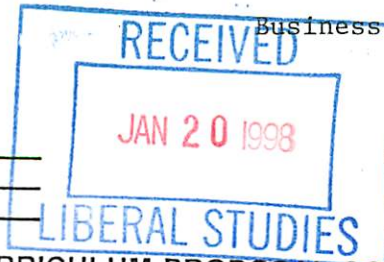


LSC Use Only
 Number: _____
 Submission Date: _____
 Action-Date: _____



UWUCC USE Only
 Number: 97-14c
 Submission Date: App. 3/31/98
 Action-Date: Senate app. 5/5/98

CURRICULUM PROPOSAL COVER SHEET
 University-Wide Undergraduate Curriculum Committee

I. CONTACT

Contact Person Linda Szul, Maryanne Brandenburg, Phone 3003
Wayne Moore
 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 BE 134 Keyboarding

Old Number and/or Full Old Title

BE 130 Keyboarding

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

Department Chair

College Curriculum Committee

College Dean

+ Director of Liberal Studies (where applicable)

*Provost (where applicable)

Part II. Description of Curriculum Change**BE 130 Keyboarding**

1. **Catalog Description:** A class designed to provide students with fundamental skills to keyboard information quickly and accurately, in fourteen one-hour sessions. It is intended for the student who does not require the additional skills included in Keyboarding and Document Formatting, such as letter formats, manuscript typing, and tabulation. Recommended for students in computer science, journalism, criminology, management information systems, etc.
1c-01-1sh

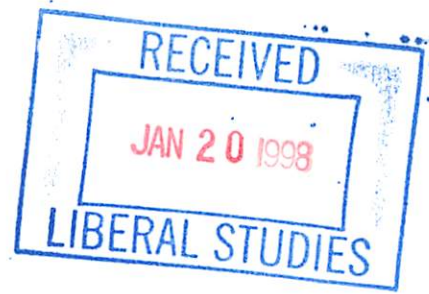
- | | | |
|----|--------------------|--------------------|
| 2. | <u>Old</u> | <u>New</u> |
| | BE 134 Keyboarding | BE 130 Keyboarding |

3. **Rationale for the change:**

BE 134 Keyboarding is a prerequisite for BE 132 Computer Keyboarding and Formatting; completing a number change will be less confusing when advising and scheduling students. No other changes were made to the syllabus.

Part III. Letters of Support

None needed.



SUPPLEMENTAL MATERIALS

Indiana, Pennsylvania 157

MEMO #1

Date: October 30, 1996

Subject: BL 337 Consumer Law

To: Terry Ray, Chair
Finance & Legal Studies Department

From: Linda F. Szul, Curriculum Committee Co-Chair *LFS*
Office Systems and Business Education

The curriculum for business education majors is in the process of being updated to reflect changes in both technology and methodology. A program change will effect the BL 337 Consumer Law requirement.

Students enrolled in the program are currently required to complete Consumer Law, Introduction to Business Law and School Law--a total of 7 credits. The certification requirements for business education students does not necessitate a course in Consumer Law. The concepts that the students are responsible for are incorporated in their other required courses.

LFS/rz

✓xc: Wayne Moore

Department of Finance and Legal Studies
Indiana University of Pennsylvania
McElhaney Hall
Indiana, Pennsylvania 15705-1087

(412) 357-2929

November 6, 1996

SUBJECT: Consumer Law

TO: Dr. Terry Ray, Chair
Finance & Legal Studies Department

FROM: Mr. Robert S. Strock *Bob Strock*

In response to the memo you received from Linda F. Szul I would like to make the following comments regarding the possible change regarding the Consumer Law requirement for Business Education students:

- (1) I do not believe that the students receive the concepts that we teach in the Consumer Law course in their other courses.

Example: Landlord-Tenant Relationships *BUS LAW*

Laws Pertaining to Real & Personal Property

- Laws pertaining to Employment situations from the standpoint of both the employer and the employee. *AD 301*

Negotiable Instruments. This topic was included in the course at the request of the Business Education Department.

Credit -- use of credit cards-- sources of credit *AD 101*

Insurance---key in on Auto; life; Property *SC 111*

Consumer Protection--a topic that must be kept current because of almost day to day changes *AD 101*

Family Law---relationships (legal) with other family members ---adolescence through marriage and divorce *N/A*

Check to see

if taught

in Home Ec.

Consumer /

Life topics

- (2) We do not use a text since these topics are in a state of constant change.
- (3) A student in Business Education won second place in national competition in Washington last Spring. This was in the Law contest. She came to me and congratulated me for the instruction that she had received in the Consumer Law class. She said that most of the questions on the test were taken from what she had learned from the Consumer Law class. Her name --Wanda Kittel.
- (4) This course is much different from the Business Law class which pertains almost exclusively to contract law. *}*
- (5) The Business Education students will be teaching Business Law and I trust consumer related courses in high school. I believe the Consumer Law course as we teach it would be a valuable asset to their education. It is a practical course and some of my former students from years past say they still apply the concepts learned in their daily lives. The students who will be taught by your students will probably not be going on to college and will need this information in their daily lives.

Memo #2

Date: October 11, 1996

Subject: IM 205

To: Linda Szul
Office Systems and Business Education Department

From: Kenneth L. Shildt, Chair 
MIS and Decision Sciences Department

The IM 205 course would be excellent for business education students. I would highly recommend that it replace COBOL as the required course in the data processing concentration. However, I will take it to the Departmental curriculum immediately.

COBOL is the only other programming language available. Keeping it around may have long range potential as we are featuring Micro Focus COBOL which has a personal (PC) version available which may be utilized anywhere there is a PC. Industry is moving into desktop development of COBOL programs which can then be uploaded to the mainframe. There is a Visual COBOL version available which we have installed in the advanced lab. Students are finding it much more user friendly than VAX-Mainframe COBOL.

For anyone concentrating in data processing, especially if they would be involved in teaching at the vocational or community levels, this course would be of value. COBOL is still the language of business -- State Farm is looking for 200 COBOL programmers in the next year. Most of our graduates are still getting offers from COBOL shops.

It is the only opportunity to really explore procedural language involving file processing applications. Finally, we are not pleading for your students as our enrollments will be high, but, as an elective, this course would be of value to a selected group of business education students who would like to learn programming.



MEMO #3

Date: December 2, 1996

Subject: Consumer Law

To: Terry Ray, Chair
Finance & Legal Studies Department

From: Linda Szul, Curriculum Committee Chair
Office Systems and Business Education

This memo addresses the issues discussed by Robert Strock in his memo to you dated November 6, 1996, concerning the revisions to the Business Education Curriculum. The area of concern is the deletion of Consumer Law from the requirements. The Committee, as stated in the memo dated October 30, 1996, has determined that the content of that course is being covered throughout the curriculum. Specifically,

1. Employment issues addressed in AD 321
2. Credit and credit cards addressed in AD 101 and BE 111
3. Insurance (auto, fire & life) addressed in BE 111
4. Consumer protection addressed BE 111 and AD 101
5. Real & Personal Property addressed in AD101, BE 111 and BL235

Students are required for certification purposes to meet the law requirement set forth in PDE Specific Standard I; they meet and exceed this requirement by taking BL 235 Introduction to Business Law and ED 442 School Law. The catalog description for BL 235 states that the course is an introduction to legal systems, torts, contracts, and sales.

In addition, the Consumer Law course is not being replaced by an additional course taught by another department. The number of business education majors taking the class is approximately 10 per semester.



MEMO #4

Indiana, Pennsylvania 15705

TO: University-Wide Undergraduate Curriculum Committee

FROM: Dr. Linda Szul, Chairperson
Undergraduate Curriculum Committee
Office Systems and Business Education

SUBJECT: Business Education Curriculum Revisions

DATE: November 3, 1997

Curriculum changes were approved on November 13, 1996 at the Eberly College of Business committee level. Approval was unanimous. Marketing was represented at the meeting and did not question the title of BE 312 Methods and Evaluation in Business and Marketing Education I.

MEMO #5



Krish S. Krishnan, Ph.D.
Chairperson & Professor of Marketing
Director, Graduate Programs, The Eberly College of Business
Indiana University of Pennsylvania, Indiana PA 15705-1087
412-357-2522 (O) 412-357-6232 (Fax) krishnan@grove.iup.edu (Internet)

December 9, 1997

To: Dr. Linda Szul
Chair, Curriculum Committee

From: Krish Krishnan

Subject: Curriculum Changes

This is to confirm that as per the College of Business Curriculum Committee action to meet the AACSB requirements that DE 332, Retail Management, will be replaced by MK 436, Retail Management and DE 333, Principles of Selling, will be replaced by MK 435, Professional Selling & Sales Management. These courses have been approved by the College of Business Curriculum Committee and are currently being reviewed by the University-Wide Curriculum Committee. You should reflect these changes in the appropriate section of your curriculum.