



Approval Form – Curriculum Committee

Request			
Division Business & Info Tech	Course Prefix & Number OAD101	Course Title Beginning Keyboarding	Credits 3
Checked Common Course Guide? <input checked="" type="radio"/> yes <input type="radio"/> not yet	Person Requesting Change Debra Plotts		Date 2/8/2013
CIP CODE _____ (if applicable)	My recommendation is accurate and true to the best of my knowledge.		

Need	Explanation
Student Interest	Lack of very basic skills of computer keyboard and students are not prepared for CIS146
Community Interest	Better keyboarding skills and basic knowledge of computer
Program Requirement	Add OAD101 as a required business core in Area V (Business options) Add OAD101 as a required CIS core in Area V (Computer Info Systems – both options)
General Education Course	
For Which Degrees	AAS: (Business; CIS)

Future	
Anticipated enrollment per semester: per year:	25-30
Is this course part of a developing program which will be presented later? (If yes, please, explain.) No	

Resources	
Will additional resources be required (i.e. equipment, personnel, facilities, library materials)? Yes Need for more adjunct faculty to teach additional OAD101 courses	
If needed additional resources cannot be provided within the institutional budget, explain how you intend to secure these resources.	

Recommendation	
Program Coordinator The Program agrees with this recommendation. 	Date 2-11-2013
Division Chair The Department agrees with this recommendation. 	Date 2/8/2013
Dean of Instruction The Dean agrees with this recommendation. 	Date 2/14/2013
Curriculum Committee Chair The Curriculum Chair agrees with this recommendation.	Date

Committee Action	
Approved	Unapproved
FOR OFFICE USE ONLY (approval/publication process)	
Approved by Vice President:	Date:
Catalog Update Administrative Assistant for Dean of Instruction	Date:

Business

A.A.S. - Business

The Associate in Applied Science in Business program is designed for individuals who will be seeking employment in business, management, supervision, accounting, retail, technical, and office occupations or for professional development leading to increased job satisfaction and enhancement.

Area I:	Written Composition	credit hour
	ENG 101 English Composition I	6
	BUS 215 Business Communications (preferred)	3
	or ENG 102 English Composition II	3
Area II:	Humanities and Fine Arts	6
	SPH 107 Fundamentals of Public Speaking	3
	or SPH 106 Fundamentals of Oral Communication	3
	*Humanities/Fine Arts Elective	3
Area III:	Natural Science and Mathematics	9
	MTH 100 Intermediate College Algebra (or higher level MTH)	3
	CIS 146 Microcomputer Applications	3
	CIS 149 Introduction to Computers	3
Area IV:	History, Social, and Behavioral Sciences	3
	BUS 189 Human Relationships	3
	or GEO, HIS, POL, PSY or SOC Elective	3
Area V:	Preprofessional, major, and elective courses	42 ⁴⁵
	<i>Required Business core</i>	<i>21 ²⁴</i>
	BUS 100 Introduction to Business	3
	BUS 241 Principles of Accounting I	3
	BUS 242 Principles of Accounting II	3
	BUS 275 Principles of Management	3
	BUS 285 Principles of Marketing	3
	ECO 231 Principles of Macroeconomics	3
	ECO 232 Principles of Microeconomics	3
	<i>→ OAD 101 Beginning Keyboarding</i>	<i>3</i>
	**Electives (15 hours ACC, BUS, or MST and 6 hours CIS or OAD)	15
	ACC, BUS and MST Courses	6
	CIS or OAD courses	6
Additional degree requirements		3
	***ORI 105 Orientation to College	3
<i>delete</i>	WKO 101 Workplace Skill Development I	3
Total		69 72

change to ORI 105

* Students must choose from among the courses listed on page 78.
 ** Students planning to transfer to a four-year institution in Business should take Business Statistics (BUS 271) as one of their electives.
 *** Students may use ORI 105, Orientation and Student Success, to satisfy this requirement. Enrollment in this three credit-hour class will add two semester hours to the student's program total.

A.A.S. - Business: Accounting option

Accounting is a profession of development, evaluation, and communication of financial and managerial information concerning the performance of a business entity. The Accounting option provides students with the knowledge and technical skills necessary to obtain an entry-level accounting position.

Area I:	Written Composition	credit hours
	ENG 101 English Composition I	6
	BUS 215 Business Communications (preferred)	3
	or ENG102 English Composition II	3
Area II:	Humanities and Fine Arts	6
	SPH 107 Fundamentals of Public Speaking	3
	or SPH 106 Fundamentals of Oral Communication	3
	*Humanities/Fine Arts Elective	3
Area III:	Natural Science and Mathematics	9
	MTH 100 Intermediate College Algebra (or higher level MTH)	3
	CIS 146 Microcomputer Applications	3
	CIS 149 Introduction to Computers	3
Area IV:	History, Social, and Behavioral Sciences	3
	BUS 189 Human Relationships	3
	or GEO, IHS, POL, PSY or SOC Elective	3
Area V:	Preprofessional, major, and elective courses	42-45
	<i>add BUS 248 Managerial Accounting - 42-45</i>	
	Required Business core	30-33
<i>delete</i>	ACC 140 Payroll Accounting	3
	ACC 149 Introduction to Accounting Spreadsheets (or CIS 113, or OAD 243)	3
	ACC 150 Computerized General Ledger	3
	BUS 150 Business Math	3
	BUS 241 Principles of Accounting I	3
	BUS 242 Principles of Accounting II	3
	BUS 263 Legal and Social Environment of Business	3
	CIS 185 Computer Ethics	3
	ECO 231 Principles of Macroeconomics	3
	OAD 130 Electronic Calculations	3
<i>add</i>	<i>OAD 101 Business Keyboarding</i>	<i>3</i>
	**Electives (9 hours ACC, BUS, ECO or MST and 3 hours CIS or OAD)	12
	ACC, BUS, ECO, or MST Courses	9
	CIS or OAD Courses	3
Additional degree requirements		3
<i>ORI 105</i>	**ORI 105 Orientation to College	<i>+ 3</i>
<i>delete</i>	WKO 101 Workplace Skill Development I	3
Total		69

* Students must choose from among the courses listed on page 78.

** Students planning to transfer to a four-year institution in Business should take Business Statistics I (BUS 271) as one of their electives.

*** Students may use ORI 105, Orientation and Student Success, to satisfy this requirement. Enrollment in this three credit-hour class will add two semester hours to the student's program total.

Change to ORI 105

ADD to course descriptions

DPT. PRE	CRS. NUM	COURSE TITLE	"THEORY"		"EXPERIMENTAL"		"MANIPULATIVE"		COURSE CREDIT HOURS
			CREDIT HOURS	WEEKLY CONTACT HOURS	CREDIT HOURS	WEEKLY CONTACT HOURS	CREDIT HOURS	WEEKLY CONTACT HOURS	
BUS	248	MANAGERIAL ACCOUNTING	3	3	0	0	0	0	3

CODE - B

PREREQUISITE: As required by program.

This course is designed to familiarize the student with management concepts and techniques of industrial accounting procedures.

Emphasis is placed on cost behavior, contribution approach to decision-making, budgeting, overhead analysis, cost-volume-profit analysis, and cost accounting systems.

A.A.S. - Business: Banking and Finance option

The Banking and Finance option is designed for individuals who are preparing to enter the banking industry and for those who are presently employed in the banking industry.

	credit hours
Area I: Written Composition	6
ENG 101 English Composition I	3
BUS 215 Business Communications (preferred)	3
or ENG102 English Composition II	3
Area II: Humanities and Fine Arts	6
SPH 107 Fundamentals of Public Speaking	3
or SPH 106 Fundamentals of Oral Communication	3
*Humanities/Fine Arts Elective	3
Area III: Natural Science and Mathematics	9
MTH 100 Intermediate College Algebra (or higher level MTH)	3
CIS 146 Microcomputer Applications	3
CIS 149 Introduction to Computers	3
Area IV: History, Social, and Behavioral Sciences	3
BUS 189 Human Relationships	3
or GEO, HIS, POL, PSY or SOC Elective	3
Area V: Preprofessional, major, and elective courses	42 45
Required Business core	27
ACC 149 Introduction to Accounting Spreadsheets	
(or CIS 113 or OAD 243)	3
ACC 150 Computerized General Ledger	3
BUS 150 Business Math	3
BUS 241 Principles of Accounting I	3
BUS 242 Principles of Accounting II	3
BUS 263 Legal and Social Environment of Business	3
ECO 231 Principles of Macroeconomics	3
OAD 130 Electronic Calculations	3
OAD 101 Beginning Keyboarding	3
**Electives (12 hours ACC, BUS, ECO or MST and 6 hours CIS or OAD)	18
ACC, BUS, ECO, or MST Courses	12
CIS or OAD Courses	6
Additional degree requirements	3
***ORI 105 Orientation to College	+ 3
WKO 101 Workplace Skill Development I	2
Total	69
	72

(changed from ORI 101)

* Students must choose from among the courses listed on page 78.

** Students planning to transfer to a four-year institution in Business should take Business Statistics I (BUS 271) as one of their electives.

*** Students may use ORI 105, Orientation and Student Success, to satisfy this requirement. Enrollment in this three credit-hour class will add two semester hours to the student's program total.

A.A.S. Business: Management and Supervision Option

The Management and Supervision option provides a broad background in the field of business and management. The program is designed for individuals who seek to enter management and supervisory positions in the private or public sector.

	credit hours
Area I: Written Composition	6
ENG 101 English Composition I	3
BUS 215 Business Communications (preferred)	3
or ENG102 English Composition II	3
Area II: Humanities and Fine Arts	6
SPH 107 Fundamentals of Public Speaking	3
or SPH 106 Fundamentals of Oral Communication	3
*Humanities/Fine Arts Elective	3
Area III: Natural Science and Mathematics	9
MTH 100 Intermediate College Algebra (or higher level MTH)	3
CIS 146 Microcomputer Applications	3
CIS 149 Introduction to Computers	3
Area IV: History, Social, and Behavioral Sciences	3
BUS 189 Human Relationships	3
or GEO, HIS, POL, PSY or SOC Elective	3
Area V: Preprofessional, major, and elective courses	42-45
Required Business core	27
BUS 100 Introduction to Business	3
BUS 241 Principles of Accounting I	3
BUS 263 Legal and Social Environment of Business	3
BUS 275 Principles of Management	3
ECO 231 Principles of Macroeconomics	3
MST 111 Elements of Supervision	3
MST 201 Human Resource Management	3
MST 215 Small Business Management	3
**Electives (12 hours ACC, BUS, ECO or MST and 6 hours CIS or OAD)	18
ACC, BUS, ECO or MST Courses	12
CIS or OAD Courses	6
Additional degree requirements	3
***ORI 105 Orientation to College	3
WKO 101 Workplace Skill Development I	2
Total	69
	72

* Students must choose from among the courses listed on page 78.

** Students planning to transfer to a four-year institution in Business should take Business Statistics I (BUS 271) as one of their electives.

*** Students may use ORI 105, Orientation and Student Success, to satisfy this requirement. Enrollment in this three credit-hour class will add two semester hours to the student's program total.

A.A.S. - Business: Small Business Management option

The Small Business Management option is designed for individuals seeking employment or advancement in retailing and/or management of a small business.

Area I:	Written Composition	credit hours
	ENG 101 English Composition I	6
	BUS 215 Business Communications (preferred)	3
	or ENGI02 English Composition II	3
Area II:	Humanities and Fine Arts	6
	SPH 107 Fundamentals of Public Speaking	3
	or SPH 106 Fundamentals of Oral Communication	3
	*Humanities/Fine Arts Elective	3
Area III:	Natural Science and Mathematics	9
	MTH 100 Intermediate College Algebra (or higher level MTH)	3
	CIS 146 Microcomputer Applications	3
	CIS 149 Introduction to Computers	3
Area IV:	History, Social, and Behavioral Sciences	3
	BUS 189 Human Relationships	3
	or GEO, HIS, POL, PSY or SOC Elective	3
Area V:	Preprofessional, major, and elective courses	42⁴⁵
	Required Business core	30³³
	BUS 100 Introduction to Business	3
	BUS 175 Retailing	3
	BUS 241 Principles of Accounting I	3
	BUS 242 Principles of Accounting II	3
	BUS 275 Principles of Management	3
	BUS 285 Principles of Marketing	3
	ECO 231 Principles of Macroeconomics	3
	MST 111 Elements of Supervision	3
	MST 201 Human Resource Management	3
	MST 215 Small Business Management	3
<i>add</i> →	<i>OAD 101 Beginning Keyboarding</i>	<i>3</i>
	**Electives (9 hours ACC BUS, ECO or MST and 3 hours CIS or OAD)	12
	ACC, BUS, ECO, or MST Courses	9
	CIS or OAD Courses	3
Additional degree requirements		3
<i>change</i> →	ORI 105 Orientation to College	<i>+ 3</i>
<i>delete</i> →	WKO 101 Workplace Skill Development I	2
Total		69⁷²

* Students must choose from among the courses listed on page 78.

** Students planning to transfer to a four-year institution in Business should take Business Statistics I (BUS 271) as one of their electives.

*** Students may use ORI 105, Orientation and Student Success, to satisfy this requirement. Enrollment in this three credit-hour class will add two semester hours to the student's program total.