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

<table>
<thead>
<tr>
<th>Part I</th>
</tr>
</thead>
<tbody>
<tr>
<td>(Check one)</td>
</tr>
<tr>
<td>New Course (Parts II, IV)</td>
</tr>
<tr>
<td>Course Revision (Parts II, IV)</td>
</tr>
<tr>
<td>Course Dropped (Part II)</td>
</tr>
<tr>
<td>New Program (Part III)</td>
</tr>
<tr>
<td>x Program Revision (Part III)</td>
</tr>
<tr>
<td>Program Suspended (Part III)</td>
</tr>
</tbody>
</table>

Proposal Approved by:

- Departmental Committee
  - Date: 10/3/02
  - Graduate Council*
  - 10/18/02
  - Council on Academic Affairs
- General Education Committee*
  - N/A
  - Approved X Disapproved ____
- Teacher Education Committee*
  - N/A
  - Faculty Senate**
  - Board of Regents**
  - 12-19-02
  - 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 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

\[ \text{Mjac28} \]
### 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.

<table>
<thead>
<tr>
<th>Current Program Requirements as Shown in Catalog</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Communication</td>
</tr>
<tr>
<td>And Services (B.B.A.)</td>
</tr>
</tbody>
</table>

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

mAC 29
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 .............................................................................................................. 3-7 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 .................................................. 27-30 hours

ACS 206, 200, 201, 210, 260, 302 and one of the following options:

—Administrative-Services-Option Technology Applications and Design Option:

ACS 407, 454, 290 or CIS 230; ACS 303, 349, 570, 580

—Managerial-Communication-Option Managerial Communication and Training Option:

ACS 520, 460, 550, 570; SPE 100, 300; PUB 375, 380

Total Curriculum Requirements ........................................................................................................ 128 hours