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</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Course (Parts II, IV)</td>
<td>MMAC</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>Course Dropped (Part II)</td>
<td>*Course Title (30 characters)</td>
<td></td>
</tr>
<tr>
<td>New Program (Part III)</td>
<td>*Program Title</td>
<td>Administrative Communication and Services (BA)</td>
</tr>
<tr>
<td>X Program Revision (Part III)</td>
<td></td>
<td>(Major X, Option __; Minor __; or Certificate __)</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:

<table>
<thead>
<tr>
<th>Departmental Committee</th>
<th>Date</th>
<th>Graduate Council*</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>College Curriculum Committee</td>
<td>10/20/03</td>
<td>Approve (X) Disapprove ___</td>
<td>12-18-03</td>
</tr>
<tr>
<td>General Education Committee*</td>
<td>N/A</td>
<td>Faculty Senate**</td>
<td></td>
</tr>
<tr>
<td>Teacher Education Committee*</td>
<td>N/A</td>
<td>Board of Regents**</td>
<td></td>
</tr>
</tbody>
</table>

**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 Administrative Communication and Services major to Corporate Communication and Technology, to change ACS prefixes to CCT, and to change option from 28-31 hours (correction).

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

Fall 2004

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

B. The justification for this action:

The name change will more accurately reflect the program’s updated curriculum and current industry and business trends.

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

mmac1
Current Program Requirements as Shown in Catalog
Administrative Communication
and Services (B.B.A)
CIP Code: 52.0204

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

BTO 100.

General Education Requirements................................................................. 43-46 hours

Standard General Education program, excluding general education course categories 09 and 21; and
category 20 for the Managerial Communication and Training Option. Refer to Section Four of this
Catalog for details on the General Education and University requirements.

Supporting Course Requirements................................................................ 12-15 hours

MAT 211 or the combined courses of MAT 107 and QMB 240; SOC 131; ECO 230, 231.

Free Electives (non business).....................................................................5-11 hours

Business Requirements

Pre-Business Core..................................................................................... 12 hours

ACC 201, 202; GBU 204; QMB 200.

Business Core.......................................................................................... 21 hours

ACS 300, CIS 300, FIN 300, MGT 300, MGT 370, MKT 300, and GBU 480.

Administrative Communication and Services Major Requirements.................. 28 hours

ACS 106, 200, 210; ACS 250; ACS 302, and one of the following options:

Technology Applications and Design Option:

ACS 290 or CIS 230; ACS 303, 349, 570, 580.

Managerial Communication and Training Option:

ACS 520, 550, 570; SPE 100, 300; PUB 375.

Total Curriculum Requirements................................................................... 128 hours

MMAC 2
University Requirement................................................................. 1 hour

   BTO 100.

General Education Requirements...................................................... 43-46 hours

   Standard General Education program, excluding general education course categories 09 and 21; and
category 20 for the Managerial Communication and Training Option. Refer to Section Four of this
Catalog for details on the General Education and University requirements.

Supporting Course Requirements..................................................... 12-15 hours

   MAT 211 or the combined courses of MAT 107 and QMB 240; SOC 131; ECO 230, 231.

Free Electives (non business)............................................................ 5-14 8 hours

Business Requirements

   Pre-Business Core........................................................................... 12 hours

      ACC 201, 202; GBU 204; QMB 200.

   Business Core............................................................................... 21 hours

      AGS CCT 300, CIS 300, FIN 300, MGT 300, MGT 370, MKT 300, and GBU 480.

   Administrative Communication and Services Corporate Communication and Technology Major
   Requirements.................................................................................. 28-31 hours

      AGS CCT 106 (1 hour), 200, 210, AGS 250, 302, and one of the following options:

   Technology Applications and Design Option:

      AGS CCT 290 or CIS 230; AGS CCT 303, 349, 570, 580.

   Managerial Communication and Training Option:

      AGS CCT 520, 550, 570; SPE CMS 100, 300; PUB 375.

Total Curriculum Requirements....................................................... 128 hours

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