

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

Part I

(Check one) <input type="checkbox"/> New Course (Parts II, IV) <input type="checkbox"/> Course Revision (Parts II, IV) <input type="checkbox"/> Course Dropped (Part II) <input type="checkbox"/> New Program (Part III) <input checked="" type="checkbox"/> Program Revision (Part III) <input type="checkbox"/> Program Suspended (Part III)	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Department Name</td> <td>MMAC</td> </tr> <tr> <td>College</td> <td>Business & Technology</td> </tr> <tr> <td>*Course Prefix & Number</td> <td></td> </tr> <tr> <td>*Course Title (30 characters)</td> <td></td> </tr> <tr> <td>*Program Title</td> <td>Office Systems and Technology (A.A.)</td> </tr> <tr> <td></td> <td>(Major <u>X</u>, Option <u> </u>; Minor <u> </u>; or Certificate)</td> </tr> <tr> <td colspan="2">*Provide only the information relevant to the proposal.</td> </tr> </table>	Department Name	MMAC	College	Business & Technology	*Course Prefix & Number		*Course Title (30 characters)		*Program Title	Office Systems and Technology (A.A.)		(Major <u>X</u> , Option <u> </u> ; Minor <u> </u> ; or Certificate)	*Provide only the information relevant to the proposal.	
Department Name	MMAC														
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Proposal Approved by:	Date		Date
Departmental Committee	4/21/04	Graduate Council*	NA
College Curriculum Committee	9/24/04	Council on Academic Affairs	
General Education Committee*	NA	Approved <u>X</u> Disapproved <u> </u>	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.)

<p>A. 1. Specific action requested: (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)</p> <p>To change the name of the degree from Associate Degree to Associate of Applied Science and edit punctuation for clarification.</p> <p>A. 2. Effective date: (Example: Fall 2001)</p> <p>Spring 2004</p> <p>A. 3. Effective date of suspended programs for currently enrolled students: (if applicable)</p>	
<p>B. The justification for this action:</p> <p>The AA degree offered did not meet the 48 hours of general education requirement.</p>	
<p>C. The projected cost (or savings) of this proposal is as follows:</p> <p>Personnel Impact:</p> <p>None</p> <p>Operating Expenses Impact:</p> <p>None</p> <p>Equipment/Physical Facility Needs:</p> <p>None</p> <p>Library Resources:</p> <p>None</p>	

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

New or Revised* Program

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

Associate Degree

Associate of Applied Science

OFFICE SYSTEMS AND TECHNOLOGIES (~~A. A.~~ 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

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