Proposed New Undergraduate Course

From our students' perspective, one of the more popular and useful aspects of **BUS 100** over the last two academic years (Fall 2011 through Spring 2013) has been the emphasis we began placing on using software with business applications. By taking the software requirements out of **BUS 100** and placing them in a new one credit hour project course (**BUS 102**), we will be able to offer the students more breadth and depth in both **BUS 100's** traditional "introduction to business topics" and in **BUS 102's** software applications.

This is the new project course that we propose offering in Fall 2013:

Course Description for BUS 102 – Computing Tools for Business Analysis

This course builds competency with the most commonly used software tools used in business: Microsoft Excel, Access, Word and Power Point while also reinforcing business concepts, modes of thinking and communications skills. Course sessions, held in a PC lab, will cover basic-through-intermediate skills for each application using exercises and mini-cases that require students to analyze business problems and consider how best to communicate information, results and findings. Course work will be integrated across the various tools in the Office suite and also across various business disciplines. Students will learn not just the computing tools themselves, but also how such tools are used in today's business environment to manage information, analyze data, and communicate more effectively.

To integrate this new project course into our curriculum, we propose making the following changes:

We would move the existing project courses back one semester until we reached **BUS 303,** currently titled**,** Financial Analysis: Pro-Forma Financial Statements. We would combine **BUS 303** and **BUS 304** (Financial Valuation: How Much is it Worth) into a single project course, **BUS 302**, Financial Analysis and Valuation. The fourth year project courses would be unaffected by this change.

	Current Project Course Requirements	Proposed Project Course Requirements
First year, semester #1	BUS 103	BUS 102
First year, semester #2	BUS 104	BUS 103
Second year, semester #1	BUS 203	BUS 104
Second year, semester #2	BUS 204	BUS 203
Third year, semester #1	BUS 303	BUS 204
Third year, semester #2	BUS 304	BUS 302
Fourth year, semester #1	BUS 403	BUS 403
Fourth year, semester #2	BUS 404	BUS 404