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

<table>
<thead>
<tr>
<th>Part I</th>
</tr>
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<tbody>
<tr>
<td>(Check one)</td>
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<tr>
<td>New Course (Parts II, IV)</td>
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<tr>
<td>Course Revision (Parts II, IV)</td>
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<tr>
<td>Course Dropped (Part II)</td>
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<tr>
<td>New Program (Part III)</td>
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<tr>
<td>Program Revision (Part III)</td>
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<tr>
<td>Program Suspended (Part III)</td>
</tr>
<tr>
<td>Department Name</td>
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<tr>
<td>College</td>
</tr>
<tr>
<td>*Course Prefix &amp; Number</td>
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<tr>
<td>*Course Title (30 characters)</td>
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<tr>
<td>*Program Title</td>
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</tbody>
</table>

*Provide only the information relevant to the proposal.*

Proposal Approved by:  
Departmental Committee  | 4/21/04  | Graduate Council*  |  |  |
College Curriculum Committee | 9/24/04 | Council on Academic Affairs |  | NA |
General Education Committee* | NA | Approved X | Disapproved ____ | 10-21-04 |
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 change the name of the degree from Associate Degree to Associate of Applied Science and edit punctuation for clarification.

A. 2. Effective date: (Example: Fall 2001)

Spring 2004

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

B. The justification for this action:

The AA degree offered did not meet the 48 hours of general education requirement.

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

Personnel Impact:

None

Operating Expenses Impact:

None

Equipment/Physical Facility Needs:

None

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

**Associate Degree**

**OFFICE SYSTEMS AND TECHNOLOGIES (A.A.)**

*CIP Code: 52.0401*

**General Requirement**

University................................................. 1 hour

BTO 100.

**General Education.................................. 15 hours**

ENG 101, 102, three hours of Humanities, three hours of Math or Science, SPE 100.

**Free Electives (non-business)..................... 4 hours**

**Business Requirements**

**Supporting Course Requirements.................. 16 hours**

ACC 201, 202, 250, ECO 230 or 231, GBU 204, CCT 349 or ECO 230 or 231.

**Office Systems and Technology Major Requirements**

... ................................................. 28 hours

CCT 101, 106 (1 hour), 200, 201, 210, 250, 280, 290, 302, 303.

**Total Curriculum Requirements................. 64 hours**

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#### New or Revised* Program

(*Use strikeout for deletions and underlines for additions.)

**Associate Degree**

**Associate of Applied Science**

**OFFICE SYSTEMS AND TECHNOLOGIES (A.A.S)**

*CIP Code: 52.0401*

**General Requirement**

University................................................. 1 hour

BTO 100.

**General Education.................................. 15 hours**

ENG 101, 102, three hours of Humanities, three hours of Math or Science, SPE 100.

**Free Electives (non-business)..................... 4 hours**

**Business Requirements**

**Supporting Course Requirements.................. 16 hours**

ACC 201, 202, 250, ECO 230 or 231, GBU 204, CCT 349 or ECO 230 or 231.

**Office Systems and Technology Major Requirements**

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**Total Curriculum Requirements................. 64 hours**