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Withdrawn
9/87

INDIANA UNIVERSITY OF PENNSYLVANIA • INDIANA, PENNSYLVANIA 15705

Administrative Services and Business Education Department • Room 9, McElhane Hall • (412) 357-3003

March 4, 1987

To: Dr. Harold Sommer
Chairman, University Senate Curriculum Committee

From: Earl Roberts
Chairman, College of Business Curriculum Committee

Re: Our proposed minor for the College of Business and other
curriculum matters.

Pursuant to our conversation this afternoon, I am forwarding to you our proposal for a new minor to be included within the curriculum for the College of Business. Basically it is the same as our previous proposals except that the number of hours required for the minor has been reduced from 30 to 24. I hope that this request is in good form for your committee's purposes.

In addition, I believe that you indicated that to make certain changes in course numbers and titles which did not include making changes to the content of these courses could be done on an "informational purpose" basis. I am not certain as to how these proposals are to be made and need your assistance as to form and timing of these types of requests. We are considering retitling our AD 413 course from "Word Processing Concepts" to a more accurate title, "Information Processing Technology." In addition, we would like to change the course number of BE 364, "Office Procedures," to BE 264, with no other changes being contemplated.

Could you please advise concerning the above as soon as possible?



#2

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Administrative Services and Business Education Department • Room 9, McElhaney Hall • (412) 357-3003

April 4, 1986

TO: Dr. Cyrus A. Altimus, Dean
College of Business

FROM: Dr. L. Earl Roberts, Chairman
Undergraduate Curriculum Committee

SUBJECT: New Program Proposal

The proposal of a minor for non-business majors is attached. Please sign your name on the cover sheet so that I can proceed with submission of the proposal to the Senate B-2 Committee.

The Committee has directed me to convey to you the recommendation that the administration and advisement for this new program be assigned to a faculty member who is willing to assume this responsibility for appropriate release time. This is important; otherwise, the program will be homeless and will eventually fail.

INDIANA UNIVERSITY OF PENNSYLVANIA
SENATE CURRICULUM COMMITTEE B-2

NEW PROGRAM PROPOSAL

Department: All departments of the College of Business jointly:
Department of Accounting, Department of Management
and Marketing, Department of Finance and Management
Information Systems, and Department of Administrative
Services and Distributive Education

Person to Contact for Further Information: Dr. L. Earl Roberts
Sutton Hall, Room 430
Extension 3003

Program Affected: Minor in Business for Non-Business Majors

Desired Effective Semester for Offering: Fall 1986

Approvals:

Chairperson, Dept. of Accounting	<u><i>Rowland G. Robbins</i></u>
Chairperson, Dept. of Marketing/Mgt.	<u><i>J. J. Malone</i></u>
Chairperson, Dept. of Finance/MIS	<u><i>Kenneth L. Shuest</i></u>
Chairperson, Dept. of ASBED	<u><i>B. Moreau</i></u>
College of Business Curriculum Com. Chair	<u><i>L. E. Roberts</i></u>
College of Business Dean	<u><i>C. H. Altman</i></u>

A. DESCRIPTION AND ACADEMIC NEED

A1. see sheet attached

A2. see sheet attached

A3. This program will meet the needs of Non-College of Business majors who wish to supplement their non-business degree with a background in business. The program will be serviced by all the College of Business departments jointly with courses that already exist in these departments.

A4. not applicable

A5. This is a new program for the College of Business. The courses to be offered to service the program will be traditional courses.

A6. The new program has never been offered at IUP on a trial basis.

A7. not applicable

A8. Other higher education institutions currently offer such a program.

A9. No

B. INTERDISCIPLINARY IMPLICATIONS

B1. Courses within the program will be taught by individual instructors.

B2. No additional or corollary courses are needed now or later.

B3. This is strictly a College of Business program and does not affect or conflict with any other program on campus.

B4. This is a program directed to the general IUP student population other than College of Business students. It is not applicable in a program of the College of Continuing Education.

C. EVALUATION

C1. Courses used to service this program are already in place and students will be evaluated in accordance with the evaluation criteria currently in use by the individual instructors who teach these courses.

C2. not applicable

D. IMPLEMENTATION

- D1. a. Faculty: It is estimated that if the new program attracts about 50 students the College of Business departments can service them without additional faculty resources but if the enrollment exceeds 50 students new faculty resources will be needed.
- b. Space and equipment: No additional space or equipment will be needed.
- c. Laboratory supplies: With the contemplated additional acquisition of computer lab equipment the new program can be serviced.
- d. Library materials: none
- e. Travel funds: none
- D2. Courses to service the proposed program are routinely offered by the College of Business and are not designed or restricted to certain seasonal semesters.
- D3. It is anticipated that the initial enrollment in the program will be equivalent to 2 sections in each one of the core courses.
- D4. 30/35 students in a section. Number is not limited by availability to specific facility.

E. MISCELLANEOUS

none

A1. CATALOG DESCRIPTION

The College of Business offers, as a joint effort of its four departments, a 24 credit minor for non-business majors. The program is designed to give non-business majors a general background in business within 24 hours of required business courses. Such courses are designed to give the student a broad spectrum of course material rather than offer specialization in any particular area.

A2. PROGRAM STRUCTURE

The proposed program of the minor in business for non-business majors is a 24 credit hour program in business consisting of the following courses:

AD 101	Bursiness Organization and Management	3 credits
	(A first course in the program and a pre-requisite for all other courses)	
AD 235	Introduction to Business Law	3 credits
AG 201	Accounting Principles I	3 credits
AG 202	Accounting Principles II	3 credits
FS 310	Finance	3 credits
MK 320	Principles of Marketing	3 credits
FS 241	Introduction to Management Information Systems. ,	
	<u>OR</u>	3 credits
CO 110	Introduction to Computer Science	
MG 360	Management and Production Concepts	
	<u>OR</u>	3 credits
AD 321	Business and Interpersonal Communications. . . .	
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Total Credits for the Minor in Business		24 credits
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