**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>Management, Marketing and Administrative Communication</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Course (Parts II, IV)</td>
<td>College</td>
<td>Business &amp; Technology</td>
</tr>
<tr>
<td>Course Revision (Parts II, IV)</td>
<td><em>Course Prefix &amp; Number</em></td>
<td></td>
</tr>
<tr>
<td>Hybrid Course (‘S,’ ‘W’)</td>
<td><em>Course Title (30 characters)</em></td>
<td></td>
</tr>
<tr>
<td>Course Dropped (Part II)</td>
<td><em>Program Title</em></td>
<td>Minor in Office Administration</td>
</tr>
<tr>
<td>New Program (Part III)</td>
<td>(Major ___, Option ___; Minor ___; or Certificate ___)</td>
<td></td>
</tr>
<tr>
<td>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 | Date: 4/21/2009 | Graduate Council* | Date: N/A |
| College Curriculum Committee | 4/20/2009 | Approved x Disapproved | 5/21/09 |
| General Education Committee* | N/A | Faculty Senate** | |
| Teacher Education Committee* | N/A | Board of Regents** | |

**Is this a SACS Substantive Change?** Yes**** No X  
Council on Academic Affairs

**College Curriculum Committee**:  
4/20/2009  
Approved x Disapproved  
5/21/09

**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 EKU’s Office of Institutional Effectiveness.

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

**A. Specific action requested:** (Example: To increase the number of credit hours for ABC 100 from 1 to 2.)

Change CCT 300 to CCT 300W in the Required Courses of the Office Administration Minor.

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

Fall 2009

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

N/A

**B. The justification for this action:**

CCT 300W meets the criteria as a writing intensive course and has been approved by the Thinking and Communicating Across the Curriculum (TCAC) Committee.

**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 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.

Minor in Office Administration
Page 102 of the 2008-09 Undergraduate Catalog

An office administration minor is available to students in any College and consists of the following courses (18 hours) with at least 50 percent (nine hours) taken in residence at EKU:

**Required Courses**..............................................................................................................................18 hours
CCT 200, 201 or 300W, 250, 290 or CIS 230, 302, and 303. Courses taken toward a major may not be counted toward the minor in office administration.