

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*	

	Science Course*		
3			
			Subtotal
54			
	*General Education Course		
	<u>Proposed Business Technology Core</u>		
	BE 160	Introduction to Business	
3			
	ENG 203	Business Writing	
3			
	BE 267	Introduction to Business Law	
3			
		Or	
	RE 230	Real Estate Law	
(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	Introduction to Computer Applications*	
3			
		and	
	CIS 130	Microcomputer Applications and Development	
3		Or	
	OS 100	Introduction to Information Systems	
(3)		and	
	OS 210	Integrated Information Processing	
(3)			
	QT 101	Quality Management Principles	
3			
	ENG 101	Writing I*	
3			
	ENG 102	Writing II*	
3			
	ECO 201	Principles of Economics	
I*		3	
	MA 109	College Algebra*	
3			
		AND	
	MAH 121	Mathematics for Business*	
		3 (Or any two of the	
		following:	
		(MAH 121, MA 109, MA 123, MA 162, MA 113 or STA	
		291)	
	COM 181	Public Speaking	
3			
		Or	
	COM 252	Interpersonal Communications	
(3)			
	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:

	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
	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:

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

Choose 6 Hours from the following:

	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	
3			
	COE 199	Cooperative Education (Business Technology)	
1-4			

			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.

