

The addition or removal of any graduation requirement in a major or minor requires that this form, accompanied by any supporting documentation, be completed and approved as indicated below.

COLLEGE College of Business DEPARTMENT Online Learning

DEGREE LEVEL See Degree Programs Below PROGRAM TITLE See Program Titles Below

TO BE INITIATED WITH CATALOG YEAR 2009 / 2010 CHANGE REQUESTED FOR  major program  minor program

BRIEF DESCRIPTION OF REQUESTED CHANGES *Attach a more detailed description and any supporting documentation*

Course CIS 1140: Business Skills will be replaced by CIS 1130: Basic Computer Skills as a core requirement. CIS 1130: Basic Computer Skills will replace CIS 1140 as a pre-requisite. This replace should be a "or" designation as many students have CIS 1140. All places where CIS 1140 is listed as a pre-requisite should show "CIS 1140 or CIS 1130". This change is for the following programs:

- AA Business Administration (3510)
- AA Health Care Management (3540)
- BA Business Administration- Accounting (7600)
- BA Business Administration- Health Care Management (7602)
- BA Business Administration- Marketing (7604)
- Business Administration- Accounting (7601)
- BA Business Administration- Management (7603)
- AA Marketing (3560)
- AA Accounting (3550)

**APPROVALS:** On completion of appropriate department approvals, submit form to Chair, Graduate Council, or Chair, Undergraduate Curriculum Committee, for approval below and forward to the Office of the Registrar

Ralph L. Hunt 8/18/2009  
 Originator Date Chair, Graduate Council Date

Ralph L. Hunt OR  
 Department Head / Major Program Chair Date

\_\_\_\_\_  
 Department Head / Minor Program Chair Date Chair, Undergraduate Curriculum Committee Date

Alex Vassiri 8/19/2009  
 Dean or Associate Dean Date

REGISTRAR'S USE ONLY

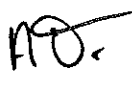
Operator Init \_\_\_\_\_ Date \_\_\_\_\_ Changes Made for Catalog Year \_\_\_\_\_  
 Catalog Director Date


DISTRIBUTION:  
 Original-Registrar  
 Copy-Academic Unit

Florida Institute of Technology • Office of the Registrar

# Memorandum

**To:** Mark Archambault  
Undergraduate Curriculum Committee

**Through:** Dr. Robert Niebuhr  
Dean, College of Business  
Or  
Dr. Alex Vamosi   
Associate Dean, College of Business

**From:** Dr. Ralph Harper Jr., CISM   
Academic Chair, Management, College of Business

**Date:** 8/19/2009

**Subject:** Proposed changes to the listed programs core requirements.

---

The Academic Chair's request approval to change the core requirement for the following programs:

AA Business Administration (3510)  
AA Health Care Management (3540)  
BA Business Administration- Accounting (7600)  
BA Business Administration- Health Care Management (7602)  
BA Business Administration- Marketing (7604)  
Business Administration- Accounting (7601)  
BA Business Administration- Management (7603)  
AA Marketing (3560)  
AA Accounting (3550)

The course CIS 1140: Business Computer Skills is being replaced by CIS 1130: Basic Computer Skills. CIS 1140 devotes two weeks on Microsoft Access where CIS 1130 uses that time on Microsoft Excel and Word. It is felt that this is a better focus for a student's academic studies.