

CURRICULUM PROPOSAL FORM  
University-Wide Undergraduate Curriculum Committee

UWUCC USE ONLY

Number	<u>9</u> / <u>B</u>
Action	_____
Date	_____

I. TITLE/AUTHOR OF CHANGE

COURSE/PROGRAM TITLE DELETION OF BE 363 Shorthand Transcription/Office Adm. /Bus. Ed.

DEPARTMENT ASBED

CONTACT PERSON Dr. Virginia C. Demand

II. APPROVALS

Virginia C. Demand  
Department Curriculum Committee

[Signature]  
Department Chairperson

[Signature]  
College Curriculum Committee

[Signature]  
College Dean \*

\_\_\_\_\_  
Director of Liberal Studies  
(where applicable)

\_\_\_\_\_  
Provost  
(where applicable)

\* COLLEGE DEAN MUST CONSULT WITH PROVOST BEFORE APPROVING CURRICULUM CHANGES. APPROVAL BY COLLEGE DEAN INDICATES THAT THE PROPOSED CHANGE IS CONSISTENT WITH LONG RANGE PLANNING DOCUMENTS, THAT ALL REQUESTS FOR RESOURCES, MADE AS PART OF THE PROPOSAL, CAN BE MET, AND THAT THE PROPOSAL HAS THE SUPPORT OF THE UNIVERSITY ADMINISTRATION.

III. TIMETABLE

Date Submitted to UWUCC \_\_\_\_\_ Semester/Year to be Implemented SPRING 1988-89 Date to be published in Catalog \_\_\_\_\_

IV. DESCRIPTION OF CURRICULUM CHANGE

(Attach remaining parts of proposal to this form).

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DELETION OF COURSE

I, II, and III - See Attached CURRICULUM PROPOSAL FORM

IV. DESCRIPTION OF THE CURRICULUM CHANGE

1. BE363 - Transcription
2. An alphabetic shorthand theory course will be added to take the place of this Gregg course. Many high schools have added alphabetic shorthand to their curricula. Our business education students need this to enhance their credentials and better prepare them to teach in the public schools.
3. The number of hours required by our students will remain the same since another course is being added to take its place. Students can substitute the new course to satisfy the requirement in the old catalog.

V. Other departments do not require shorthand in their curricula.



### Curricular Offering/Change Authorization

Please Check One For Each Form

- New Course Addition
- Course Deletion
- Course Number Change
- Course Descriptive Title Change
- Semester Hours Change

List only one entry per form.  
Submit this form to College Dean.

Administrative Services and  
Business Education

Department

- Undergraduate
- Graduate

Please list below the full information requested for the course to be added/dropped or changed.

Action	Dept.	Number	Descriptive Title	Semester Hours	Remarks
Add					
Drop					
Change From	BE	131	Principles of Typewriting	2	
To	BE	131	Keyboarding and Document Formatting	3	

My signature on this form signifies that I, or the approving agency which I chair on the following date approved the inclusion/deletion or changes listed above to the appropriate Master Course File.

- Sign and route as follows
1. Scheduling - White
  2. Chairperson - Canary
  3. College Dean - Pink

*[Signature]* Chairperson Date *[Date]*  
*[Signature]* Dean of College Date *[Date]*

Chairperson of Curr. Comm/Grad Council Date