



TO: Curriculum Committee Members

FROM: Business Computer Systems & Management/Business Faculty and
Christine Roumbanis, Dean, Business, Education and Professional Programs

DATE: February 20, 2018

SUBJECT: Banking of BCM. courses

The Business Computer Systems & Management faculty respectfully requests the banking of the following courses from the BCM. curriculum:

- BCM. 104 – Introduction to Computers with Windows I (1.5 units)
- BCM. 201 – Integration of MS Office Applications (1 unit)
- BCM. 214 – Word Processing I: Word (1 unit)
- BCM. 215 – Word Processing II: Word (2 units)
- BCM. 222 – Business Presentations I: PowerPoint (1 unit)
- BCM. 223 – Business Presentations II: PowerPoint (1 unit)
- BCM. 230 – Database Applications I: Access (1 unit)
- BCM. 231 – Database Applications II: Access (2 units)

We would like to bank these courses because they haven't been offered for many semesters due to low enrollment and cancellations. We may want to bring back the courses in the future as the department reviews our curriculum offerings and works on redesigning the BCM. curriculum.

We would like to implement these changes for the 2018-2019 college catalog.