

**UNDERGRADUATE COUNCIL
Request for Change(s)**

Originating unit requesting change _____ FAME _____

Type of Change requested:

- | | | |
|---|---|--|
| <input type="checkbox"/> Course number(s) | <input type="checkbox"/> Course prerequisite(s) | <input type="checkbox"/> Program title |
| <input type="checkbox"/> Course title | <input type="checkbox"/> Drop course(s) | <input type="checkbox"/> Program description |
| <input type="checkbox"/> Course description | <input type="checkbox"/> Drop program(s) | <input checked="" type="checkbox"/> Program requirements |

Semester and year change(s) take effect: _____ Fall 2020 _____

Appropriate computer abbreviation if course title is more than 30 spaces: _____

Briefly summarize the change requested:

The addition of Microsoft certification to current catalog description

Catalog copy

Present catalog copy (paste-up from catalog is acceptable).

Proposed change(s). (Include exact catalog copy as desired. Underline changes)

Microsoft Certification

Successfully complete Microsoft Office Certification in Excel at the basic level. Documentation of certification must be provided to the FAME Main office. It is recommended that it is completed in your first two semesters, but must be successfully finished before students are eligible to enroll in FAME 30253 Merchandise Buying.

1. What is the justification for the change(s) requested?
To highlight and provide clarity for Microsoft Excel Certification as part of the program requirements.

2. If applicable, explain how the change(s) will affect the current program outcomes and assessment mechanisms.
N/A

3. **Faculty Resources:** How will the unit provide faculty support for this change and any other impact this change may have on other current departmental listings.
N/A

4. **Educational Resources:** Will this change require additional resources not currently available (e.g. space, equipment, library, other)? YES
If yes, list additional resources needed. NO

5. If this change affects other units of the University, include a statement signed by the chairperson(s) of the affected unit(s).
N/A

6. If cross-listed, provide evidence of approval by all curriculum committees appropriate to both the originating and cross-listed units.
N/A


Approval signature of chairperson of originating unit