

Departmental Concurrences of New GEB3234 Course

**College of Electrical Engineering and Computer Science**

December 5, 2024

Hi Joe, I have reviewed the syllabus and have no objection to this course going forward.

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Hari Kalva, Ph.D.  
eecs.fau.edu

**From:** Joseph Compomizzi <[jcompomizzi@fau.edu](mailto:jcompomizzi@fau.edu)>

**Sent:** Thursday, December 5, 2024 1:20 PM

**To:** Hari Kalva <[hkalva@fau.edu](mailto:hkalva@fau.edu)>

**Cc:** Maria Jennings <[mjennings@fau.edu](mailto:mjennings@fau.edu)>; Laurie Nesbitt <[lnesbitt@fau.edu](mailto:lnesbitt@fau.edu)>; Dominique Fuentes <[dfuente1@fau.edu](mailto:dfuente1@fau.edu)>

**Subject:** AI Skills for Business Communications New Course-voice mail follow-up

Hi Hari:

In follow-up to my voicemail, I am attaching the syllabus for a new course that Business Communications in the College of Business is looking to introduce in Fall/2025. This course is part of a certificate program (Certificate in Global Business Communication Applications-(with specified language ex. Italian, Spanish, French, etc.) and minor (Minor in Applied Global Business Communications- (with specified language ex. Italian, Spanish, French, etc.) that the College of Business and the College of Arts and Letters are working on.

Would you mind please reviewing the syllabus and emailing back with your concurrence by December 10<sup>th</sup> please? The Undergraduate Council has approved the course, but would like documentation to accompany the New Course Form from Electrical Engineering and Computer Science.

Thanks for your help, Hari. I appreciate it very much.

Joe

Joseph Compomizzi, D.Sc.

Director, Business Communications

Florida Atlantic University

777 Glades Road

Boca Raton, FL 33431

561-297-3633

[jcompomizzi@fau.edu](mailto:jcompomizzi@fau.edu)

**College of Business – ITOM**

October 17, 2024

Hi Joe:

ITOM has no objection to this new course.

Tamara

Best Regards:

Tamara Dinev, Ph.D.

Department Chair and Professor

Dean's Distinguished Research Fellow

Department of Information Technology and Operations Management, FL 219

College of Business,

Florida Atlantic University

Boca Raton, Florida 33431

Web: <https://business.fau.edu/faculty-research/faculty-profiles/profile/tdinev.php>

Google Scholar: <https://scholar.google.com/citations?user=YH8QZ-YAAAAJ&hl=en>

On 10/16/24 18:06, Joseph Compomizzi wrote:

Hi Tamara:

We have been working on an AI course for Business Communications. This course focuses on purpose and agile use of AI for use in the workplace communications:

1. Review of different AI platforms to generate and revise business messages
2. Ethical use of AI including accurate attribution of AI language models
3. Preparation of visual aids for presentations
4. AI and job search

The prerequisite is GEB3213.

I am attaching the new course form and model syllabus and request you to sign off, as the course does not overlap with any courses your department may offer. We are presenting this course at Monday's undergraduate council meeting.

Thanks for your help!

Joe

Joseph Compomizzi, D.Sc.

Director, Business Communications

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**College of Arts and Letters-School of Communication & Multimedia Studies**

December 10, 2024

Hi Joe...

Shared the course proposal with SCMS faculty and there is no issue with moving the course forward.

Best,

Shane Eason

Interim Director | Associate Prof. of Experimental and Documentary Film | Multimedia  
Production Coordinator | DFSCAL FA Chair  
School of Communication & Multimedia Studies | Dorothy F. Schmidt College of Arts &  
Letters | Florida Atlantic University

[eason@fau.edu](mailto:eason@fau.edu) | [fau.edu/scms](http://fau.edu/scms)

**From:** Joseph Compomizzi <[jcompomizzi@fau.edu](mailto:jcompomizzi@fau.edu)>

**Date:** Thursday, December 5, 2024 at 1:10 PM

**To:** Shane Eason <[eason@fau.edu](mailto:eason@fau.edu)>

**Cc:** Maria Jennings <[mjennings@fau.edu](mailto:mjennings@fau.edu)>, Laurie Nesbitt <[lnesbitt@fau.edu](mailto:lnesbitt@fau.edu)>, Dominique Fuentes <[dfuente1@fau.edu](mailto:dfuente1@fau.edu)>

**Subject:** AI Skills for Business Communications Course-voice mail follow-up

Hi Shane:

In follow-up to my voicemail, I am attaching the syllabus for a new course that Business Communications in the College of Business is looking to introduce in Fall/2025. This

course is part of a certificate program (Certificate in Global Business Communication Applications-(with specified language ex. Italian, Spanish, French, etc.) and minor (Minor in Applied Global Business Communications- (with specified language ex. Italian, Spanish, French, etc.) that the College of Business and the College of Arts and Letters is working on.

Would you mind please reviewing the syllabus and emailing back with your concurrence by December 10<sup>th</sup> please? The Undergraduate Council has approved the course, but would like documentation to accompany the New Course Form from the School of Communication & Multimedia Studies.

Thanks for your help, Shane. I appreciate it very much.

Joe