Num Subr	Use Only ber: mission Date: on-Date: MAR 17 1997 UWUCC USE Only Number: Submission Date: Action-Date:
ı.	CURRICULUM EROPOSAL COVER SHEET University-Wide Undergraduate Curriculum Committee CONTACT
	Contact Person Dr. Moore/Dr. Szul/Dr. Brandenburg Phone 357-3003
	Department Office Systems & Business Education
11.	PROPOSAL TYPE (Check All Appropriate Lines)
	COURSE
	Suggested 20 character title
	New Course*
	Course Number and Full Title
	Course Revision
	Course Number and Full Title
	Liberal Studies Approval + for new or existing course Course Number and Full Title
	X Course Deletion BE 273Word Processing Applications
	Course Number and Full Title
	Number and/or Title ChangeOld Number and/or Full Old Title
	Cid Number and/or Puli Cid Title
	New Number and/or Full New Title
	Course or Catalog Description Change
	Course Number and Full Title
	PROGRAM: Major Minor Track
	New Program*
	Program Name .
	Program Revision*
	Program Deletion*
	Program NameTitle Change
	Old Program Name
	New Program Name
111.	Approvals (signatures and date)
	Department Curriculum Committee Department Chart
	Department Curriculum Committee Department Chair
	College Curriculum Committee College Dean
	- Make (und 3/1/1)
	+ Director of Liberal Studies (where applicable) Provost (where applicable)

Part II. Description of the Curriculum Change

- Statement of what is to be deleted:
 BE273, Word Processing Applications, will be deleted from the catalog offerings of the Office Systems and Business Education Department.
- 2. Justification/Rationale: The COIS Associate of Arts degree program will no longer be taught at the branch campuses. BE273, Word Processing Applications, was offered only at the branch campuses. The subject matter of BE273 is incorporated in BE/CO201 and other courses which COIS students will now take on the main campus.
- 3. Affect of change on existing courses, programs, etc. and on students: Enrollment in COIS courses at the branch campuses has been low, and enrollment in COIS courses on the main campuses have been moderate. Offering the COIS program only on the main campus will maximize enrollment and better utilize resources. Students enrolled in the COIS AA program after Spring 1997 will be required to take the BE/CO201 and other courses of the revised program.

Part III. Letters/Memos of Support

1. The deletion of BE273 does not affect any other department. Letters of support are not needed.

Part V. Letters/Memorandums of Support

Memorandums from interested or affected departments, as well as a memorandum from the Liberal Studies Committee, are provided in the following pages.

SUBJECT:

Letter of Support for Proposed AA Curriculum Changes

TO:

Dr. Maryanne Brandenburg

Department of Office Systems & Business Education

FROM:

Donald A. Walker, Chairperson

Department of Economics

DATE:

October 30, 1996

The Department of Economics believes that it is a very sound idea for students in the Associate of Arts degree in Office Systems to be required to take EC 121 and EC 122. We believe the old requirement of EC 121 or 122 should be replaced by that new condition. This will not require any adjustments on the part of the Department of Economics.

walker#5/brandenburg.mem





Date:

November 7, 1996

Subject:

Changes in COIS Program

To:

Dr. Wayne Moore, Chair

Office Systems and Business Education Department

From:

Kenneth L. Shildt, Chair HS and Decision Sciences Department

The Management Information Systems and Decision Sciences Department is recommending the following relative to changes in the Computer and Office Information Systems (COIS) program:

- 1. The Office Systems and Business Education Department will assume responsibility for the administration of the Associate Degree in COIS. It will be responsible for the planning and coordination of the program including interfaces with Continuing Education and other academic departments.
- 2. The following courses will be deleted in future catalog listings:

IM 241 Introduction to MIS

IM 245 Introduction to MicroComputers

IM 260 Business Computer Application Projects

3. The following courses will be added in future catalog listings:
BE/IM/CO 201 Internet and Multimedia (LS Elective)
IM 205 *Foundations of Information Systems (Required)
IM 261 *Micro Database Systems (Elective)

*Copies of the proposals for these courses are attached

4. The following courses will remain in future catalog listings:
BE/IM/CO 101 Computer Literacy (LS Elective)
IM 251 Business Systems Analysis and Design (Required)
IM 255 Business Applications in COBOL (Elective)

These recommendations appear to support the changes proposed in Dr. Brandenburg's memo of October 29, although you have listed IM 255 Business Applications in COBOL as a required course. We will be happy to make this change if this is desired.

You may consider this memo as the MIS/DS Department's letter of support as requested in Dr. Brandenburg's memo. However, these changes will not become effective until the total package of changes, including new course proposals for IM 205 and IM 261, are approved by the University Senate along with the other changes being presented. The changes in resources and faculty support will be minimal as these programs have already been discontinued at both branch campuses and the courses which remain will be in place in our curriculum for majors, minors, COIS and other students. The Continuing Education requirement for night sections of these courses may require additional complement and laboratory resources at some point.

TO: Ken Shildt, Chair

Management Information Systems

FROM: Wayne Moore, Chair Office Systems and Business Education

DATE: December 2, 1996

RE: CURRICULUM PROPOSALS

The faculty of the Office Systems and Business Education Department has reviewed your two course proposals: IM205 Foundations of MIS and IM261 Micro Database Systems. The faculty agree that the course proposals reflect the necessary changes in technology based programs. We will be moving forward the changes to the Associate of Arts in Business program with IM205 as a required course and IM261 as a major area elective.

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Concerns of the faculty members include the IM205 course with the use of terminology. The three terms used in the course outline are end-user computing, office automation and telecommunications. We do however understand that this is a "survey" course and that an introduction to this information is necessary.

You may consider this memo as the Office Systems and Business Education Department's letter of support as requested in your memo.