LSC Use Only
Number:
Submission Date: _____
Action-Date: _____

CURRICULUM PROPOSAL COVER SHEET
University-Wide Undergraduate Curriculum Committee

I. **CONTACT**

Contact Person ___DR. STEIGMANN / DR. SZUL___ Phone (412) 357-3003

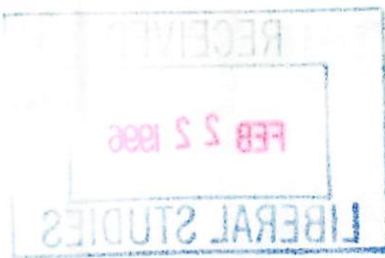Department ___OFFICE SYSTEMS & BUSINESS EDUCATION___

II. **PROPOSAL TYPE** (Check All Appropriate Lines)

___X___ 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 ___OS 312 ADMINISTRATIVE OFFICE SERVICES___
Course Number and Full Title

_____ Number and/or Title Change _____
Old Number and/or Full Old 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 Name

_____ Program Deletion* _____
Program Name

_____ Title Change _____
Old Program Name

_____
New Program Name

III. **Approvals** (signatures and date)

Department Curriculum Committee _Linda Sur_ 1-31-96

Department Chair _Steigmann_ 2/1/96

College Curriculum Committee _Duhala_

College Dean _Robert C. Camp_ 2/2/96

+ Director of Liberal Studies (where applicable)   *Provost (where applicable)

OFFICE SYSTEMS AND BUSINESS EDUCATION

Part II. Description of the Curriculum Change

1. OS 312 Administrative Office Services will be deleted and replaced with OS 411 Microcomputer Support.

2. Based on technology changes the content of the course no longer meets the needs of the students.

3. Students currently enrolled in the program or any other program will not be affected.

Part III. Letters of Support

1. Not Applicable.

From:GROVE::NHB   "NELSON BORMANN" 17-JAN-1996 10:43:27.76
To: SHARON_STEIGMANN, MARYANNE_BRANDENBURG
CC: KUZNESKI, ALWHEAT, NHB
Subj: OS 411 and OS 312

A Screening Committee of the UWUCC has reviewed the proposal for OS411
Microcomputer Support and have no immediate questions. However, we do have
one concern. The answer to Question A2 indicates that OS 312 Administrative
Office Services will be dropped and OS 411 will become a requirement.

We will need to have a deletion proposal for OS 312 to formally delete OS 312.
See pages 13 and 14 of the UWUCC Curriculum Handbook for the details of what
is required; this is relatively simple.

Since your program will also be changed, please submit a revision of your
program's catalog description. Please present a comparison and how you want the
official IUP Catalog to read.

After the screening process, the entire UWUCC will preview and then act on your
proposals.

If you have any questions let me know.

Nelson Bormann   Email: NHB

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From: GROVE@NHB   "NELSON BORMANN"   17-JAN-1996 10:45:27.76
To: SHARON_STEIGMANN, MARYANNE_BRANDENBURG
cc: KUZNESKI, ALWHEAT, NHB
Subj: OS 411 and OS 312

A Screening Committee of the UWUCC has reviewed the proposal for OS 411 Microcomputer Support and have no immediate questions. However, we do have one concern. The answer to Question A2 indicates that OS 312 Administrative Office Services will be dropped and OS 411 will become a requirement.

We will need to have a deletion proposal for OS 312 to formally delete OS 312. See pages 13 and 14 of the UWUCC Curriculum Handbook for the details of what is required; this is relatively simple.

Since your program will also be changed, please submit a revision of your program's catalog description. Please present a comparison and how you want the official IUP Catalog to read.

After the screening process, the entire UWUCC will preview and then act on your proposals.

If you have any questions let me know.

Nelson Bormann   Email: NHB

BACHELOR OF SCIENCE - OFFICE SYSTEMS

OLD PROGRAM		NEW PROGRAM	
Liberal Studies: As outlined in Liberal Studies section with the following specifications: Mathematics: MA 121 Social Sciences: EC 121, PC 101 Liberal Studies electives: MA 214, EC 122, BE/CO/IM 101	53-56	**Liberal Studies:** As outlined in Liberal Studies section with the following specifications: Mathematics: MA 121 Social Sciences: EC 121, PC 101 Liberal Studies electives: MA 214, EC 122, BE/CO/IM 101	53-56
College:	33	**College:**	33
Required courses: Business Administration Core		**Required courses: Business Administration Core**	
AD 321 Bus. & Interpersonal Comm.	3 sh	AD 321 Bus. & Interpersonal Comm.	3 sh
AG 201 Accounting Principles I	3 sh	AG 201 Accounting Principles I	3 sh
AG 202 Accounting Principles II	3 sh	AG 202 Accounting Principles II	3 sh
BL 235 Introduction to Business Law	3 sh	BL 235 Introduction to Business Law	3 sh
FI 310 Finance	3 sh	FI 310 Finance	3 sh
IM 300 Info. Sys.: Theory & Practice	3 sh	IM 300 Info. Sys.: Theory & Practice	3 sh
MG 310 Principles of Management	3 sh	MG 310 Principles of Management	3 sh
MG 330 Production & Oper. Mgt.	3 sh	MG 330 Production & Oper. Mgt.	3 sh
MG 495 Business Policy	3 sh	MG 495 Business Policy	3 sh
MK 320 Principles of Marketing	3 sh	MK 320 Principles of Marketing	3 sh
QB 215 Business Statistics	3 sh	QB 215 Business Statistics	3 sh
Major:	27	**Major:**	27
Required courses:		**Required courses:**	
IM 251 Bus. Sys. Anal. & Design	3 sh	IM 251 Bus. Sys. Anal. & Design	3 sh
OS 301 Adv. Microcomputer Appl.	3 sh	OS 301 Adv. Microcomputer Appl.	3 sh
<u>OS 312 Admin. Office Services</u>	3 sh	<u>OS 411 Microcomputer Support</u>	3 sh
OS 313 Office Systems Technology	3 sh	OS 313 Office Systems Technology	3 sh
OS 315 Records Administration	3 sh	OS 315 Records Administration	3 sh
OS 400 Telecommunications	3 sh	OS 400 Telecommunications	3 sh
OS 418 Seminar in Office Systems	3 sh	OS 418 Seminar in Office Systems	3 sh
---- Business Electives	6 sh	---- Business Electives	6 sh
Other Requirements: (1)	0-1	**Other Requirements:** (1)	0-1
Free Electives:	7-11	**Free Electives:**	7-11
Total Degree Requirements:	124	**Total Degree Requirements:**	124
(1) Student must pass BE 134 with a "C" or better or pass an exemption exam.		(1) Student must pass BE 134 with a "C" or better or pass an exemption exam.	