



INDIANA UNIVERSITY OF PENNSYLVANIA • INDIANA, PENNSYLVANIA 15705

Administrative Services and Business Education Department • Room 9, McElhane Hall • (412) 357-3003

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Approved
12/1/87

TO: Dr. Harold Sommer
Chair of Senate Curriculum Committee

FROM: Virginia Demand *VD*
Chair of ASBED Curriculum Committee

DATE: October 29, 1987

SUBJECT: CURRICULUM CHANGES

The ASBED Department would like to make the following changes:

1. Change the number of BE 364, Office Procedures, to BE 264.
Rationale: Similar courses are offered at Community colleges; this will make it possible for students to transfer them to IUP. The course sequences in our office administration and business education programs will be more logical.
2. Change the name of AD 413, Word Processing Concepts, to Information Processing Technology.
Rationale: The last ASBED Academic Program Evaluation team recommended a change in name as they felt the name was inappropriate and did not reflect the content.

Attached is a memo from Earl Roberts, last year's chair of the College of Business Curriculum Committee, mentioning this request. This has been approved by our department and the College of Business Curriculum Committee, and we would like this to be processed as soon as possible.

Enclosure

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