Unfortunately, in my previous memo, instructions for course re-approval were not included. The instructions for re-approval of courses wishing to meet the Computer Literacy Graduation Requirement are outlined below.

If you would like a course to meet the Computer Literacy Graduation Requirement, please submit a **Revised Course Proposal** by January 2005. The content of the course should reflect general computer/technology concepts, word processing, email (including sending attachments), and navigating the World Wide Web (including capturing images or material to use elsewhere).

If the course is for any student, please add the following line to your course description.

**Fulfills the computer literacy graduation requirement.**

If the course is for students within your program major only, please add the following line to your course description.

**Fulfills the computer literacy graduation requirement for <enter program name> majors only.**

As a reminder, if your course was previously listed, it will be removed from the list starting in fall 2006 unless you resubmit. Any courses in the future, who wish to meet this graduation requirement, must also follow the same procedure outlined above. Please contact me if you have any questions.