

FLORIDA ATLANTIC UNIVERSITY™

UUPC APPROVAL 2/26/16
 UFS APPROVAL _____
 SCNS SUBMITTAL _____
 CONFIRMED _____
 BANNER POSTED _____
 CATALOG _____

Undergraduate Programs—NEW COURSE PROPOSAL¹

DEPARTMENT: EXCEPTIONAL STUDENT EDUCATION COLLEGE: Education

RECOMMENDED COURSE IDENTIFICATION (TO OBTAIN A COURSE NUMBER, CONTACT NMALDONADO@FAU.EDU)
 PREFIX SLS COURSE NUMBER 1331 LAB CODE (L or C)
 COMPLETE COURSE TITLE: TECHNOLOGY FOR BUSINESS
Business Technology for Community Living*
 EFFECTIVE DATE (first term course will be offered)
 FALL 2016

CREDITS²: 2 Credits
 TEXTBOOK INFORMATION: READINGS AND MATERIALS SUPPLIED IN MULTIPLE FORMATS BY INSTRUCTORS

GRADING (SELECT ONLY ONE GRADING OPTION): REGULAR PASS/FAIL _____ SATISFACTORY/UNSATISFACTORY _____

COURSE DESCRIPTION, NO MORE THAN THREE LINES:
 Introduces students to the technology utilized in the business world including resume writing and editing, info-searching through the internet, Microsoft office skills, and clerical skills.

PREREQUISITES W/MINIMUM GRADE*: none
 COREQUISITES*: NONE
 REGISTRATION CONTROLS (MAJOR, COLLEGE, LEVEL)* _____

*DEFAULT MINIMUM PASSING GRADE IS D-. PREREQUISITES, COREQUISITES AND REGISTRATION CONTROLS WILL BE ENFORCED FOR ALL COURSE SECTIONS.

MINIMUM QUALIFICATIONS NEEDED TO TEACH THIS COURSE:
 MASTER'S DEGREE IN EXCEPTIONAL STUDENT EDUCATION OR RELATED CREDENTIALS AND EXPERIENCE

WAC/GORDON RULE COURSE³: YES _____ NO
 WAC/Gordon Rule criteria must be indicated in syllabus and approval attached to proposal. Guidelines: www.fau.edu/WAC
 GENERAL EDUCATION REQUIREMENT (MARK X IN FRONT OF SELECTION)⁴
 Written Communication Society/Human Behavior
 Math/Quantitative Reasoning Global Citizenship
 Science/Natural World Humanities
 General Education criteria must be indicated in the syllabus and approval attached to proposal. Guidelines: www.fau.edu/ugstudies/GeneralEdCourseApprovalRequests.php

Faculty contact, email and complete phone number:
 Mary Louise Duffy, Ph.D.
mduffy@fau.edu 561-799-8715
 Please consult and list departments that might be affected by the new course and attach comments.⁵
 All departments in the College of Education have been consulted and comments are attached.

<p>Approved by</p> <p>Department Chair: <u>Michael Bond</u></p> <p>College Curriculum Chair: <u>Peggy Goldstein</u></p> <p>College Dean: <u>Donald Tardiff</u></p> <p>UUPC Chair: <u>J. S. Kelly</u></p> <p>Undergraduate Studies Dean: <u>Erin Bratt</u></p> <p>UFS President: _____</p> <p>Provost: _____</p>	<p>Date</p> <p><u>2/10/2016</u></p> <p><u>2/16/2016</u></p> <p><u>2/24/16</u></p> <p><u>2/24/16</u></p> <p><u>3/1/16</u></p>	<p>1. Syllabus must be attached; syllabus checklist recommended; see guidelines and checklist: www.fau.edu/academic/registrat/UUPCinfo</p> <p>2. Review Provost Memorandum: Definition of a Credit Hour www.fau.edu/provost/files/Definition_Credit_Hour_Memo_2012.pdf</p> <p>3. WAC approval (attach if applicable)</p> <p>4. Gen. Ed. approval (attach if applicable)</p> <p>5. Consent of affected departments (attach if applicable)</p>
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Email this form and syllabus to mjenning@fau.edu seven business days before the UUPC meeting.

** Change requested by College of Business and approved by Mike Brady at UUPC mtg.*