

PROCEDURAL SEQUENCE FOR ACADEMIC SENATE APPROVAL OF PROPOSALS

1. Submit all proposals to the Office of Academic Affairs.
2. The Senate President will log items and forward them to the appropriate Senate subcommittees.
3. The Senate subcommittee will send the proposal to the Senate.
4. Senate proposals will be considered by the Full Faculty.
5. If approved, the proposal will then be forwarded to the Provost/Senior Vice Chancellor.

Proposals that require action to approve/disapprove/table or remand will be sent back to the Senate according to the monthly meeting schedule.

TITLE: Business Technology Program Changes
 SUBCOMMITTEE: Curriculum PROPOSAL #: 00-06

PROPOSAL:

see attached

[Signature]
 Action Signatures:

11/10/01 Disapprove
(on Credit Issue)

Submitter T. Welch (curr.) Date _____
 Committee Chair

College Chair/Dean 10/31/00 Date
 Approve Disapprove _____

Committee Chair _____
[Signature]
 Faculty Senate President

Approve _____ Disapprove _____ Date 10-14-00

[Signature]
 Provost/Senior Vice Chancellor for Academic Affairs

Approve _____ Disapprove Date 12/13/00

Action Signatures:

Submitter

[Signature]

Date 9/15/00

Department Chair

Brenda Skornjanc

Date 9/18/00

(Signature indicates departmental approval)

Dean, College of Technical Sciences

[Signature]

Date 9-18-00

(Signature indicates College approval)

Teacher Education Council

(if Teacher Education item) Approve _____

Date _____

Disapprove _____

General Education Committee

(if General Education item) Approve _____

Date _____

Disapprove _____

Curriculum Committee

T. Welch
(Signature accounts for consideration of affected department concerns) Approve X

Date 10/31/00

Disapprove _____

Faculty Senate

Terence E. Munson
Approve X

Date 11/28/00

Disapprove _____

Faculty

Terence E. Munson
Approve X

Date 11/28/00

Disapprove _____

Vice Chancellor for Academic Affairs

Roger A. Salton
Approve _____

Date 12/13/00

Disapprove X

Chancellor

[Signature]
Approve _____

Date 1/10/04

Disapprove X

Program Revision Form

NEW

DROPPED

MAJOR REVISION

INFORMATION ONLY

Department: College of Technical Sciences **Program Area:** Business Technology **Date:** September 15, 2000

Please provide in the space below a "before and after" picture of the program with the changes in the program noted. Attached appropriate Course Revision Forms.

Please see the attached "current" and "proposed" program sheets.

Summary of Changes

The Department faculty was unanimous in approving these changes to the Business Technology curriculum. There were a number of courses/competencies that faculty felt were important to student success in the work force, based on research and feedback from industry. Given the limit on credits in a major, the decision was made to list a number of courses as electives and allow students to choose electives in their area of interest. A number of other competencies judged important were built into existing courses as part of our course review process. With the exception of BUS 360, Project Management (New course revision form attached), all other courses are already on the books. A number of course revision forms for courses listed here have been submitted with our Business Education and Marketing Minor program revisions.

Feedback from students, regarding these changes, has been very positive.

Course Revision Form

NEW DROPPED _____ MAJOR REVISION _____ INFORMATION ONLY _____

Department: Business Program Area: Business Technology Date: September 15, 2000

Prefix: BUS No.: 360 Title: Project Management Credits: 3

Required by:

Selective in: Business Technology Major

Elective in:

General Education: Area D

Lecture 3 Lecture/Lab Contact hours lecture 45 Contact hours lab

Current Catalog Description (include all prerequisites):

None

Proposed Catalog Description (include all prerequisites):

This course will teach students the essential skills they need to make effective contributions to projects in which they are involved. This course supports life-long learning programs valued by business and industry and helps develop and train students to succeed on interdisciplinary and cross-functional teams. Thinking critically about project management principles and applying them within the context of the real world is stressed. A number of Project management software programs will be evaluated and utilized by students.

Course Outcome Objectives:

1. Students will demonstrate their understanding of Project Management concepts including the project management process, needs identification, and proposal preparation.
2. Students will demonstrate their ability to work as part of a project management team.
3. Students will demonstrate their knowledge of project planning and control including planning, scheduling, schedule control, resource considerations, and cost planning and performance.
4. Students will demonstrate their ability to utilize project planning software.

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

Software: Project Manager, Microsoft Project XX



**MONTANA STATE UNIVERSITY-NORTHERN
BUSINESS TECHNOLOGY MAJOR**
Business Emphasis or Minor Required
Bachelor of Science Degree

REQUIRED COURSES

Student _____

Prefix & No	Title	Substitute or Transfer	Institution	Sem Taken	Yr	Cr	Grade
ACCT 261	Prin. Of Accounting I			F Sp Su		3	
ACCT 262	Prin. Of Accounting II			F Sp Su		3	
BUS 110	Creative Problem Solving			F Sp Su		3	
BUS 120	Leadership & Quality Mgmt.			F Sp Su		3	
BUS 250	Business Statistics			F Sp Su		3	
BUS 271	Legal Envir. Of Business			F Sp Su		3	
BUS 300	Mgmt. & Organizations			F Sp Su		3	
BUS 332	Human Resource Mgmt.			F Sp Su		3	
BUS 335	Principles of Marketing			F Sp Su		3	
BUS 350	Financial Management			F Sp Su		3	
BUS 380	Operations Management			F Sp Su		3	
BUS 405	Ethics in Mgmt. & Tech.			F Sp Su		3	
BUS 406	Mgmt. Information Systems			F Sp Su		3	
BUS 410	International Business			F Sp Su		3	
BUS 420 BUS 430	Business Policies or Senior Project			F Sp Su		3	
TSS 370	Tech, Innovation & Mgmt.			F Sp Su		3	

NOTE: A Non-Teaching Minor must be added to these courses to complete the degree.

ADDITIONAL REQUIREMENTS:

At least 40 of the total credits required for graduation must be at the 300/400 level. Number of 300/400 level classes listed on papers and transcript: _____ **CREDITS**

TOTAL CREDITS: Students must have 120 credits to earn a bachelor's degree, according to the Montana Board of Regents Policy.

This student lists: _____ credits, according to the transcript
 _____ credits, on the first page of graduation papers
 _____ **TOTAL CREDITS**

Students graduating with a bachelor's degree must have a cumulative GPA of 2.00 and a GPA in both the major and minor of at least 2.25.

GPA REQUIREMENT FULFILLED: YES _____ NO _____

Student Date

Advisor Date

Dean, College of Technical Sciences Date

General Education Requirements

STUDENTS NAME _____

NOTE: This form is to be typed or printed legibly. List all courses, including those yet to be taken, which will fulfill the General Education Requirements.

FUNDAMENTAL SKILLS (18-19 SEMESTER CREDITS)

Prefix	No	Course Title	Date Completed	Semester Credit	Grade
ENGL	111	Written Communications I		3	
ENGL	112	Written Communications II		3	
SPCH	141 or 142	Fundamentals of Speech		3	
MATH	112 Or	College Algebra OR		3	
MATH	110 Or	Math for Liberal Arts Or Higher Level Math		4	
CIS	110 or 111	Introduction to Computers		3	

DISTRIBUTION AREAS (24 SEMESTER CREDITS)

Students in baccalaureate degree programs must complete a minimum of six credits in each of the four distribution areas. Courses required in student's major program may be counted to meet distribution requirements. FUNDAMENTAL SKILLS COURSES MAY NOT BE USED FOR DISTRIBUTION REQUIREMENTS.

A. HUMANITIES (ART, DRMA, ENGL, FREN, GER, GDSN, HUM, MUS, NAS, PHIL, SPAN, SPCH)

Prefix	No.	Course Title	Date Completed	Semester Credit	Grade

B. SOCIAL SCIENCES (ECON, GEOG, HIST, POL, PSYC, SOC, SOSO)

ECON	241	Microeconomics			

C. MATHEMATICS & SCIENCE (BIOL, CHEM, CIS, ESCI, GSCI, MATH, NSCI, PHYS, TSCI) – At least one course in this group must be a lab science.

D. TECHNOLOGY-APPLIED ART (ACCT, AG, AGMT, ATDI, AUTO, BODY, BUED, BUS, CET, DIES, DRFT, EET, AGMT, HPE, HPEA, IET, MFGT, METL, NURS, RRT, SBM, TSS)

ADVANCED PROGRAM PROJECT- (Capstone Component- identified in each program area)

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The following courses MAY NOT be used to fulfill distribution requirements:

1. Courses required to fulfill fundamental distribution requirements.
2. Cooperative Education courses (courses number 279 and 479).
3. Courses with EDUC, EDPY, GUID, or VOED prefixes.

Major Advisor's Signature _____

Date _____

**MONTANA STATE UNIVERSITY - NORTHERN
BUSINESS TECHNOLOGY MAJOR
Bachelor of Science Degree, Minor Required**

									Student		
Prefix	No.	Title	Substitute	Institution	Sem. Taken	Yr.	Cr.	Grade			
ACCT	261	Principles of Acct I			F Sp Su		3				
ACCT	262	Principles of Acct II			F Sp Su		3				
BUS	110	Creative Problem Solving			F Sp Su		3				
BUS	120	Leadership			F Sp Su		3				
BUS	250	Business Statistics			F Sp Su		3				
BUS	271	Legal Envir. of Business			F Sp Su		3				
BUS	300	Mgmt & Organizations			F Sp Su		3				
BUS	332	Human Resource Mgmt.			F Sp Su		3				
BUS	335	Principles of Marketing			F Sp Su		3				
BUS	350	Financial Management			F Sp Su		3				
BUS	380	Operations Management			F Sp Su		3				
BUS	405	Ethics in Mgmt. & Tech.			F Sp Su		3				
BUS	406	Mgmt. Information Sys.			F Sp Su		3				
BUS	410	International Business			F Sp Su		3				
BUS	420	Business Policies			F Sp Su		3				
	OR	OR									
	430	Senior Projects									
TSS	370	Tech, Innovation, & Mgmt			F Sp Su		3				

SELECTIVES: (choose 2 of the 6 courses listed below) OR 6 credits of Advisor-approved Electives.

NOTE: Courses required by a business minor may not be used to satisfy selective requirements.

Prefix	No.	Title	Substitute	Institution	Sem Taken	Yr.	Cr.	Grade
BUED	348	Business Communication			F Sp Su		3	
BUS	414	Marketing Research			F Sp Su		3	
ACCT	321	Managerial Accounting			F Sp Su		3	
BUS	360	Project Management			F Sp Su		3	
TSS	322	Customer Service			F Sp Su		3	
BUED	302	Intro to E-Commerce & Internet Marketing			F Sp Su		3	
					F Sp Su			
					F Sp Su			

NOTE: A non-teaching Minor must be added to these courses to complete the degree.

ADDITIONAL REQUIREMENTS:

At least 37 of the total credits required for graduation must be at the 300/400 level. The number of 300/400 level classes listed on papers and transcript: _____ credits.

TOTAL CREDITS: Students must have completed 120 credits to earn a bachelor's degree according to Montana Board of Regents Policy.

This student lists: _____ credits according to the transcript
 _____ credits listed on the first page of the graduation papers
TOTAL CREDITS

Students graduating with a bachelor's degree must have a cumulative GPA of 2.00 and a GPA in both the major and the minor of at least 2.25.

GPA REQUIREMENT FULFILLED: YES _____ NO _____

 Student Date Advisor Date

 Dean, College of Technical Sciences Date

STUDENT'S NAME _____

NOTE: This form is to be typed or printed legibly. List all courses which will fulfill the General Education Requirements.

GENERAL EDUCATION CORE (15 SEMESTER CREDITS)

Prefix	No.	Course Title	Substitution	Date Completed	Semester Credit	Grade
ENGL	111	Written Communication I			3	
ENGL	112	Written Communication II			3	
SPCH	141 OR 142	Fundamentals of Speech Interpersonal Communication			3	
MATH		College Algebra Math for Liberal Arts			3	
		Integrated Business Applications			3	

NOTE: A HIGHER LEVEL MATH WILL ALSO SATISFY THIS REQUIREMENT. MATH FOR ELEMENTARY TEACHERS (MATH 120) WILL NOT SUFFICE.

DISTRIBUTION AREAS (24 or 25 SEMESTER CREDITS)

Students in baccalaureate degree programs must complete a minimum of six credits in each of the four distribution areas. Courses required in student's major program may be counted to meet distribution requirements. **GENERAL EDUCATION CORE COURSES MAY NOT BE USED TO MEET DISTRIBUTION REQUIREMENTS.**

Area A: HUMANITIES (ART, DRMA, ENGL, FREN, GER, GDSN, HUM, MUS, NAS, PHIL, SPAN, SPCH)

Prefix	No.	Course Title	Date Completed	Semester Credit	Grade
SPCH	310	Conflict and Dispute Resolution		3	

Area B: SOCIAL SCIENCES (ECON, GEOG, HIST, POL, PSYC, SOC, SOSOC)

ECON	241	Microeconomics		3	

Area C: MATH & SCIENCE (BIOL, CHEM, CIS, ESCI, GSCI, MATH, NSCI, PHYS, TSCI) - At least one course in this area must be a lab science)

Area D: TECHNOLOGY-APPLIED ART (ACCT, AG, AGMT, ATDI, AUTO, BODY, BUED, BUS, CET, DIES, DRFT, EET, AGMT, HPE, HPEA, IET, MFGT, METL, NURS, RRT, SBM, TSS)

The following courses **MAY NOT** be used to fulfill distribution requirements:

1. Courses required to fulfill General Education Core requirements.
2. Cooperative Education courses (courses numbered 279 or 479).
3. Courses with EDUC, EDPY, GUID, or VOED prefixes.

Major Advisor's Signature

Date