Code # BU15 (2015)

**Bulletin Change Transmittal Form**

**Undergraduate Curriculum Council** - Print 1 copy for signatures and save 1 electronic copy.

**Graduate Council** - Print 1 copy for signatures and send 1 electronic copy to [pheath@astate.edu](mailto:pheath@astate.edu)

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| **Bulletin Change** Please attach a copy of all catalogue pages requiring editorial changes. |

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| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Enter date… **Department Curriculum Committee Chair** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Enter date…  **COPE Chair (if applicable)** |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Enter date… **Department Chair:** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Enter date…  **General Education Committee Chair (If applicable)** |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Enter date… **College Curriculum Committee Chair** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Enter date…  **Undergraduate Curriculum Council Chair** |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Enter date… **College Dean** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Enter date…  **Graduate Curriculum Committee Chair** |
|  | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Enter date…  **Vice Chancellor for Academic Affairs** |

**1.Contact Person** (Name, Email Address, Phone Number)

Dr. Ralph Ruby, [rruby@astate.edu](mailto:rruby@astate.edu), 972-6022

**2.Proposed Change**

Delete CIT 3523 from current degree program for BSE-Business Technology and replace with CIT 2543.

**3.Effective Date**

1/1/2016

**4.Justification**

This course is necessary in order to prepare future K-12 teachers with the knowledge and skills required to effectively teach keyboarding.

**From the most current electronic version of the bulletin, copy all bulletin pages that this proposal affects and paste it to the end of this proposal.**

On page 138 of the current bulletin, change the following:

|  |  |
| --- | --- |
| **College of Business Core Courses:** | Sem. Hrs. |
| (See Beginning of Business Section) | 39 |
| **Major Requirements:**  Grade of “C” or better required for all Major Requirements | Sem. Hrs. |
| GCOM 3673, Desk Publishing and Publication Design | 3 |
| CIT 3533, Microcomputer Applications II | 3 |
| CIT 4453, Global e-Commerce | 3 |
| MKTG 4073, Social Media Marketing | 3 |
| Sub-total | 12 |

To:

**College of Business Core Courses: Sem. Hrs.**

**(see Beginning of Business Section**

**Except exclude CIT 3523) 36**

**Major Requirements:**

Grade of “C” or better required for all major requirements:

CIT 2543 - Keyboarding for Professionals 3

GCOM 3673 – Desktop Publishing and Publication Design 3

CIT 3533 – Microcomputer Applications II 3

CIT 4453 – Global e-Commerce 3

MKTG 4073 – Social Media Marketing 3

**Subtotal 15**