

Part I

LSC Use Only  
Number: \_\_\_\_\_  
Action: \_\_\_\_\_  
Date: \_\_\_\_\_

UWUCC Use Only  
Number: 9/1/14  
Action: \_\_\_\_\_  
Date: \_\_\_\_\_

**CURRICULUM PROPOSAL COVER SHEET**  
University-Wide Undergraduate Curriculum Committee

I. Title/Author of Change

Course/Program Title: Associate of Arts Degree in Business (COIS)  
Suggested 20 Character Course Title: \_\_\_\_\_  
Department: Administrative Services and Business Education Department  
Contact Person: Mr. Wayne Moore

II. If a course, is it being Proposed for:

\_\_\_\_\_ Course Revision/Approval Only  
\_\_\_\_\_ Course Revision/Approval and Liberal Studies Approval  
\_\_\_\_\_ Liberal Studies Approval Only (course previously has been approved by the University Senate)

III. Approvals

[Signature]  
Department Curriculum Committee

[Signature]  
Department Chairperson

[Signature]  
College Curriculum Committee

[Signature]  
College Dean \*

\_\_\_\_\_  
Director of Liberal Studies  
(where applicable)

\_\_\_\_\_  
Provost (where applicable)

\*College Dean must consult with Provost before approving curriculum changes. Approval by College Dean indicates that the proposed change is consistent with long range planning documents, that all requests for resources made as part of the proposal can be met, and that the proposal has the support of the university administration.

IV. Timetable

Date Submitted to LSC: \_\_\_\_\_  
to UWUCC: \_\_\_\_\_

Semester to be implemented: \_\_\_\_\_

Date to be published in Catalog: \_\_\_\_\_

**Part II**

**Description of Curriculum Change**

## **1. Catalog Description**

### **Current Catalog Description**

**This A.A. degree program is available only at the Armstrong and Punxsutawney campuses. Offering specialization in computer and office information systems (COIS), the Associate of Arts Degree in Business is designed to be a two-year curriculum with these objectives:**

- 1. To provide business occupational education with the opportunity for specialization in COIS.**
- 2. To enable the student to enter COIS positions in business and government.**
- 3. To enable the student to upgrade his/her skills and knowledge to qualify for higher positions in business and government.**

## **Proposed Catalog Description**

**This Associate of Arts degree program is available at the Armstrong and Punxsutawney campuses. Offering specialization in computer and office information systems (COIS), the Associate of Arts Degree in Business is designed to be a two-year curriculum with these objectives:**

- 1. To provide business occupational education with the opportunity for specialization in COIS.**
- 2. To enable the student to enter COIS positions in business and government.**
- 3. To enable the student to upgrade his/her skills and knowledge to qualify for higher positions in business and government.**

## **2. Rationale for Changes**

- A. Majority of students enrolled in the program are classified as educationally disadvantaged which affects classroom performance. In order to provide them with the maximum opportunity for successful completion, it is recommended that EN 202, Research Writing, be deleted from the curriculum. The total credits required for the completion of the Associate of Arts Degree will be reduced to 60. This will allow for the elimination of the 18 credit semester.**

**Students in the COIS curriculum are required to take AD 221, Business Technical Writing. This course provides the student with the knowledge and skills necessary to communicate effectively in the business world. In completing the variety of technical writing projects assigned, students are required to conduct research using both primary and secondary sources. Business knowledge is further enhanced because the course customizes the research techniques for office occupations.**

- B. Make the program more attractive for students who may wish to further their education and obtain a bachelors degree.**
- C. Allow for more flexibility in the course selections to meet the specific career goals of the students.**

**Current Curriculum**

**Proposed Curriculum**

First Semester

EN 101 College Writing  
BE 111 Foundations of Business Mathematics  
BE 131 Keyboarding and Document Formatting  
AG 201 Principles of Accounting I  
IM 245 Introduction to Microcomputers  
  
15 credits

First Semester

EN 101 College Writing  
BE 111 Foundations of Business Mathematics  
BE 131 Keyboarding and Document Formatting  
AG 201 Principles of Accounting I  
IM 245 Introduction to Microcomputers  
  
15 credits

Second Semester

EN 202 Research Writing  
AD 101 Introduction to Business  
AD 235 Introduction to Business Law  
AG 202 Principles of Accounting II  
BE 273 Word Processing Applications  
IM 241 Introduction to Management  
Information Systems  
  
18 credits

Second Semester

AD 101 Introduction to Business  
AD 235 Introduction to Business Law  
AG 202 Principles of Accounting II  
BE 273 Word Processing Applications  
IM 241 Introduction to Management  
Information Systems  
  
15 credits

Third Semester

PC 101 General Psychology  
EC 101 Basic Economics  
BE 250 Electronic Office Procedures  
FI 220 Essentials of Finance  
IM 255 Business Applications in COBOL  
  
15 credits

Third Semester

PC 101 General Psychology  
EC 121 Principles of Economics I  
BE 250 Electronic Office Procedures  
FI 220 Essentials of Finance  
IM 255 Business Applications in COBOL  
  
15 credits

Fourth Semester

AD 221 Business Technical Writing  
IM 251 Business System Analysis and Design  
IM 260 Business Computer Applications  
Project  
Humanities or Fine Arts Elective  
Free Elective  
  
15 credits  
  
TOTAL 63 credits

Fourth Semester

AD 221 Business Technical Writing  
IM 251 Business System Analysis and Design  
IM 260 Business Computer Applications  
Project  
Humanities or Fine Arts Elective  
Free Elective  
  
15 credits  
  
TOTAL 60 credits

\*Free Elective may be taken anytime during the two-year program.