

 FLORIDA ATLANTIC UNIVERSITY	NEW COURSE PROPOSAL Undergraduate Programs		UUPC Approval <u>1/28/19</u> UFS Approval _____ SCNS Submittal _____ Confirmed _____ Banner Posted _____ Catalog _____
	Department Info Tech & Operations Mgmt College Business (To obtain a course number, contact erudolph@fau.edu)		
Prefix ISM Number 3541	(L = Lab Course; C = Combined Lecture/Lab; add if appropriate) Lab Code <u>C</u>	Type of Course <u>Lecture/Lab</u>	Course Title <u>Data Management and Analysis with Excel</u>
Credits (Review Provost Memorandum) <u>3</u>	Grading (Select One Option) Regular <input checked="" type="radio"/> Pass/Fail <input type="radio"/> Sat/UnSat <input type="radio"/>	Course Description (Syllabus must be attached; Syllabus Checklist recommended; see Guidelines) An introductory course covering basic Excel skills for managing information and data, analyzing data, visualizing data through charts and pivot tables, creating scenarios, using functions and automating tasks.	
Effective Date (TERM & YEAR) <u>Fall 2019</u>	Prerequisites, with minimum grade*		Registration Controls (Major, College, Level)
Corequisites		Registration Controls (Major, College, Level)	
*Default minimum passing grade is D-. Prereqs., Coreqs. & Reg. Controls are enforced for all sections of course			
WAC/Gordon Rule Course <input type="radio"/> Yes <input checked="" type="radio"/> No WAC/Gordon Rule criteria must be indicated in syllabus and approval attached to proposal. See WAC Guidelines .		Intellectual Foundations Program (General Education) Requirement (Select One Option) None General Education criteria must be indicated in the syllabus and approval attached to the proposal. See GE Guidelines .	
Minimum qualifications to teach course At least 18 graduate credits in Information systems, management science, computer science, or related field			
Faculty Contact/Email/Phone Tamara Dinev / tdinev@fau.edu/ 5612973181		List/Attach comments from departments affected by new course No other departments are affected by this course.	
Approved by Department Chair <u>[Signature]</u> College Curriculum Chair <u>[Signature]</u> College Dean <u>X</u> <u>[Signature]</u> UUPC Chair <u>[Signature]</u> Undergraduate Studies Dean <u>[Signature]</u> UFS President _____ Provost _____			Date 12/5/2018 <u>1/17/19</u> <u>1/17/19</u> <u>1/27/19</u> <u>1/5/19</u>

Email this form and syllabus to mjenning@fau.edu seven business days before the UUPC meeting.