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

Part I

<table>
<thead>
<tr>
<th>(Check one)</th>
<th>Department Name</th>
<th>College Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Course (Parts II, IV)</td>
<td>Management, Marketing and Administrative Communication</td>
<td>Business &amp; Technology</td>
</tr>
<tr>
<td>Course Revision (Parts II, IV)</td>
<td>*Course Prefix &amp; Number</td>
<td></td>
</tr>
<tr>
<td>Hybrid Course (“S,” “W”)</td>
<td>*Course Title (30 characters)</td>
<td></td>
</tr>
<tr>
<td>Course Dropped (Part II)</td>
<td>*Program Title</td>
<td>Office Systems and Technologies (A.A.S.)</td>
</tr>
<tr>
<td>New Program (Part III)</td>
<td>(Major ___; Option ___; Minor ___; or Certificate ___)</td>
<td></td>
</tr>
<tr>
<td>X Program Revision (Part III)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Program Suspended (Part III)</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Provide only the information relevant to the proposal.

Proposal Approved by: Departmental Committee
Departmental Committee: Novem
ber 6, 2009

Is this a SACS Substantive Change? Yes**** No X

Council on Academic Affairs

College Curriculum Committee
Approved x Disapproved 12/17/09

General Education Committee*
N/A

Faculty Senate**

Teacher Education Committee*
N/A

Board of Regents**

Council on Postsecondary Edu.***

*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

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

MMAC 9
### 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 **strikethrough** 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.

<table>
<thead>
<tr>
<th>New or Revised* Program Text</th>
</tr>
</thead>
<tbody>
<tr>
<td>(*Use <strong>strikethrough</strong> for deletions and <strong>underlines</strong> for additions.)</td>
</tr>
</tbody>
</table>

#### 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.

- **University Requirement**
  - BTO 100.  
  - 1 hour

- **General Education Requirements**
  - ENG 101, 102, three hours of Humanities, three hours of Math or Science, CMS 100 or 210.  
  - 15 hours

- **Free Electives (non business)**
  - 4-1 hours

- **Business Requirements**
  - ACC 201, 202, 250; ECO 230 or 231; GBU 204; CCT 349 or ECO 230 or 231.  
  - 15 hours

- **Major Requirements**
  - CCT 101, 106 (1 hour), 200, 201, 250, 280, 290, 302, 303, 310.  
  - 28 hours

- **Total Curriculum Requirements**
  - 64-60 hours