Minnesota State University, Mankato
Curriculum Proposal

Please type or select the requested information. Print completed forms, add appropriate paper attachments, and route through MSU's curricular process for recommendations and decisions.

(Check all that apply):

College: Education
Department: Aviation and Business Education
Program: CIP#

Type of Change: COURSE PROPOSALS
Proposed: Course Withdrawal

Title Current: Introduction to Business Communication
Title Proposed:

24-Char. Abbrev:

(Rational or Justification for change:

In 2006-2007 all BED courses were removed from the bulletin. A curriculum proposal was not completed to document the deletion of all of these courses.

***For General Education or Cultural Diversity Courses Only***

**General Education Course:**

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<tr>
<th>GE Category #</th>
<th>GE Category Name (Maximum of 3 Categories)</th>
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* For Writing Intensive Courses, attach a description of the kind and quantity of writing.
* For Upper Division Courses, include a description of the respects in which it is broad and general rather than narrow and specific, and so suitable as GE.

Attach paper copies of the following:

a. Syllabus or course outline.
b. Course's student learning outcomes associated with each GE competency or CD designation.
c. List of strategies to be used to assess students' achievement of each GE competency or CD designation.

***For New Courses***

(Check all that apply:)

Instructional Type: Lecture
Grading Format: Grade P/N
Pre- or Co-requisites:

Course will be offered:

☐ Fall Semester
☐ Spring Semester
☐ Summer Session

☐ Course content or title is similar to courses in other departments. (Attach copy of letter of agreement with other program(s) contacted. Indicate the nature of the discussions and/or resolution of differences or potential conflicts.)

Attach paper copies of the following:

a. Syllabus or course outline.
b. Course's student learning outcomes.
c. A list of resources required to offer and support this course.
d. A description of how teaching this course will affect department staffing.
e. If 400/500 level course, an explanation of added expectations of graduate students.

Revised September 2002
**For Program Proposals**

1. Student learning outcomes for the program.
2. Minutes from department and college curriculum meetings in which action was taken on this proposal.
4. List of program requirements for New programs, or a list of Current and Proposed program requirements for Redesigned programs.
5. A list of resources required to offer and support this program.
6. A description of how offering this program will affect department staffing.
7. A list of additional library holdings required for this program.

Please include rationale for any proposed changes in number of program credits.

**For Programs Requiring MnSCU Approval**

If any of the following changes are proposed, please fill out and attach MnSCU Program Approval Forms, which are available on the Academic Affairs Web site: [http://www.mnsu.edu/acada/curriculum/currfomssprocess.html](http://www.mnsu.edu/acada/curriculum/currfomssprocess.html).

1. **Creation** of an entirely new program.
2. **Redesign** of existing programs, which takes any of the following forms:
   - Addition or deletion of a program option. Options are part of program design in which 30-50% of the courses are required as part of a common core for all students, and which offers curriculum alternatives greater than 30% of the total number of credits in the major. Options are appropriate to baccalaureate or masters programs.
   - Addition or deletion of a program emphasis. Emphases are part of program design in which more than 50% of the courses are required as part of a common core for all students, and which offers curriculum alternatives with a minimum of nine credits. Emphases are appropriate to associate and baccalaureate programs.
   - Change in program name.
   - Change in program CIP #.
   - Change in TOTAL program credits.
   - Change in degree award. For example, changing a B.A. to B.S.
   - Creation of a new degree award in a related academic area. Examples include creation of a certificate program from an existing degree program, or a new degree program from an existing degree program (e.g., Art History BA from Art BA.)
3. **Relocation** of an existing program. This is a proposal to move an existing program from one site to be exclusively offered at another site, and requires closing the program offered at the original site. For example, a program offered both on-campus and through extended campus is to be offered only at the extended campus site.
4. **Replication** of an existing program. This is a proposal to offer an existing program at a new site, which may be an existing MnSCU-approved site, or another campus of the same institution. Replicated programs are offered at both the original site and the new location.
5. **Suspension** or reinstatement of a program. This proposal suspends admission of students into an existing program, and is good for three years. Reinstatement proposals request the reopening of student admissions into a given program.
6. **Closure** of a program. This proposal requests closure of an existing program and its from an institution's official inventory of academic programs. Unless a department seeks to re-open a suspended program, it should be closed within three years of suspension.
## Minnesota State University, Mankato
### Curriculum Proposal

### Signature Page

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<thead>
<tr>
<th>Department</th>
<th>Recommended (Category/ies)</th>
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<th>Department Chair</th>
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<th>Senior Vice President and Vice President for Academic Affairs</th>
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Revised September 2002
The list of committees was discussed and faculty was assigned to committees:

- Assessment Coordinating Committee: Craig Ruedy
- Policy Procedure & Review Board: Craig Ruedy
- Curriculum Committee: Pat McKinzie
- Diversity Committee: Pat McKinzie
- Reassignment & Research: Nihad Daidzic
- Technology: Pat McKinzie
- Commencement Committee: None
- International Committee: Nihad Daidzic
- Scholarship Committee: Pat McKinzie
- Professional Development: Nihad Daidzic
- Distance Learning: Craig Ruedy

The department decided to drop BED courses. A new aviation curriculum will be developed.

BED 120 Introduction to Business Communication
BED 325 Office Systems and Technology
BED 345 Business Communications
BED 406 Methods of Teaching Business, Accounting and Keyboarding
BED 415 Student Organizations
BED 420 Methods and Materials of Teaching Integrated Bus. Simulation
BED 430 Senior Program Report
BED 431 Materials and Methods of Teaching Cooperative
BED 432 Coordination Techniques for Cooperative Occupational
BED 434 Principles and Practices of Vocational Technical Education
BED 440 Corporate Men and Women
BED 451 Business Correspondence and Reports
BED 453 Office Management
BED 161 Word Processing/Keyboarding
BED 162 Intermediate Word Processing/Keyboarding
BED 163 Advanced Word Processing/Keyboarding
BED 201 Information and Records Management
BED 206 Spreadsheets and Graphics
BED 215 Information Processing Database Records Management
BED 291 Project Study in Business
BED 297 Office Experience
BED 320 Business Experience
BED 321 Business Seminar
BED 460 Office Systems Implementation and Applications
BED 470 Integrated Office Systems
BED 481 Desktop Publishing
BED 482 Secondary Computerized Accounting
BED 483 Presentation Graphics
BED 489 Vocational Curriculum Restructuring
BED 490 Workshop