

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"/> Hybrid Course ("S," "W") <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)	Department Name Management, Marketing and Administrative Communication <hr/> College Business & Technology <hr/> *Course Prefix & Number <hr/> *Course Title (30 characters) <hr/> *Program Title Office Systems and Technologies (A.A.S.) (Major <u> X </u> , Option <u> </u> ; Minor <u> </u> ; or Certificate <u> </u>) <hr/> *Provide only the information relevant to the proposal.	
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Proposal Approved by: Departmental Committee <i>Is this a SACS Substantive Change?</i> Yes**** <input type="checkbox"/> No <input checked="" type="checkbox"/>	Date November 6, 2009	Date N/A	
College Curriculum Committee General Education Committee* Teacher Education Committee*	N/A N/A N/A	Graduate Council* Council on Academic Affairs Approved <input checked="" type="checkbox"/> Disapproved <input type="checkbox"/> Faculty Senate** Board of Regents** Council on Postsecondary Edu.***	N/A 12/17/09

*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.

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