

**(Present only one proposed curriculum change per form)
(Complete only the section(s) applicable.)**

Part I

(Check one)	Department Name	Management, Marketing, & Administrative Communication
<input type="checkbox"/> New Course (Parts II, IV)	College	Business & Technology
<input type="checkbox"/> Course Revision (Parts II, IV)	*Course Prefix & Number	N/A
<input type="checkbox"/> Course Dropped (Part II)	*Course Title (30 characters)	N/A
<input type="checkbox"/> New Program (Part III)	*Program Title	Administrative Communication and Services (B.B.A.)
<input checked="" type="checkbox"/> Program Revision (Part III)		(Major X __, Option __; Minor __; or Certificate __)
<input type="checkbox"/> Program Suspended (Part III)	*Provide only the information relevant to the proposal.	

Proposal Approved by:	Date		Date
Departmental Committee	10/3/02	Graduate Council*	NA
College Curriculum Committee	10/18/02	Council on Academic Affairs	
General Education Committee*	NA	Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/>	12-19-02
Teacher Education Committee*	NA	Faculty Senate**	
		Board of Regents**	
		Council on Postsecondary Edu.***	NA

*If Applicable (Type NA if not applicable.)
 **Approval needed for new, revised, or suspended programs
 ***Approval/Posting needed for new degree program or certificate program

Completion of A, B, and C is required: (Please be specific, but concise.)

A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)
 To update major requirements for the Administrative Communication and Services (B.B.A) and to change the names of the options from (1) Administrative Services Option to Technology Applications and Design Option and (2) Managerial Communication to Managerial Communication and Training

A. 2. Effective date: (Example: Fall 2001)
~~Fall~~
 Spring 2003

A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)
 N/A

B. The justification for this action:
 To stay current with technological trends and management issues in the workplace and to adequately prepare graduates for employment opportunities.

C. The projected cost (or savings) of this proposal is as follows:

Personnel Impact:
 None

Operating Expenses Impact:
 None

Equipment/Physical Facility Needs:
 No change

Library Resources:

None

Part III. Recording Data for New, Revised, or Suspended Program

1. For a new program, provide the catalog description as being proposed.
2. For a revised program, provide (a) the current program requirements and (b) the revised program, reflecting the exact changes being proposed.
3. For a suspended program, provide the current program requirements as shown in catalog. List any options and/or minors affected by the program's suspension.

Current Program Requirements as Shown in Catalog

Administrative Communication

And Services (B.B.A)

University Requirements.....3 hours

BTO 100 and two hours of restricted electives.

General Education Requirements.....43-46 hours

Standard General Education program, excluding general education course categories 09 and 21; and category 20 for the Managerial Communication Option. Refer to Section Four of this Catalog for details on the General Education and University requirements.

Supporting Course Requirements.....12-15 hours

MAT 211 or the combined courses of MAT 107 and QMB 240; SOC 131; ECO 230, 231

Free Electives.....4-10 hours

Business Requirements

Pre-Business Core.....12 hours

ACC 201,202; GBU 204; QMB 200

Business Core.....21 hours

ACS 300, CIS 300, FIN 300, MGT 300, MGT 370, MKT 300, BGU 480

Administrative Communication and Services Major Requirements.....27 hours

ACS 200, 201; ACS 250; ACS 302, and one of the following options:

Administrative Services Option:

ACS 107, 254; ACS 290 or CIS 230; ACS 303, 349

Managerial Communication Option:

ACS 450; SPE 100, 300; PUB 375,380

Total Curriculum Requirements.....128 hours

New Program Requirements

Administrative Communication and Services (B.B.A)

CIP Code 52.0204

University Requirements.....3 hours

BTO 100 and two hours of restricted electives.

General Education Requirements.....43-46 hours

Standard General Education program, excluding general education course categories 09 and 21; and category 20 for the Managerial Communication and Training Option. Refer to Section Four of this Catalog for details on the General Education and University requirements.

Supporting Course Requirements.....12-15 hours

MAT 211 or the combined courses of MAT 107 and QMB 240; SOC 131; ECO 230, 231

Free Non-business Electives.....³⁻⁸~~5-10~~ hours

Business Requirements

Pre-Business Core.....12 hours

ACC 201, 202; GBU 204; QMB 200

Business Core.....21 hours

ACS 300, CIS 300, FIN 300, MGT 300, MGT 370, MKT 300, GBU 480

Administrative Communication and Services Major Requirements.....²⁸~~27-30~~ hours

ACS 106, 200, ~~204-210~~, 250, 302 and one of the following options:

~~Administrative Services Option~~ Technology Applications and Design Option:

ACS ~~407, 254, 290~~ or CIS 230; ACS 303, 349, 570, 580

~~Managerial Communication Option~~ Managerial Communication and Training Option:

ACS 520, ~~450~~ 550, 570; SPE 100, 300; PUB 375, 380

Total Curriculum Requirements.....128 hours