

FORM FOR REQUEST FOR CHANGE IN UNDERGRADUATE PROGRAM
Additional Information on CCS Forms

1. Effective Date: Fall 2004

2. Program Competencies:

Present Business Technology Core Competencies

Upon completion of this program, the graduate can:

1. **Demonstrate an understanding of the operation of the economic system and how it affects individuals, organizations, and society.**
2. **Demonstrate an understanding of basic financial accounting concepts, applications, reporting, and interpretations.**
3. **Use accounting data for decision-making, planning, and control.**
4. **Demonstrate knowledge and understanding of the legal environment of business, including contracts, ownership, employment, agency, and bailment.**
5. **Demonstrate an understanding of the role of marketing and a customer orientation in all organizations.**
6. **Create an error-free employment portfolio using computer technology.**
7. **Use current software packages, including operating systems, database, spreadsheet, and word processing, to develop solutions to common business problems.**
8. **Demonstrate an understanding of the use of technology and its impact on business and operations.**
9. **Demonstrate an understanding of the functions of management-- planning, organizing, leading, and controlling.**

10. Demonstrate an understanding of team building, employee empowerment, business ethics, decision-making, problem solving, and quality.
11. Communicate effectively using standard written English.
12. Communicate in a clear oral and non-verbal fashion and employ actively listening skills.
13. Demonstrate basic skills in computer operations and/or software applications.
14. Organize, analyze, and make information useful by employing mathematics.
15. Demonstrate an awareness of one's interaction with the biological/physical environment.
16. Demonstrate an awareness of self as an individual, as a member of a multicultural society, and/or as a member of the world community.
17. Recognize the impact of decisive ideas and events in human heritage.
18. Develop and perform basic search strategies and access information in a variety of formats, print and non-print.
19. Analyze, summarize, and interpret a variety of reading materials.
20. Think critically and make connections in learning across the disciplines.
21. Elaborate upon knowledge to create new thoughts, processes, and/or products.
22. Demonstrate an awareness of ethical considerations in making value choices.

Proposed Business Technology Core Competencies

No change.

3. Curriculum Outline:

Current Business Technology Core

3	BE 160	Introduction to Business
	ENG 203	<i>Business Writing</i>
	3	
3	BE 267	<i>Introduction to Business Law</i>
		Or
(3)	RE 230	<i>Real Estate Law</i>
3	BE 282	Principles of Marketing
3	BE 283	Principles of Management
3	ACC 201	Financial Accounting I
3	ACC 202	Managerial Uses of Accounting Information
3	CIS 105	<i>Introduction to Computer Applications*</i>
3		and
3	CIS 130	Microcomputer Applications and Development
		Or
(3)	OS 100	<i>Introduction to Information Systems</i>
		and
(3)	OS 210	<i>Integrated Information Processing</i>
3	QT 101	Quality Management Principles
3	ENG 101	Writing I*
3	ENG 102	Writing II*
I*	ECO 201	<i>Principles of Economics</i>
	3	
	MA 109	<i>College Algebra*</i>
	3	
	MAH 121	<i>Mathematics for Business*</i>
	3	
	COM 181	Public Speaking
	3	
		Or
(3)	COM 252	Interpersonal Communications
	Humanities Course*	

3 Science Course*
 3
 54 **Subtotal**

***General Education Course**
Proposed Business Technology Core

3	BE 160	Introduction to Business
3	ENG 203	<i>Business Writing</i>
	3	
3	BE 267	<i>Introduction to Business Law</i>
3		Or
(3)	RE 230	<i>Real Estate Law</i>
3	BE 282	Principles of Marketing
3	BE 283	Principles of Management
3	ACC 201	Financial Accounting I
3	ACC 202	Managerial Uses of Accounting Information
3	CIS 105	<i>Introduction to Computer Applications*</i>
3		and
3	CIS 130	Microcomputer Applications and Development
		Or
(3)	OS 100	<i>Introduction to Information Systems</i>
		and
(3)	OS 210	<i>Integrated Information Processing</i>
3	QT 101	Quality Management Principles
3	ENG 101	Writing I*
3	ENG 102	Writing II*
3	ECO 201	<i>Principles of Economics</i>
I*	3	
	MA 109	<i>College Algebra*</i>
	3	
		AND
	MAH 121	<i>Mathematics for Business*</i>
	3	(Or any two of the
		following:
		<i>(MAH 121, MA 109, MA 123, MA 162, MA 113 or STA</i>
		<i>291)</i>
	COM 181	Public Speaking
	3	
		Or
(3)	COM 252	Interpersonal Communications
		Humanities Course*
	3	

3 Science Course* **Subtotal**

54 ***General Education Course**

Current Management Option

Required:

3 BE 284 Applied Management Skills

Choose a total of 6 hours from the following:

Program Approved Courses

3	BE 120	Personal Finance	
3	BE 200	Small Business Management	
3	BE 298	Principles of Statistical Process Control	
	3		
3	BE 288	Self Management	
3	BE 291	Retail Management	
3	BE 299	Selected Topics in Business Management	
1-3	IMD 275	Office	3
Management	RE 100	Real Estate Principles	
	3		
	RE 120	Real Estate Marketing	
	3		
	QT 102	Quality Improvement Skills	
	3		
	QT 202	Performance Management	
	3		
	ACT 277	Managerial Accounting	
	3		
	ACT 280	Cost Accounting	
	3		
1-4	COE 199	Cooperative Education: Business Technology	
(3)	ECO 202	Principles of Economics II*	
			Subtotal
15			Total
69			

Proposed Management Option:

Chose a total of 6 hours from the following:

Program Approved Courses

3	BE 120	Personal Finance	
	BE 155	Personal Selling	
	3		
3	BE 200	Small Business Management	
	BE 256	Operations Management	
	3		
	BE 274	Human Resource Management	
	3		
	BE 287	Supervisory Management	
	3		
3	BE 288	Self Management	
	BE 290	Advertising and Promotion	
	3		
	BE 291	Retail Management	
3	BE 293	Buying and Merchandising	
	3		
	BE 299	Selected Topics in Business Management	
1-3	COE 199	Cooperative Education	
1-3	ECO 202	Principles of Economics II*	
	3		
	EQM 140	Equine Business Management	
	3		
	IMD 275	Office Management	
3	RE 100	Real Estate Principles	
	3		
	RE 120	Real Estate Marketing	
	3		
	RE 220	Brokerage Management	
	3		
	BE 298	Principles of Statistical Process Control	
	3		
	QT 102	Quality Improvement Skills	3
	QT 202	Performance Management	
	3		
	ACT 277	Managerial Accounting	
	3		
	ACT 280	Cost Accounting	
	3		

15

Subtotal

69

Total

Current Marketing and Retailing Option

Required:

	BE 155	Personal Selling
3		
	BE 285	Problems in Marketing and Management
3		
	BE 291	Retail Management
3		
	BE 293	Retail Buying and Merchandising
3		

Choose 3 hours from the following:

3	BE 120	Personal Finance
3	BE 200	Small Business Management
3	BE 288	Self Management
1-3	BE 299	Selected Topics in Business Management
1-4	COE 199	Cooperative Education: Business Technology
3	ECO 202	Principles of Economics I

Subtotal

15

Total

69

Proposed Marketing and Retail Option

Required:

3	BE 155	Personal Selling
3	BE 285	Problems in Marketing And Management
3	BE 291	Retail Management
3	BE 293	Retail Buying And Merchandising

Choose 3 hours from the following:

3	BE 120	Personal Finance
3	BE 200	Small Business Management
	BE 274	Human Resource Management
	3	
	BE 298	Principles of Statistical Process Control
	3	

	BE 299	Selected Topics in Business Management	
	3		
	BE 288	Self Management	
	3		
	ECO 202	Principals of Economics I	
	3		
	COE 199	Cooperative Education	
	(1-4)		
			Subtotal
9			
			Total
69			

Current Real Estate Option

Required:

3	RE 100	Real Estate Principles I
3	RE 121	Appraising
3	RE 225	Real Estate Finance

Choose 6 Hours from the following:

3	RE 120	Real Estate Marketing
3	RE 122	Construction and Blueprints
3	RE 200	Real Estate Principles II
3	RE 201	Property Management
3	RE 202	Real Estate Investments I
3	RE 220	Real Estate Brokerage Management
1-4	COE 199	Cooperative Education (Business Technology)

			Subtotal
15			
			Total
69			

Proposed Real Estate Option

Required:

No change

4. Summary of How the Proposed Changes Will Result in Changes in the Level or Source of Funding:

No change.

