

Sub

FORMAT 1

10. COMPLETE CATALOG DESCRIPTION including dept., number, title and credits (50 words or less, if possible):

CE F658I, Tpsin Cmaio , 1 credit
Under the general title of **main** is a series of -credits that are designed to provide the student with a broad knowledge and understanding of the field. This is a social science category.

11. COURSE CLASSIFICATIONS: (undergraduate courses only. Use approved criteria found on Page 10 & 17 of the manual. If justification is needed, attach on separate sheet.)

H = Humanities S = Social Sciences

NO

services available for the proposed course? If so, give date of contact and resolution. If not, explain why not.

No	<input checked="" type="checkbox"/>	Yes	<input type="checkbox"/>	No library involvement
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20. IMPACTS ON PROGRAMS/DEPTS

What programs/departments will be affected by this proposed action?
Include information on the Programs/Departments contacted (e.g., email, memo)

The Graduate Certificate in Construction Management and its courses was approved by the CEE faculty and the CEM dean.

21. POSITIVE AND NEGATIVE IMPACTS

Please specify **positive and negative** impacts on other courses, programs and departments resulting from the proposed action.

This course follows the New Degree Program Request which examined the growth in the CEE department. No additional positive or negative impacts from this course are likely.

JUSTIFICATION FOR ACTION REQUESTED

The purpose of the department and campus-wide curriculum committees is to scrutinize course change and new course applications to make sure that the quality of UAF education is not lowered as a result of the proposed change. Please address this in your response. This section needs to be self-Q q -c -0001 Tw 10302 0 96 35 Q q

Offerings above the level of approved programs must be approved in advance by the Provost.

ALL SIGNATURES MUST BE OBTAINED PRIOR TO SUBMISSION TO THE GOVERNANCE OFFICE

		Date	
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Outline Syllabus

Topics in Communications

1. Course information:

Course Name *Public Speaking for the Business Professional*, CE F658I, One credit
Prerequisites *Required Admission to the Graduate Certificate in Business Management Program*

Location and Meeting Time *Public Speaking for the Business Professional*

2. Instructor (and if applicable, Teaching Assistant) information:

Instructor's Name, Office Location, Office Hours, and Telephone and Email Contact Information *Public Speaking for the Business Professional*

3. Course readings/materials:

Handouts and assigned materials *Public Speaking for the Business Professional*

4. Course description:

This general education course is a 3-credit course designed to provide students with the knowledge and skills necessary to communicate effectively in a professional setting. This is a social science category.

5. Course Goals (general), and (see #6)

The skills and concepts *Public Speaking for the Business Professional*

6. Student Learning Outcomes (more specific)

Learning outcomes *Public Speaking for the Business Professional*

7. Instructional methods:

Face-to-face and online instruction, self-paced
Self-paced and online instruction

8. Course calendar:

This *Public Speaking for the Business Professional*

9. Course policies:

Due the limited resources available and anticipated increases in demand, the number of students who will be accepted into the program will be limited. The program will be a first-come, first-served basis. The program will be a first-come, first-served basis. The program will be a first-come, first-served basis.

10. Evaluation:

The program will evaluate how students will be evaluated, what factors will be included, their relative value, and how they will be tabulated, and specific teaching methods.

11. Support Services: