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**CURRICULUM PROPOSAL COVER SHEET**  
University-Wide Undergraduate Curriculum Committee

**I. CONTACT**

Contact Person Elizabeth M. Pierce Phone 5773  
Department MIS and Decision Sciences

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

X **COURSE** Introduction to Microcomputers  
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** IM 245 Introduction to Microcomputers  
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)**

Elizabeth M. Pierce Department Curriculum Committee  
Laurence B. Berkey Department Chair  
Robert Clark College Dean

+ Director of Liberal Studies (where applicable)

\*Provost (where applicable)

## **Part II Description of the Curriculum Change**

1. The following catalog description describes IM 245 Introduction to Microcomputers:

### **IM 245 Introduction to Microcomputers**

**3c-01-3sh**

Demonstrates how to utilize the microcomputer in business. Topics will include hardware, operating systems, word processing, spreadsheets, data base, and BASIC. Offered for Associate Degree Program only.

## **Part III Rationale for Change**

Because departments should regularly review their courses to see if deletions are appropriate, particularly at times of program review, the MIS Department wishes to delete IM 245 for the following reasons:

1. This course no longer meets the needs of students enrolled in the Computer and Office Information Systems Associate Degree program, the only remaining area where it was still an active course. IM 245 was last taught Fall, 1995.
2. The only program that will be affected is the "COIS" Associate Degree program. Students who are enrolled in this major are taking IM 101, Microbased Computer Literacy, in its place. Since 1995, student have been taking IM 101 instead of IM 245.