

---

---

**INTEROFFICE MEMORANDUM**

---

---

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

---

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.

**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  
DENTAL HYGIENE  
MAGGIE TAYLOR, PRESIDENT, ACADEMIC SENATE