

A. BUSINESS TECHNOLOGY (Major and Minor/prefix change)

FORM FOR REQUEST FOR MINOR CHANGE IN UNDERGRADUATE PROGRAM

Program: Business Technology

Department: HBT College: Lexington Community College

Bulletin pp.: 48 - 49

CIP Code: _____ UK ID No.: _____ HEGIS CODE: _____

Accrediting Agency (if applicable): _____

List Minor Changes

Current: Name - Business Technology

Options:	Management
	Marketing and Retailing
	Real Estate Management
	Equine Business Management
Course numbers:	Current Prefix
	BE120 Personal Finance
	BE155 Personal Selling
	BE160 Introduction to Business
	BE200 Small Business Management
	BE256 Operations Management
	BE267 Introduction to Business Law
	BE274 Human Resource Management
	BE282 Principles of Marketing
	BE283 Principles of Management
	BE284 Applied Management Skills
	BE288 Self-Management
	BE290 Advertising and Promotion
	BE291 Retail Management
	BE293 Buying and Merchandising
	BE299 Selected Topics in Management: (Topic)

<u>Proposed:</u>	Name - Business Management and Marketing	
	Options:	Management Marketing and Retailing Real Estate Management Equine Business Management
	Course numbers:	New prefix MGT120 Personal Finance MKT155 Personal Selling MGT160 Introduction to Business MGT200 Small Business Management MGT256 Operations Management MGT267 Introduction to Business Law MGT274 Human Resource Management MKT282 Principles of Marketing MGT283 Principles of Management MGT284 Applied Management Skills MGT288 Self-Management MKT290 Advertising and Promotion MKT291 Retail Management MKT293 Buying and Merchandising MGT299 Selected Topics in Management: (Topic) MKT299 Selected Topics in Marketing: (Topic)

Rationale for Proposal: The name change would more accurately reflect the content within the curriculum. All options either cover management in general or focus on the management of a particular aspect of business. In addition, the curriculum of this program has evolved to meet the needs of local students. In order to continue to meet the needs of local students and the needs of business in this area, LCC must maintain its particular set of requirements. The prefix on all current course numbers should be changed to reflect the changed focus of the program (MGT for management courses and MKT for marketing courses) and to resolve course content conflicts with existing KCTCS courses. KCTCS courses will transfer into this program and advisors will work with transfer students to ensure equivalencies.

MGT and MKT are commonly used prefixes for management and marketing courses at colleges. In addition, Dan Lockhart, Assistant Dean of the UK Gatton College of Business, has confirmed that LCC's use of the same prefixes would not be a problem.

Will this change be printed in the Bulletin? Yes XX No _____

If so where? (page(s)) 48 -

49 _____

The Minor Change route for courses is provided as a mechanism to make changes in existing courses and is limited to one or more of the following:

- a. change in number within the same hundred series;
- b. editorial change in description which does not imply change in content or emphasis;
- c. editorial change in title which does not imply change in content or emphasis;
- d. change in prerequisite which does not imply change in content or emphasis;
- e. crosslisting of courses under conditions set forth in item 3.0;
- f. correction of typographical errors. [University Senate Rules, Section III - 3.1]

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

1. Effective Date: Fall 2004

Summary of Proposed Business Course Prefix Changes		
Current Number	Proposed Number	Course Title
BE120	MGT120	Personal Finance
BE155	MKT155	Personal Selling
BE160	MGT160	Introduction to Business
BE200	MGT200	Small Business Management
BE256	MGT256	Operations Management
BE267	MGT267	Introduction to Business Law
BE274	MGT274	Human Resource Management
BE282	MKT282	Principles of Marketing
BE283	MGT283	Principles of Management
BE284	MGT284	Applied Management Skills
BE288	MGT288	Self-Management
BE290	MKT290	Advertising and Promotion
BE291	MKT291	Retail Management
BE293	MKT293	Buying and Merchandising
BE299	MGT299	Selected Topics in Management: (Topic)
	MKT299	Selected Topics in Marketing: (Topic)

How course number prefix changes will change the catalog.
 New prefixes are highlighted.

Current Business Technology Core

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	
IMD 100	Introduction to Information Systems	(3)
	and	
IMD 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
MAH 121	Mathematics for Business*	3
COM 181	Public Speaking	3
	Or	
COM 252	Interpersonal Communications	(3)
	Heritage/Humanities	3
	Course*	
	Science	3
	Course*	

Subtotal 54

*General Education Course

Revised **Business Management and Marketing** Core

MGT 160	Introduction to Business	3
ENG 203	Business Writing	3
MGT 267	Introduction to Business Law	3
	Or	
RE 230	Real Estate Law	(3)
MKT 282	Principles of Marketing	3
MGT 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	
IMD 100	Introduction to Information Systems	(3)
	and	
IMD 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
MAH 121	Mathematics for Business*	3
COM 181	Public Speaking	3
	Or	
COM 252	Interpersonal Communications	(3)
	Heritage/Humanities	3
	Course*	
	Science	3
	Course*	
		Subtotal 54

*General Education Course

Current Management Option

Required:

BE 256	Operations Management	3
	or	
BE 200	Small Business Management	(3)
BE 274	Human Resource Management	3
	or	

BE 287	Supervisory Management	(3)
BE 284	Applied Management Skills	3
Choose a total of 6 hours from the following:		
BE 288	Self Management	3
BE 291	Retail Management	3
BE 298	Principles of Statistical Process Control	3
BE 299	Selected Topics in Business Management	1-3
IMD 275	Office Management	3
BE 120	Personal Finance	3
RE 100	Real Estate Principles I	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
COE 199	Cooperative Education: Business Technology	1-4
ECO 202	Principles of Economics II*	3
	Subtotal	15
	Total	69

Revised Management Option

Required:

MGT 256	Operations Management	3
	or	
MGT 200	Small Business Management	(3)
MGT 274	Human Resource Management	3
	or	
MGT 287	Supervisory Management	(3)
MGT 284	Applied Management Skills	3
Choose a total of 6 hours from the following:		
MGT 288	Self Management	3
MKT 291	Retail Management	3
BE 298	Principles of Statistical Process Control	3
MGT 299	Selected Topics in Business Management	1-3
IMD 275	Office Management	3
MGT 120	Personal Finance	3
RE 100	Real Estate Principles I	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
COE 199	Cooperative Education: Business Technology	1-4
ECO 202	Principles of Economics II*	3
	Subtotal	15

Total 69

Current Marketing and Retailing Option

Required:

BE 155	Personal Selling	3
BE 290	Advertising and Promotion	3
BE 291	Retail Management	3
BE 293	Retail Buying and Merchandising	3

Choose 3 hours from the following:

BE 120	Personal Finance	3
BE 200	Small Business Management	3
BE 288	Self Management	3
BE 298	Principles of Statistical Process Control	3
BE 299	Selected Topics in Business Management	1-3
COE 199	Cooperative Education: Business Technology	1-4
ECO 202	Principles of Economics II*	3

Subtotal 15

Total 69

Revised Marketing and Retailing Option

Required:

MKT 155	Personal Selling	3
MKT 290	Advertising and Promotion	3
MKT 291	Retail Management	3
MKT 293	Retail Buying and Merchandising	3

Choose 3 hours from the following:

MGT 120	Personal Finance	3
MGT 200	Small Business Management	3
MGT 288	Self Management	3
BE 298	Principles of Statistical Process Control	3
MKT 299	Selected Topics in Marketing	1-3
COE 199	Cooperative Education: Business Technology	1-4
ECO 202	Principles of Economics II*	3

Subtotal 15

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
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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

Revised Real Estate Option (No Change)

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

Current Equine Business Management Option

Required:

EQM 100	Introduction to Equine Studies	3
EQM 120	Introduction to Commercial Breeding Practices	4
EQM 140	Equine Business Management I	2
EQM 240	Equine Business Management II	2
EQM 242	Equine Law	3
EQM 246	Current Trends in the Equine Industry	1
EQM 250	Equine Practicum	3
	Subtotal	18
	Total	72

Revised Equine Business Management Option (No Change)

Required:

EQM 100	Introduction to Equine Studies	3
EQM 120	Introduction to Commercial Breeding Practices	4
EQM 140	Equine Business Management I	2

EQM 240	Equine Business Management II	2
EQM 242	Equine Law	3
EQM 246	Current Trends in the Equine Industry	1
EQM 250	Equine Practicum	3
	Subtotal	18
	Total	72

BUSINESS TECHNOLOGY

FORM FOR REQUEST FOR CHANGE IN UNDERGRADUATE PROGRAM

Program: Business Technology

Formal Option: Core or Specialty Field _____
 (if applicable) (if applicable)

Department: HBT College: Lexington Community College

Degree title: AAS Bulletin
 pp.: 180

CIP Code: 52.0201 UK ID No.: _____ HEGIS CODE: _____

Accrediting Agency (if applicable): N/A

I. PROPOSED CHANGE(S) IN PROGRAM REQUIREMENTS

1. Particular University Studies Requirements or Recommendations for this program

This program has no University Studies Requirements.

Current

Proposed

English Writing:

Communication:

Mathematics:

Area I (Natural Science)

Area II (Social Science)

Area III (Humanities)

Area IV (Cross-disciplinary component)

Area V (Non-western cultural component)

2. **College Depth and Breadth of Study Requirements (if applicable) (including particular courses required or recommended for this program)** NOTE: To the extent that proposed changes in 2. through 6. involve additional courses offered in another program, please submit correspondence with the program(s) pertaining to the availability of such courses to your students.

Current

Proposed

3. Premajor or Preprofessional Course Requirements (if applicable)

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*	
3	ECO 201	<i>Principles of Economics</i>	
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
	ENG 203	<i>Business Writing</i>
	3	
	BE 267	<i>Introduction to Business Law</i>
3		Or
	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
	CIS 130	Microcomputer Applications and Development
3		Or
	OS 100	<i>Introduction to Information Systems</i>
(3)		and
	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
	COM 252	Interpersonal Communications
(3)		Humanities Course*
	3	
		Science Course*
3		
		Subtotal
54		

***General Education Course**

4. Credit Hours Required

Current: 69 Proposed: 69

a. Total Required for Graduation: 69

b. Required by level:

100 33 200 36-39
300 _____ 400-500 _____

c. Premajor or Preprofessional (if applicable) 54

d. Field of Concentration (if applicable) N/A

e. Division of Hours Between Major Subject and Related Field (if applicable) N/A

f. Hours Needed for a Particular Option or Specialization (if applicable) N/A

g. Technical or Professional Support Electives (if applicable) N/A

h. Minimum Hours of Free or Supportive Electives [Required] 0

5. Major or Professional Course Requirements

Current Management Option

Required:

BE 284 Applied Management Skills
3

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	
	3	BE 155	Personal Selling
3	BE 200	Small Business Management	
	3	BE 256	Operations Management
	3	BE 274	Human Resource Management
	3	BE 287	Supervisory Management
3	BE 288	Self Management	
	3	BE 290	Advertising and Promotion
3	BE 291	Retail Management	
	3	BE 293	Buying and Merchandising
1-3	BE 299	Selected Topics in Business Management	
1-3	COE 199	Cooperative Education	
	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

15
69

Subtotal
Total

Current Marketing and Retailing Option

Required:

3	BE 155	Personal Selling
	3	
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
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
3	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	
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

**Proposed Real Estate Option
Required:**

No change

6. Minor Requirements (if applicable)

Not applicable.

Total Hours: _____

7. Rationale for Change(s): (If rationale involves accreditation requirements, please include specific references to those requirements.)

1. We are adding MA 123, MA 162, MA 113 and STA 291 classes to the core. We have been substituting these classes for MAH 121. We hope this will encourage our students to enroll in the higher-level Mathematics courses. This helps students that wish to enroll in a four-year business degree program.
2. We added seven management and technical courses to the management program approved courses so our students can have more flexibility when scheduling classes. We also deleted five courses from the program approved courses. The classes were not being taught on a regular basis.
3. We added BE 274 Human resource Management to the program approved courses in the Retail Marketing option.

8. List below the typical semester-by-semester program for a major.

Current

	<u>Credit Hours</u>
<u>1st Semester</u>	
ENG 101 Writing I	3
CIS 105 Introduction to Computer Applications	3
BE 160 Introduction to Business	3
QT 101 Quality Management Principles	3
MAH 121 Mathematics for Business	3
Humanities	<u>3</u>
	18
<u>2nd Semester</u>	
ENG 102 Writing II	3
CIS 130 Microcomputer Applications and Development	3
Science Course	3
Oral Communications Course (COM 181 or COM 252)	3
BE 283 Principles of Management	3
MA 109 College Algebra	<u>3</u>
	18
<u>3rd Semester</u>	
ACC 201 Principles of Accounting	3
BE 267 Introduction to Business Law or	3

RE 230 Real Estate Law	(3)
BE 282 Principles of Marketing	3
BE 256 Operations Management or	3
BE 200 Small Business Management	(3)
Program Approved Course	3
ENG 203 Business Writing	<u>3</u>
	18

4th Semester

ACC 202 Principles of Accounting	3
BE 284 Applied Management Skills	3
BE 274 Human Resource Management or	3
BE 287 Supervisory Management	(3)
Program Approved Course	3
ECO 201 Principles of Economics	<u>3</u>
	15