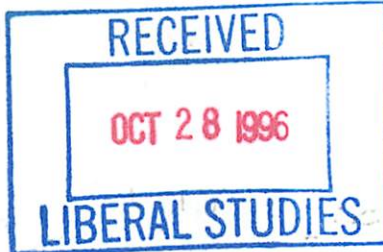


LSC Use Only
Number: _____
Submission Date: _____
Action-Date: _____



UWUCC USE Only
Number: _____
Submission Date: _____
Action-Date: _____

96-21

App 2/25/97
Senate App 3/11/97

CURRICULUM PROPOSAL COVER SHEET
University-Wide Undergraduate Curriculum Committee

I. CONTACT

Contact Person Linda Szul/Wayne Moore Phone x3003
Department Office Systems and Business Education

II. 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

 Course Deletion _____
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 X Minor _____ Track

 New Program* _____
Program Name

 Program Revision* Office Systems Minor _____
Program Name

 Program Deletion* _____
Program Name

 Title Change _____
Old Program Name

New Program Name

III. Approvals (signatures and date)

Linda Szul _____
Department Curriculum Committee

Wayne Moore _____
Department Chair

Mark J. Stangor _____
College Curriculum Committee

Mark J. Stangor _____
College Dean

Mark J. Stangor _____
+ Director of Liberal Studies (where applicable)

Mark J. Stangor _____
*Provost (where applicable)

Part II Description of Curriculum Change:

1. Catalog description for the revised program in the appropriate form:

Business Minors in the College of Business

Minors in Accounting, Finance, Human Resources Management, Management Information Systems, Marketing and Office Systems are offered only for students who are majoring in one of the other majors in the College of Business and assume the common thirty-six credit Business core. Minors in the College of Business are not open to majors in other colleges.

2. Summary of Changes:

Old Minor: Administrative Assistant Minor

BE 132 Advanced Keyboarding and Document Formatting

BE 261 Shorthand Theory

BE 274 Word Processing Applications

BE 262 Shorthand Dictation and Transcription

BE 264 Office Procedures

New Minor: Office Systems Minor

OS 301 Advanced Microcomputer Applications

OS 400 Telecommunications

OS 411 Microcomputer Support

OS 313 Office Systems Technology

OS 315 Records Administration

3. The Office Systems Major and Curriculum was revised in 1992 from the Administrative Assistant Curriculum. There was an Administrative Assistant Minor which was not updated into the revised Office Systems Major.

Part III Implementation.

1. How will the proposed revision affect students already enrolled in the existing program?

Answer: The program change will provide a minor in Office Systems. No affect on students already in the existing program.

2. How will the proposed revision affect faculty teaching loads? Have additional faculty been authorized? If you are adding requirements, how will adequate seats be provided?

Answer: The faculty teaching loads will not be affected since these courses are currently offered on a regular basis in the department. There is an adequate number of seats to accommodate the students in the minor.

3. Are other resources adequate?

Answer: Yes, resources are available and adequate.

4. Do you expect an increase or decrease in the number of students as a result of these revisions? If so, how will the department adjust?

Answer: The number of students will increase because of minor. There are adequate seats in current classes to handle the students pursuing the minor. Revision of the minor will maximize class enrollment. ✓

Part IV. Course Proposals

No new courses are being proposed. The minor consists of courses currently approved and offered.

Part V. Letters of Support

No letters are needed.