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CURRICULUM PROPOSAL FORM  
University-Wide Undergraduate Curriculum Committee

UWUCC USE ONLY

Number	<u>91C</u>
Action	_____
Date	_____

I. TITLE/AUTHOR OF CHANGE

CHANGE OF NAME: BE131 from Principles of Typewriting  
COURSE/PROGRAM TITLE to KEYBOARDING AND DOCUMENT FORMATTING/Business Education  
DEPARTMENT ASBED Office Administration

CONTACT PERSON Dr. Virginia C. Demand

II. APPROVALS

V. C. Demand  
Department Curriculum Committee

M. J. McManis  
Department Chairperson

H. B. [Signature]  
College Curriculum Committee

J. [Signature]  
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 FALL 1988-89

Date to be published  
in Catalog \_\_\_\_\_

IV. DESCRIPTION OF CURRICULUM CHANGE

(Attach remaining parts of proposal to this form).

REQUEST FOR CHANGE OF NAME (BE131)

- I. New Name: Keyboarding and Document Formatting  
Old Name: Principles of Typewriting  
  
ASBED Department                      Contact Person: Dr. Virginia Demand
- II. APPROVALS - See Attached
- III. TIMETABLE - Take effect: Fall 1988  
Catalog: As soon as possible after approval
- IV. DESCRIPTION OF CURRICULUM CHANGE
  1. Catalog Description - See Attached
  2. Old Title: BE131 - Principles of Typewriting  
New Title: BE131 - Keyboarding and Document Formatting
  3. Name is being changed to reflect generally accepted terminology now used by other universities
- V. N/A

CATALOG DESCRIPTION

BE 131 KEYBOARDING AND DOCUMENT FORMATTING

Course Credit - 3 hours

An introductory course emphasizing touch keyboarding techniques which will enable students to input alpha/numeric information efficiently; theory and manipulative skills necessary to format business documents such as letters, memorandums, tabulations, and manuscripts. Specific standards of speed and accuracy are required. A minimum of one hour of laboratory required each week. Credit may be given by examination.



**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	262	Shorthand Dictation	3	
To	BE	262	Shorthand Dictation and Transcription		

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