

Appr 3/23/04

LSC Use Only No:	LSC Action-Date:	UWUCC USE Only No.	UWUCC Action-Date:	Senate Action Date:
		03-426	04-76	Appr 10/5/04

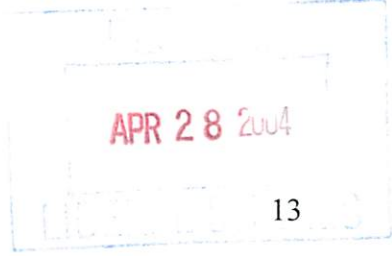
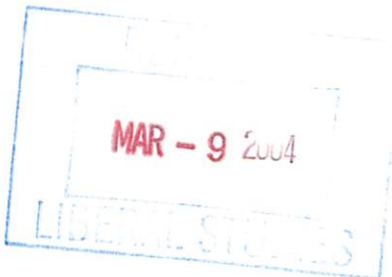
Curriculum Proposal Cover Sheet - University-Wide Undergraduate Curriculum Committee

Contact Person LeAnn Wilkie	Email Address wilkie@iup.edu
Proposing Department/Unit Technology Support and Training	Phone 7-3003

Check all appropriate lines and complete information as requested. Use a separate cover sheet for each course proposal and for each program proposal.

1. Course Proposals (check all that apply) <input type="checkbox"/> New Course <input type="checkbox"/> Course Prefix Change <input checked="" type="checkbox"/> Course Deletion <input type="checkbox"/> Course Revision <input type="checkbox"/> Course Number and/or Title Change <input type="checkbox"/> Catalog Description Change		
BTED 250 Electronic Office Procedures		
<u>Current Course prefix, number and full title</u> <u>Proposed course prefix, number and full title, if changing</u>		
2. Additional Course Designations: check if appropriate <input type="checkbox"/> This course is also proposed as a Liberal Studies Course. <input type="checkbox"/> Other: (e.g., Women's Studies, Pan-African) <input type="checkbox"/> This course is also proposed as an Honors College Course.		
3. Program Proposals <input type="checkbox"/> New Degree Program <input type="checkbox"/> Program Title Change <input type="checkbox"/> Other <input type="checkbox"/> New Minor Program <input type="checkbox"/> New Track <input type="checkbox"/> Catalog Description Change <input type="checkbox"/> Program Revision		
<u>Current program name</u> <u>Proposed program name, if changing</u>		
4. Approvals		
Department Curriculum Committee	LeAnn Wilkie	2-11-04
Chair(s)	Melissa D. Denardo	2-12-04
Department Chair(s)	Linda Spud	2-12-04
College Curriculum Committee Chair	John W. Smith	3-03-04
College Dean	R. Long	3/3/04
Director of Liberal Studies *		
Director of Honors College *		
Provost *		
Additional signatures as appropriate: (include title)		
UWUCC Co-Chairs	Gail Sedquist	3-23-04

* where applicable



TECHNOLOGY SUPPORT AND TRAINING

II. Description of the Curriculum Change

1. Course BTED 250, Electronic Office Procedures, is to be deleted.
2. This course has not been taught for several years. The content of this course is covered in BTED 101, Microbased Computer Literacy and BTST 383, Microcomputer Software Solutions.
3. Deletion of this course does not affect any other majors or students currently enrolled in the program since the course has not been offered during the time any students presently have been enrolled.

III. Letters from interested or affected parties are not required for this deletion.