

CURRICULUM PROPOSAL FORM
University-Wide Undergraduate Curriculum Committee

UWUCC USE ONLY

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

I. TITLE/AUTHOR OF CHANGE

Change of

COURSE/PROGRAM TITLE name FROM: BE262, Shorthand Dictation TO: BE262,
Shorthand Dictation and Transcription

DEPARTMENT Administrative Services and Business Education (ASBED)

CONTACT PERSON Dr. Virginia Demand

II. APPROVALS

[Signature]
Department Curriculum Committee

Department Chairperson

College Curriculum Committee

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 1989

Date to be published
in Catalog _____

IV. DESCRIPTION OF CURRICULUM CHANGE

(Attach remaining parts of proposal to this form).

IV. DESCRIPTION OF CURRICULUM CHANGE

BE 363 Shorthand Transcription is being dropped from the curriculum. BE 262 Shorthand Dictation will now be the primary course in which students will learn to transcribe material written in shorthand.

Shorthand Dictation has always included an important transcription component; but because we had a more advanced course, transcription was not included in the title. BE 363 Shorthand Transcription is being dropped from the curriculum, and we feel the title of the dictation course should show this transcription component.



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	132	Intermediate Typewriting	3	
To	BE	132	Advanced 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

Chairperson

Date

Dean of College

Date

Chairperson of Curr. Comm/Grad Council

Date