develop capabilities for creative expression and effective communication. Students will be able to: Articulate ideas through written, spoken, and visual forms appropriately and effectively in relation to a given audience and social context. Utilize interpersonal and group communication skills, especially those that promote collaborative problem-solving, mutual understanding, and teamwork. Mindfully and respectfully listen to, engage with and formally respond to the ideas of others in meaningful ways. Plan, design, and produce creative forms of expression through music, speech, and the visual and performing arts.

Articulate the nomenclature of computers, computer activities, and types of computer users. Expected SLO Performance: 0.0

Computer Science COMPUTER APPLICATIONS SPECIALIST, CERTIFICATE	Apply basic computer hardware, software and information technology concepts and techniques to a variety of business environments.
	Demonstrate professional and effective communication skills.
	Demonstrate proficiency in applying common business productivity software to business functions, including word processing, spreadsheets, database, and presentation applications.
	Identify software to be used to address specific business needs.
Business Administration MARKETING, AS	Apply communication strategies for various audiences as part of an integrated marketing program.
	Apply communication strategies for various audiences as part of an integrated marketing program.
	Apply communication strategies for various audiences as part of an integrated marketing program.
	Apply communication strategies for various audiences as part of an integrated marketing program.
Business Administration BUSINESS ADMINISTRATION, AS-T	Apply foundational Business Administration knowledge and analytical skills to solve real-world business problems.
	Apply foundational Business Administration knowledge and analytical skills to solve real-world business problems.
	Apply foundational Business Administration knowledge and analytical skills to solve real-world business problems.
	Apply foundational Business Administration knowledge and analytical skills to solve real-world business problems.
	Successfully pursue studies in upper division Business Administration coursework.

	Successfully pursue studies in upper division Business Administration coursework.
	Successfully pursue studies in upper division Business Administration coursework.
	Successfully pursue studies in upper division Business Administration coursework.
Computer Science COMPUTER SCIENCE, AS	Assist and provide training to employees in local area businesses.
	Assist and provide training to employees in local area businesses.
Computer Science COMPUTER NETWORK TECHNICIAN, CERTIFICATE	Be prepared to obtain employment in an entry-level position as a network technician and help-desk support tech.
	Demonstrate professional and effective communication skills.
	Install, configure, and troubleshoot basic networking hardware and protocols.
	Provide support for users of operating systems, applications and computer information systems.
Business Administration RETAIL MANAGEMENT (WAFC), CERTIFICATE	Obtain employment in a retail management position.
Business Administration ACCOUNTING, AS	Obtain employment in an entry-level position in the accounting field.
Business Administration INTERNATIONAL BUSINESS, CERTIFICATE	Obtain employment or pursue entrepreneurial aspirations in global commerce.
	Obtain employment or pursue entrepreneurial aspirations in global commerce.
Business Administration ACCOUNTING: FULL-CHARGE BOOKKEEPER, CERTIFICATE	Obtain entry-level employment as an accounting clerk.
	Utilize technology to perform general office procedures.
ISLOs Core ISLOs	Students will develop skills to effectively search for, critically evaluate, and utilize relevant information while demonstrating technological literacy. Students will be able to: Effectively access information and critically evaluate sources of information. Analyze, synthesize and apply information practically and ethically within personal, professional and academic contexts. Identify, utilize and evaluate the value of a variety of technologies relevant to academic and workplace settings.
	Students will generate and develop capabilities for creative expression and effective communication. Students will be able to: Articulate ideas through written, spoken, and visual forms appropriately and effectively in relation to a given audience and social context. Utilize interpersonal and group communication skills, especially those that promote collaborative problem-solving, mutual understanding, and teamwork. Mindfully and respectfully listen to, engage with and formally respond to the ideas of others in meaningful ways. Plan, design, and produce creative forms of expression through music, speech, and the visual and performing arts.

Content

Course Content

1. The data processing problems
    1. History and development of data processing
    2. Current applications and future implications
    3. Internet applications
2. Personal computers
    1. Types/brands
    2. Uses
3. Collecting and processing information using
    1. Instructional data
    2. Internet data
4. Recording and storing information
5. Integrated data processing systems

    1. Program design
    2. What computer languages are available
6. Input/Output Systems
7. Introduction to computer processes and machinery
    1. Computer components
    2. Binary arithmetic
    3. What computers can and cannot do
    4. Business, scientific, and other applications
8. Introduction to computer programming
9. Social implications
10. Application packages - specific and open ended
    1. Functional areas of application packages
    2. Criteria for selection
    3. Data preparation and utilization of packages
    4. Integration of all three application packages
11. Operating systems
    1. Interfaces
    2. Utilities
12. File management

Lab Content

In lab, students perform the functions listed in the lecture content section. Assignments are given that require application of the content.

1. The data processing problems
    1. History and development of data processing
    2. Current applications and future implications
    3. Internet applications
2. Personal computers
    1. Types/brands
    2. Uses
3. Collecting and processing information using
    1. Instructional data
    2. Internet data
4. Recording and storing information
5. Integrated data processing systems
    1. Program design
    2. What computer languages are available
6. Input/Output Systems
7. Introduction to computer processes and machinery
    1. Computer components
    2. Binary arithmetic
    3. What computers can and cannot do
    4. Business, scientific, and other applications
8. Introduction to computer programming
9. Social implications
10. Application packages - specific and open ended
    1. Functional areas of application packages
    2. Criteria for selection
    3. Data preparation and utilization of packages
    4. Integration of all three application packages
11. Operating systems
    1. Interfaces
    2. Utilities
12. File management

Recommended Course Content

Recommended Course Content

No Value

Recommended Lab Content

No Value

Distance Education (DE) Addendum

Is this course being proposed for Distance Education? If so, select Yes below from the list in the dropdown and complete the questions. If no, select No and skip all questions.

- Yes

Modality Type:

- Hybrid
- Online

Methods of Instruction:

- Interactive Activities
- Group Meetings/Review Sessions (hybrid only)
- Collaborative Peer/Group Activities
- Reading Course Materials
- Written Assignments
- Online Activities
- Viewing and Listening to Videos
- Asynchronous Discussion
- Synchronous Discussion
- Listening to Audio Materials
- Facilitated Discussions
- Community Activities
- Quizzes, Exams, and Surveys
- Multimedia Presentations
- On-campus Orientation Sessions (hybrid only)
- Guest Speakers

If Other is selected for Methods of Instruction, please describe:

No Value

Describe how the methods of instruction selected above will allow students to meet the course's learning outcomes:

The methods selected will allow for asynchronous and synchronous faculty-student contact, submission of assignments and project, access to quizzes and exams, and access to technology-based demonstrations. Evaluation will be based on a combination of test, assignment, laboratory activities and projects.

Describe how the methods selected will be presented in an accessible way (Title 5 §55206). For information about accessibility standards in online classes, see the OEI Rubric, Section D (Copy this link and paste in a separate browser to visit OEI Rubric:

https://onlinenetworkofeducators.org/course-design-academy/online-course-rubric/)

Instructor created curriculum in the form of written assignments and evaluations will follow OEI guidelines for heading styles, lists, links, and images. The campus learning management system Accessibility Checker Tool will be used when creating online content for students. Heading styles will be used to make navigation of material easy for students and accessible for screen readers. Lists will use the bullet tool instead of being developed manually, images will have robust captions, tables will be formatted according to accessibility, and hyperlinks will be defined properly. All videos will have closed captions that are high quality, consistent, and meet the needs of deaf and hard of hearing audiences. Lab simulations will have accessibility options.

Regular and Effective Contact (REC) Methods and Examples: Select the methods below that ensure regular effective contact (REC) will take place among students and among students and faculty (Title 5 §55204) by being initiated by the instructor, regular and frequent, and meaningful or of an academic nature. Select the methods of REC that may be used:

No Value

REC Among students: How will students interact with each other in the course? What methods will be used? Check all that apply.

- Discussion Boards
- Group Projects
- Social Media
- Third-Party Tools (e.g. FlipGrid, VoiceThread, etc...)
- Peer Review
- Q & A Discussion Boards

REC Among students and faculty: How will faculty interact with students in the course? What methods will be used? Check all that apply

- Q & A Discussion Boards
- Social Media
- The Online Course Syllabus
- Third-Party Tools (e.g. FlipGrid, VoiceThread, etc...)
- Office Hours
- Announcements
- Assignment Feedback
- Discussion Boards
- Email
- Video Conferencing Technology (e.g. Zoom, MS Teams, etc...)

Other Methods of REC among students and among students and faculty. Please describe and provide example(s).

No Value

In hybrid or teleclass courses, describe what parts of the course are done face-to-face and what parts are done online.

Some, But not all, class time is replaced by distance education. Student must have regular access to a computer which is connected to the Internet. Course has one or more on-campus meetings. Lecture can range 1%-75% distance education, lab can be delivered 1% - 100% distance education.

Checkoff List

Does this proposal meet the five development criteria as stated in the CCCCO Program and Course Approval Handbook (PCAH)?

Yes

Are library resources needed for this course?

No library resources are needed for this course.

Do you have any special concerns/needs or comments? If yes, describe.

No Value

Have you included documentation, if necessary, by uploading file(s) in the Cover Info tab? For example, advisory committee meeting minutes, C-ID descriptor, etc.)

No documentation is necessary

If this is a new course, have you attached the completed class capacity form, with required approvals, and uploaded the file in the Cover Info tab?

No, this is not a new course

If you are requesting Distance Education, did you complete the DE addendum tab?

Yes

If requesting transferability, have you completed the comparable courses field?

Yes

Add any additional comments you want reviewers to read.

No Value