

# ACADEMIC SENATE PROPOSAL TRACKING SHEET

**(Document To Be Originated By Academic Senate Secretary On Canary Color Paper)**

All proposals **MUST** have their originating college faculty body (Ex. Nursing, Technical Sciences, Arts & Sciences, Education) approval and must be signed by the submitter and the college chair/dean before being submitted to the academic senate secretary.

1. Submit all proposals (using the appropriate Academic Senate program/degree and/or course revision forms) to the Academic Senate Secretary.
2. The Academic Senate Secretary logs and numbers items and forwards them to the appropriate Academic Senate subcommittee(s): Teacher Education (if applicable), General Education (if applicable), or Curriculum.
3. The Academic Senate subcommittee(s) consider(s) the proposal. If approved, the proposal is forwarded to the next committee. If a committee disapproves the proposal, the originator may request that the item be forwarded to the next body for consideration. The committee will provide written rationale to the originator when a proposal is disapproved and the proposal is returned to the originator.
4. The Academic Senate considers the proposal and approves or disapproves. If approved, the proposal is forwarded to the Full Faculty for consideration. If the Academic Senate disapproves the proposal, the originator may request that the item be forwarded to the Full Faculty for consideration. The Academic Senate will provide written rationale to the originator when proposals are disapproved and the proposal is returned to the originator.
5. The Full Faculty considers academic senate approved proposals. If faculty approve, the proposal will then be forwarded to the Provost. The Provost approves or disapproves the proposal. If approved, the proposal is then forwarded to the Chancellor.
7. The Chancellor approves or disapproves the proposal.

Subcommittee and Academic Senate college representatives will notify their respective colleges' of the progress of submitted proposals or the proposal may be tracked via the web page --

<http://www.msun.edu/admin/provost/asproposals.htm>

Documentation and forms for the curriculum process is also available on the web page:

<http://www.msun.edu/admin/provost/asforms.htm>

\*\*\*\*\* (If a proposal is disapproved at any level, it is returned through the Academic Senate secretary to the Chair/Dean of the submitting college who then notifies the originator.)

Proposal # <b>03-07</b>	Title: <b>BUSINESS PROGRAM CHANGES</b>
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(proposal explanation, submitter and college chair/dean signatures on attached program/degree or course revision form)

Signatures on original packet

Received by ACAD Senate Forwarded to Teacher Ed Council  Forwarded to Gen Ed Committee  Returned to ACAD Senate Forwarded to Curriculum Committee  Returned to ACAD Senate for Vote  Sent to Provost's office for Full Faculty vote Voted on at Full Faculty meeting  Forwarded to Provost for Approval/Disapproval  Forwarded to Chancellor for Approval/Disapproval	Date <u>2/6/04</u>  _____  _____  <u>2/11/04</u>  <u>2/11/04</u>  <u>2/18/04</u> <u>2/24/04</u>  <u>2/25/04</u>  <u>3/2/04</u>	<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; text-align: center;">Approved _____</td> <td style="width: 50%; text-align: center;">Disapproved _____</td> </tr> <tr> <td style="border-top: 1px solid black; text-align: center;">Signature _____</td> <td style="border-top: 1px solid black; text-align: center;">Date _____</td> </tr> <tr> <td style="text-align: center;">Approved _____</td> <td style="text-align: center;">Disapproved _____</td> </tr> <tr> <td style="border-top: 1px solid black; text-align: center;">Signature _____</td> <td style="border-top: 1px solid black; text-align: center;">Date _____</td> </tr> <tr> <td style="text-align: center;">Approved <input checked="" type="checkbox"/></td> <td style="text-align: center;">Disapproved _____</td> </tr> <tr> <td style="border-top: 1px solid black; text-align: center;">Signature <i>T. Welch</i></td> <td style="border-top: 1px solid black; text-align: center;">Date <u>2/10/04</u></td> </tr> <tr> <td style="text-align: center;">Approved <input checked="" type="checkbox"/></td> <td style="text-align: center;">Disapproved _____</td> </tr> <tr> <td style="border-top: 1px solid black; text-align: center;">Signature _____</td> <td style="border-top: 1px solid black; text-align: center;">Date <u>2/17/04</u></td> </tr> <tr> <td style="text-align: center;">Approved <input checked="" type="checkbox"/></td> <td style="text-align: center;">Disapproved _____</td> </tr> <tr> <td style="border-top: 1px solid black; text-align: center;">Signature _____</td> <td style="border-top: 1px solid black; text-align: center;">Date _____</td> </tr> <tr> <td style="text-align: center;">Approved _____</td> <td style="text-align: center;">Disapproved _____</td> </tr> <tr> <td style="border-top: 1px solid black; text-align: center;">Signature _____</td> <td style="border-top: 1px solid black; text-align: center;">Date <u>3-1-04</u></td> </tr> <tr> <td style="text-align: center;">Approved _____</td> <td style="text-align: center;">Disapproved _____</td> </tr> <tr> <td style="border-top: 1px solid black; text-align: center;">Signature _____</td> <td style="border-top: 1px solid black; text-align: center;">Date <u>3/3/04</u></td> </tr> </table>	Approved _____	Disapproved _____	Signature _____	Date _____	Approved _____	Disapproved _____	Signature _____	Date _____	Approved <input checked="" type="checkbox"/>	Disapproved _____	Signature <i>T. Welch</i>	Date <u>2/10/04</u>	Approved <input checked="" type="checkbox"/>	Disapproved _____	Signature _____	Date <u>2/17/04</u>	Approved <input checked="" type="checkbox"/>	Disapproved _____	Signature _____	Date _____	Approved _____	Disapproved _____	Signature _____	Date <u>3-1-04</u>	Approved _____	Disapproved _____	Signature _____	Date <u>3/3/04</u>
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**PROGRAM/DEGREE REVISION FORM**

NEW  DROPPED  MAJOR REVISION  FOR INFORMATION ONLY

College College of Technical Sciences Program Area Business Tech BS Date 2-4-04

Submitter [Signature] Chair/Dean [Signature] Date 2.6.04  
signature signature

Please provide a brief explanation & rationale for the proposed revision(s)  
 DROP BUS 360 -- ADD BUS 3XX MARKETING APPLICATIONS

Please provide in the space below a "before & after" picture of the program with the changes in the program noted. Attach appropriate Course Revision Forms. Please indicate changes by shading the appropriate cells.

**BUSINESS TECHNOLOGY: BACHELOR OF SCIENCE DEGREE**

**FRESHMAN YEAR**

**Courses to be taken Fall Semester**

CIS	111 Integrated Bus. Applications	3
ENGL	111 Written Communication I	3
BUS	110 Creative Problem solving	3
	Gen Ed Dist (Area A)	3
	Elective	3

**Courses to be taken Spring Semester**

ENGL	112 Written Communication II	3
MATH	110 Math for Liberal Arts	4
	OR	
MATH	112 College Algebra	3
SPCH	141 Fund. of Speech	3
	OR	
SPCH	142 Interpersonal Communication	3
BUS	120 Leadership & Quality Mgmt.	3
	Elective	3
	Gen Ed Dist (Area B)	3

**SOPHOMORE YEAR**

**Courses to be taken Fall Semester**

ACCT	261 Principles of Accounting I	3			
BUS	250 Business Statistics	3			
ECON	241 Microeconomics. Prin. (Area B)	3	ECON	241 Microeconomics. Prin. (Area B)	3
				OR	
			ECON	242 Macroeconomic Prin. (Area B)	3
	General Education Dist (Area C)	3			
	Minor	3			

**Courses to be taken Spring Semester**

ACCT	262 Principles of Accounting II	3
BUS	271 Legal Environment of Business	3
	General Education Dist (Area A)	3
	Gen Ed Dist (Area C)	3
	Minor	3

**JUNIOR YEAR**

**Courses to be taken Fall Semester**

BUS	300 Mgmt. In Organizations	3
BUS	350 Financial Mgmt	3
	Minor	3
	Minor	3

**Courses to be taken Spring Semester**

BUS	332 Human Resource Mgmt.	3			
BUS	335 Principles of Marketing	3			
BUS	360 Project Management	3	BUS	3XX Marketing Applications	3
BUS	380 Operations Mgmt.	3			
	Minor	3			

Minor 3

### SENIOR YEAR

#### Courses to be taken Fall Semester

BUS	410 International Business	3
BUS	405 Ethics in Mgmt. & Technology	3
BUS	430 Senior Project	3
	OR	
BUS	420 Business Policies (offered spring)	3
	Minor	3
	Minor	3

#### Courses to be taken Spring Semester

BUS	406 Mgmt. Information systems	3
	Minor	3
	Minor	3
	Elective	3

120

120

**PROGRAM/DEGREE REVISION FORM**

NEW \_\_\_\_\_ DROPPED \_\_\_\_\_ MAJOR REVISION  X  FOR INFORMATION ONLY

College College of Technical Sciences Program Area Marketing Minor Date 1-27-04

Submitter \_\_\_\_\_ Chair/Dean \_\_\_\_\_ Date \_\_\_\_\_  
signature signature

Please provide a brief explanation & rationale for the proposed revision(s)

REPLACE BUS 360 WITH BUS 3XX MARKETING APPLICATIONS

TOTAL CREDITS FOR THE DEGREE REMAIN THE SAME AT 30

Please provide in the space below a "before & after" picture of the program with the changes in the program noted. Attach appropriate Course Revision Forms. Please indicate changes by shading the appropriate cells.

**MARKETING: TECHNICAL SALES & SERVICE MINOR**

Required courses for the minor

BUS	110 Creative Problem Solving	3		
BUS	300 Management in Organizations	3		
BUS	332 Human Resource Management	3		
BUS	335 Principles of Marketing	3		
TSS	222 Customer Service*	3		
TSS	246 Technical Sales *	3		
TSS	248 Retail/Distributorship*	3		
BUS	<del>360 Project Management</del>	<del>3</del>	BUS	3XX Marketing Applications 3
BUS	436 Sales & Sales Management	3		
SBM	338 Promotion	3		
		30		30

\*\* Offered even numbered years (ex: 2004-2005)

\* Offered odd numbered years (ex: 2005-2006)

Suggested selective Gen Ed courses for Marketing Emphasis:

SOC 101 Intro. To Sociology 3 credits

PSYC 100 Intro. To Psychology 3 credits

**PROGRAM/DEGREE REVISION FORM**

**NEW**  **DROPPED**  **MAJOR REVISION**  **FOR INFORMATION ONLY**

**College** College of Technical Sciences **Program Area** Business Tech Minor **Date** 2-4-04

**Submitter** \_\_\_\_\_ **Chair/Dean** \_\_\_\_\_ **Date** \_\_\_\_\_  
signature signature

**Please provide a brief explanation & rational for the proposed revision(s)**

Replace BUS 350 with ACCT 262 -- all other courses remain the same

Total credits for the degree remain at 30

**Please provide in the space below a "before & after" picture of the program with the changes in the program noted. Attach appropriate Course Revision Forms. Please indicate changes by shading the appropriate cells.**

**BUSINESS TECHNOLOGY MINOR**

**Courses Required for the Minor:**

ACCT	261	Principles of Accounting I	3				
BUS	100	Introduction to Business	3				
BUS	110	Creative Problem Solving	3				
BUS	120	Leadership & Quality Management	3				
BUS	271	Legal Environment of Business	3				
BUS	300	Management in Organizations	3				
BUS	335	Principles of Marketing	3				
BUS	350	Financial Management	3	ACCT	262	Principles of Accounting II	3
BUS	410	International Business	3				
ECON	241	Microeconomics Principles	3				
			30			30	

**PROGRAM/DEGREE REVISION FORM**

NEW  DROPPED  MAJOR REVISION  FOR INFORMATION ONLY

College College of Technical Sciences Program Area Small Bus Mgmt Minor Date 2-04-04

Submitter \_\_\_\_\_ Chair/Dean \_\_\_\_\_ Date \_\_\_\_\_  
signature signature

Please provide a brief explanation & rational for the proposed revision(s)

REPLACE BUS 350 WITH ACCT 262

NO CHANGE TO TOTAL CREDITS REQUIRED FOR DEGREE

Please provide in the space below a "before & after" picture of the program with the changes in the program noted. Attach appropriate Course Revision Forms. Please indicate changes by shading the appropriate cells.

**SMALL BUSINESS MANAGEMENT MINOR**

**Required Courses**

ACCT	261 Prin. Of Accounting I	3			
BUS	271 Legal Environment of Business	3			
BUS	300 Mgmt. In Organizations	3			
BUS	332 Human Resource Mgmt.	3			
BUS	335 Principles of Marketing	3			
BUS	350 Financial Management	3	ACCT	262 Prin. Of Accounting II	3
SBM	338 Promotion	3			
SBM	402 Small Business Management	3			
SBM	416 New Venture Development	3			
TSS	248 Retail/Distributorship	3			

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**PROGRAM/DEGREE REVISION FORM**

NEW  DROPPED  MAJOR REVISION  FOR INFORMATION ONLY

College College of Technical Sciences Program Area Accounting Minor Date 2-04-04

Submitter \_\_\_\_\_ Chair/Dean \_\_\_\_\_ Date \_\_\_\_\_  
signature signature

**Please provide a brief explanation & rationale for the proposed revision(s)**

CHANGED PREREQUISITES ON BUS 350 (from BUS 250 and ACCT 261 -- to ACCT 262)

NO OTHER CHANGES TO MINOR - TOTAL CREDITS REMAIN THE SAME

Please provide in the space below a "before & after" picture of the program with the changes in the program noted. Attach appropriate Course Revision Forms. Please indicate changes by shading the appropriate cells.

**MINOR IN ACCOUNTING**

ACCT	261	Principles of Accounting I	3
ACCT	262	Principles of Accounting II	3
ACCT	265	Income Tax**	3
ACCT	285	Accounting Systems *	3
ACCT	315	Intermediate Accounting I*	3
ACCT	316	Intermediate Accounting II*	3
ACCT	321	Managerial Accounting*	3
ACCT	407	Financial Statement Analysis**	3
BUS	271	Legal Environment of Business	3
BUS	350	Financial Management	3

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## COURSE REVISION FORM

NEW \_\_\_ DROPPED \_\_\_ MAJOR REVISION \_\_\_ FOR INFORMATION ONLY X \_\_\_

College College of Technical Sciences Program Area Business Date 01-2004

Submitter \_\_\_\_\_ Chair/Dean \_\_\_\_\_ Date \_\_\_\_\_  
Signature Signature (indicates "college" level approval)

**Please provide a brief explanation & rationale for the proposed revision(s):**

Revise BUS 406—change pre-requisite to either CIS 111 or CIS 110

**Please provide the following information:**

College: College of Technical Sciences  
Program Area: Business  
Date: 01-2004  
Course Prefix & No.: BUS 406

Course Title: Management Information Systems  
Credits: 3

Required by: Business Technology

Selective in:  
Elective in:  
General Education:

Lecture: X  
Lecture/Lab:  
Contact hours lecture: 3  
Contact hours lab:

**Current Catalog Description (include all prerequisites):**

Concepts of MIS from a user's perspective. Explores the questions of analysis design, selection and implementation of MIS. How do I use information as a manager? How do I organize the MIS department's information in a form I can use and understand (methods and procedures)? This is a non-technical computer course which includes forecasting, PERT/CPM, inventory models, and written and oral communications. Prerequisites: CIS 111 and BUS 250.

**Proposed or New Catalog Description (include all prerequisites):**

Concepts of MIS from a user's perspective. Explores the questions of analysis design, selection and implementation of MIS. How do I use information as a manager? How do I organize the MIS department's information in a form I can use and understand (methods and procedures)? This is a non-technical computer course which includes forecasting, PERT/CPM, inventory models, and written and oral communications. Prerequisites: CIS 111 or CIS 110 and BUS 250.



**Course Outcome Objectives:**

Develop an understanding of managerial decision-making, cost-benefit justification, supply chain management, and business process reengineering as they relate to information technology.

Understand the relevance of information technology to the major functional areas of marketing, finance, production/operation management, and human resource education, as well as small business.

Understand the most current topics of information technology such as electronic commerce, extranets, knowledge bases, web-based supply chain systems, data warehousing, knowledge discovery, and information economics.

Understand the changing world of business, specifically web-based commerce, and the implications on business practices.

Understand the need for information technology to withstand economic justification processes.

Understand the manner in which information technology facilitates export and import, managing multinational corporations, and economic trading around the globe.

Demonstrate the ability to hold on-line discussions using Web Board Technology.

**Additional instructional resources needed (including library materials, special equipment, and facilities). Please note: approval does not indicate support for new faculty or additional resources.**

## COURSE REVISION FORM

NEW  DROPPED  MAJOR REVISION  FOR INFORMATION ONLY

College: College of Technical Sciences Program Area: Business Date 02-2004

Submitter \_\_\_\_\_ Chair/Dean \_\_\_\_\_ Date \_\_\_\_\_  
Signature Signature (indicates "college" level approval)

Please provide a brief explanation & rationale for the proposed revision(s):

Revise BUS 350- Remove pre-requisite of BUS 250

Add pre-requisite of ACCT 261 and ACCT 262

Please provide the following information:

College: College of Technical Sciences  
Program Area: Business  
Date: 06-2002  
Course Prefix & No.: BUS 350

Course Title: Financial Management  
Credits: 3

Required by: Business Technology BS  
Health Promotion Minor  
Business Minor  
Accounting Minor

**Selective in:**

**Elective in:**

**General Education:**

Lecture: X  
Lecture/Lab:  
Contact hours lecture: 3  
Contact hours lab:

### **Current Catalog Description (include all prerequisites):**

This course teaches broad analytical skills to future managers to help them make financial decisions. The student learns basic skills like break-even analysis, budgeting, time-value of money, risk and financial statement analysis. They will apply those concepts to more sophisticated problems like capital budgeting projects, working capital management, and choosing sources of capital. Prerequisites: BUS 250 and ACCT 261.

### **Proposed or New Catalog Description (include all prerequisites):**

This course teaches broad analytical skills to future managers to help them make financial decisions. The student learns basic skills like break-even analysis, budgeting, time-value of money, risk and financial statement analysis. They will apply those concepts to more sophisticated problems like capital budgeting projects, working capital management, and choosing sources of capital. Prerequisites: **ACCT 261 and ACCT262.**

**Course Outcome Objectives:**

1. Be able to perform time-value of money calculations including present values, future values, annuities and uneven cash flow problems. This includes the calculation of periods, interest rates or payments through the use of formula, tables or calculators.
2. Develop capital and cash budgets, including the need for working capital and evaluation different sources of funds.

**Additional instructional resources needed (including library materials, special equipment, and facilities). Please note: approval does not indicate support for new faculty or additional resources.**

## COURSE REVISION FORM

NEW X DROPPED \_\_\_\_\_ MAJOR REVISION \_\_\_\_\_ FOR INFORMATION ONLY \_\_\_\_\_

College College of Technical Science Program Area Business Date 1-30-04

Submitter \_\_\_\_\_ Chair/Dean \_\_\_\_\_ Date \_\_\_\_\_  
Signature Signature (indicates "college" level approval)

Please provide a brief explanation & rationale for the proposed revision(s):

Please provide the following information:

**College:** College of Technical Science

**Program Area:** Department of Business

**Date:** 1-30-04

**Course Prefix & No.:** BUS 3XX (suggest 336)

**Course Title:** Advanced Marketing Application

**Credits:** 3

**Required by:** Business Technology B.S., Marketing: Technical Sales and Service Minor,  
Health Promotions B.S.

**Selective in:** Agricultural Operations Technology

**Elective in:**

**General Education:**

**Lecture:** 100%

**Lecture/Lab:**

**Contact hours lecture:** 3

**Contact hours lab:**

**Current Catalog Description (include all prerequisites):**

**Proposed or New Catalog Description (include all prerequisites):**

This course is a marketing applications course that adds depth to student understanding of marketing concepts. The course uses the case study approach, a comprehensive marketing project, and a marketing simulation that require the application of concepts learned in the Principles of Marketing class. Case studies that apply directly to the four P's of Marketing (Product, Price, Place, Promotion) will be used to emphasize pertinent concepts and procedures used in the marketing of products and services. The project and the simulation require the synthesis of all marketing knowledge to application situations. Prerequisite: BUS 335 Principles of Marketing

**Course Outcome Objectives:**

1. Students will increase their ability to evaluate market information and apply it to the process of developing a new product.
2. Students will establish product pricing based on compiled market information.
3. Students will prioritize target markets and recommend appropriate promotional messages and media usage.
4. Students will develop a distribution network that meets the needs of established target markets.

5. Students will synthesize information and their personal experiences to solve a real company based marketing problem.
6. Students will evaluate information, initiate marketing proposals, collaborate on the finalizing of those proposals, and generate marketing input information for a computerized marketing simulation.

**Additional instructional resources needed (including library materials, special equipment, and facilities). Please note: approval does not indicate support for new faculty or additional resources.**

ACAD course revision form 10-10-2001 rev. 12-12-01