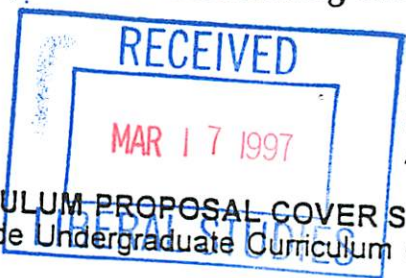


PART IV C. Courses deleted 1) Deleted from catalog offering a) BE131

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



97-196
 96-706
 UWUCC USE Only
 Number: _____
 Submission Date: _____
 Action-Date: _____

CURRICULUM PROPOSAL COVER SHEET
 University-Wide Undergraduate Curriculum Committee

I. CONTACT

Contact Person Maryanne Brandenburg, Linda Szul Phone 5733 or 3003
 and Virginia Hemby
 Department Office Systems & 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 BE131, Keyboarding and Document Formatting
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)

Maryanne Brandenburg
 Department Curriculum Committee

Wanda DeWalt 2/19/97
 College Curriculum Committee

Wanda DeWalt
 Department Chair

David C. Long 3/1/97
 College Dean

Wanda DeWalt 3/7/97
 Provost (where applicable)

+ Director of Liberal Studies (where applicable)

Part II. Description of the Curriculum Change

1. **Statement of what is to be deleted:**
BE131, Keyboarding and Document Formatting will be deleted from course offerings of the Office Systems and Business Education Department.
2. **Justification/Rationale:**
Students are coming into the COIS Associate of Arts program with knowledge of the basic concepts taught in BE131. BE132 provides similar, but more advanced and updated content.
3. **Affect of change on existing courses, programs, etc. and on students:**
Students will take BE132 instead of BE131. Other courses, programs, or resources will not be affected.

Part III. Letters/Memos of Support

1. The deletion of BE131 does not affect any other department. Therefore, letters of support are not needed.