

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

**Part I**

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

Proposal Approved by:	<u>Date</u>	<u>Date</u>
Departmental Committee	November 6, 2009	Graduate Council* N/A
<i>Is this a SACS Substantive Change?</i> <b>Yes****</b> <input type="checkbox"/> <b>No</b> <input checked="" type="checkbox"/>		Council on Academic Affairs
College Curriculum Committee		Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/> 12/17/09
General Education Committee*	N/A	Faculty Senate**
Teacher Education Committee*	N/A	Board of Regents**
		Council on Postsecondary Edu.***

\*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  
 \*\*\*\*If "yes", SACS must be notified before implementation. Please contact ECU's Office of Institutional Effectiveness.

**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.)  
 Add the following: A grade of "C" or better is required for the Office Systems and Technologies (A.A.S.) Supporting Course and Major Requirements. Delete the following: ACC 250 (1) from the Supporting Course Requirements and 3 hours from the Free Electives lowering the total degree hours to 60 hours.

**A. 2. Effective date:** (Example: Fall 2001)  
 Fall 2010

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

**B. The justification for this action:**  
 Office Systems and Technologies (A.A.S.) degree majors require a "C" or better in their Supporting Course and Major Requirements. The ACC 250 will not be required as a "Supporting Course" for this major.

**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 the current program requirements using ~~striethrough~~ for deletions and underlines for additions.
- 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.

New or Revised\* Program Text  
 (\*Use ~~striethrough~~ for deletions and underlines for additions.)

**Associate Degree**

**Office Systems and Technologies (A.A.S.)**

*CIP Code: 52.0401*

Office Systems and Technologies (A.A.S.) degree majors require a “C” or better in their Supporting Course and Major Requirements.

<b>University Requirement</b> .....	<b>1 hour</b>
BTO 100.	
<b>General Education Requirements</b> .....	<b>15 hours</b>
ENG 101, 102, three hours of Humanities, three hours of Math or Science, CMS 100 <u>or 210</u> .	
<b>Free Electives (non business)</b> .....	<b>4 <u>1</u> hours</b>
<b>Business Requirements</b>	
<b>Supporting Course Requirements</b> .....	<b><del>16</del> <u>15</u> hours</b>
ACC 201, 202, <del>250</del> ; ECO 230 or 231; GBU 204; CCT 349 or ECO 230 or 231.	
<b>Major Requirements</b> .....	<b>28 hours</b>
CCT 101, 106 (1 hour), 200, 201, 250, 280, 290, 302, 303, 310.	
<b>Total Curriculum Requirements</b> .....	<b><del>64</del> <u>60</u> hours</b>