
INTEROFFICE MEMORANDUM

TO: DEPARTMENT CHAIRS
FROM: KENLEY NEUFELD, CURRICULUM CHAIR
SUBJECT: COMPUTER LITERACY COURSES
DATE: 4/2/2004

The Curriculum Committee is revising the Computer Literacy approval procedure. Currently, courses that meet the Computer Literacy Requirement are approved in two ways:

(1) Courses explicitly approved by the Curriculum Committee.

(2) Courses requested by Programs for students within particular majors. This approval is usually completed by sending a memo to Admissions and Records, Office of Instruction, and Curriculum Chair.

By spring 2005, all courses wishing to meet the computer literacy requirement, including program level courses, must be re-submitted to the Curriculum Committee for re-approval. Any courses not re-submitted will be removed from the approved list of courses, effective fall 2006, for meeting the Computer Literacy graduation requirement.

Courses seeking approval should include general computer/technology concepts, word processing, email (including sending attachments), and navigating the World Wide Web (including capturing images or material to use elsewhere).

Please contact me if you have any questions.

CC: CURRICULUM COMMITTEE
DIVISION DEANS
NED DOFFONEY, COLLEGE PRESIDENT
FELIX AQUINO, VICE CHANCELLOR, EDUCATIONAL SERVICES AND PLANNING
JOHN CUMMINGS, DEAN OF ADMISSIONS AND RECORDS
ERNIE SMITH, INTERIM DEAN OF STUDENTS, COUNSELING AND GUIDANCE
JANICE EMERZIAN, DIRECTOR, DISABLED STUDENTS PROGRAMS AND SERVICES
RICHARD LINDSTROM, DIRECTOR, POLICE ACADEMY
DIANE MOORE, DIRECTOR, NURSING
JOHN SPOLSDOFF, DIRECTOR, STUDENT SUCCESS AND HONORS
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MAGGIE TAYLOR, PRESIDENT, ACADEMIC SENATE
