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| <b>Fiscal Unit/Academic Org</b>                | Business Administration - D1000  |
| <b>Administering College/Academic Group</b>    | Business   |
| <b>Co-administering College/Academic Group</b> |  |
| <b>Semester Conversion Designation</b>         | Converted with minimal changes to program goals and/or curricular requirements (e.g., sub-plan/specialization name changes, changes in electives and/or prerequisites, minimal changes in overall structure of program, minimal or no changes in program goals or content) |
| <b>Current Program/Plan Name</b>               | General Business Minor   |
| <b>Proposed Program/Plan Name</b>              | General Business Minor   |
| <b>Program/Plan Code Abbreviation</b>          | GENLBUS-MN   |
| <b>Current Degree Title</b>                    |  |

## Credit Hour Explanation

| Program credit hour requirements                              |         | A) Number of credit hours in current program (Quarter credit hours) | B) Calculated result for 2/3rds of current (Semester credit hours) | C) Number of credit hours required for proposed program (Semester credit hours) | D) Change in credit hours |
|---|---------|---|--|---|---------------------------|
| Total minimum credit hours required for completion of program |         | 21  | 14.0   | 15  | 1.0                       |
| Required credit hours offered by the unit                     | Minimum | 21  | 14.0   | 15  | 1.0                       |
|   | Maximum | 21  | 14.0   | 15  | 1.0                       |
| Required credit hours offered outside of the unit             | Minimum | 0   | 0.0  | 0   | 0.0                       |
|   | Maximum | 0   | 0.0  | 0   | 0.0                       |
| Required prerequisite credit hours not included above         | Minimum | 12  | 8.0  | 8   | 0.0                       |
|   | Maximum | 15  | 10.0   | 12  | 2.0                       |

## Program Learning Goals

Note: these are required for all undergraduate degree programs and majors now, and will be required for all graduate and professional degree programs in 2012. Nonetheless, all programs are encouraged to complete these now.

Program Learning Goals •

## Assessment

Assessment plan includes student learning goals, how those goals are evaluated, and how the information collected is used to improve student learning. An assessment plan is required for undergraduate majors and degrees. Graduate and professional degree programs are encouraged to complete this now, but will not be required to do so until 2012.

Is this a degree program (undergraduate, graduate, or professional) or major proposal? No

## Program Specializations/Sub-Plans

If you do not specify a program specialization/sub-plan it will be assumed you are submitting this program for all program specializations/sub-plans.

## Pre-Major

Does this Program have a Pre-Major? No

**Attachments**

- CCI Subcommittee Chair Letter General BusinessMinor.doc: CCI Subcommittee Chair Letter  
*(Other Supporting Documentation. Owner: Vankeerbergen, Bernadette Chantal)*
- All Attachments 3rd Submission General Business Minor.pdf: All Attachments Business Minor  
*(Other Supporting Documentation. Owner: Gomez-Bellenge, Francisco X)*

**Comments**

- 'Required prerequisite credit hours not included above' is 8 minimum and 12 maximum under semesters because multiple courses with different credit values can satisfy two of the three prerequisites (Math is 3-5; Computer Science is 2-4) *(by Gomez-Bellenge, Francisco X on 03/09/2011 12:50 PM)*

**Workflow Information**

| Status             | User(s)   | Date/Time           | Step                   |
|--------------------|---|---------------------|------------------------|
| Submitted          | Gomez-Bellenge, Francisco X   | 02/03/2011 10:09 AM | Submitted for Approval |
| Approved           | O'Neill, Jill Ann   | 02/03/2011 02:17 PM | Unit Approval          |
| Approved           | Unnava, Hanumantha Rao  | 02/08/2011 10:43 AM | SubCollege Approval    |
| Approved           | Mangum, Stephen L   | 02/08/2011 11:38 AM | College Approval       |
| Revision Requested | Vankeerbergen, Bernadette Chantal   | 02/22/2011 01:43 PM | ASCCAO Approval        |
| Submitted          | Gomez-Bellenge, Francisco X   | 05/17/2011 09:06 AM | Submitted for Approval |
| Approved           | O'Neill, Jill Ann   | 05/17/2011 09:12 AM | Unit Approval          |
| Approved           | O'Neill, Jill Ann   | 05/17/2011 09:12 AM | SubCollege Approval    |
| Approved           | Mangum, Stephen L   | 05/17/2011 09:14 AM | College Approval       |
| Revision Requested | Vankeerbergen, Bernadette Chantal   | 05/17/2011 11:40 AM | ASCCAO Approval        |
| Submitted          | Gomez-Bellenge, Francisco X   | 05/17/2011 01:24 PM | Submitted for Approval |
| Approved           | O'Neill, Jill Ann   | 05/17/2011 01:33 PM | Unit Approval          |
| Approved           | O'Neill, Jill Ann   | 05/17/2011 01:34 PM | SubCollege Approval    |
| Approved           | Mangum, Stephen L   | 05/17/2011 01:37 PM | College Approval       |
| Revision Requested | Vankeerbergen, Bernadette Chantal   | 05/30/2011 12:37 PM | ASCCAO Approval        |
| Submitted          | Gomez-Bellenge, Francisco X   | 06/01/2011 01:03 PM | Submitted for Approval |
| Approved           | O'Neill, Jill Ann   | 06/01/2011 01:13 PM | Unit Approval          |
| Approved           | O'Neill, Jill Ann   | 06/01/2011 01:13 PM | SubCollege Approval    |
| Approved           | Mangum, Stephen L   | 06/01/2011 01:45 PM | College Approval       |
| Pending Approval   | Nolen, Dawn<br>Jenkins, Mary Ellen Bigler<br>Meyers, Catherine Anne<br>Vankeerbergen, Bernadette Chantal<br>Hanlin, Deborah Kay | 06/01/2011 01:45 PM | ASCCAO Approval        |



**Department of English**

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To: Larry Krissek, Chair, Committee on Curriculum and Instruction (CCI)  
From: James Fredal, Chair, CCI Social, Behavioral, Biological, Mathematical and Physical  
Sciences Subcommittee  
Re: General Business Minor Semester Conversion Proposal

Date: May 25, 2011

Larry:

The Sciences subcommittee reviewed the semester conversion proposal at its meeting on Monday May 23, 2011. This minor is a direct conversion from the quarter version. It will include three prerequisite courses and five required courses, just as it did under quarters. Because the coursework remains constant and (with one exception) courses can be taken in any order, no transition problems are anticipated through the conversion. We did have a question about the PACER form: the prerequisite hours are listed as ranging from 8-12, but the proposal seems to indicate a minimum of 9 hours. It would seem that one of the possible prerequisite math courses would have to be 3 hours rather than 4, but it is not clear what this course would be. We were also uncertain how the 12 hour prerequisite number would be reached; presumably through some higher credit hour equivalent but, again, it wasn't clear which course(s) might be referred to here. In other ways the proposal was straightforward and once this question is addressed it should be complete and accurate. Therefore we forward it with this one contingency to the full CCI with a recommendation for its approval.

Thanks.

Jim Fredal

cc: Bernadette Vankeerbergen

January 30, 2011

Provost Joseph A. Alutto  
Office of Academic Affairs  
203 Bricker Hall

Dear Provost Alutto:

RE: Proposed Semester Conversion for General Business Minor

On behalf of the Fisher College of Business, we recommend approval of the proposed revision to the existing General Business Minor to accommodate conversion to a semester-system schedule.

The General Business Minor consists of the following elements:

- One course from each of Fisher College's five academic departments
- Three pre-requisites to the business courses; one each in Economics, Mathematics and Computer Science

Responsibility for the Minor is vested in the Undergraduate Programs in Business Committee (UPC). Professor Rao Unnava, Associate Dean for Undergraduate Programs, chairs the UPC. The Minor is supervised by Professor David Schilling.

The proposed General Business Minor is a straightforward conversion from Quarters to Semesters. There are no changes in required courses or pre-requisites. The proposed General Business Minor draws on courses approved by the various Fisher academic departments during fall 2010 and approved by the UPC.

We concur with the recommendation of the UPC and recommend the proposed General Business Minor curriculum and courses be approved.

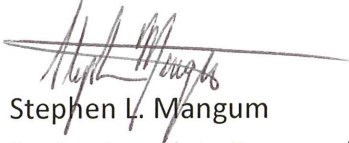
Office of the Dean

Sincerely,



Christine A. Poon

Dean and John W. Berry, Sr. Chair in Business



Stephen L. Mangum

Senior Associate Dean and Professor of MHR



January 30, 2011

Provost Joseph A. Alutto  
Office of Academic Affairs  
203 Bricker Hall

Dear Provost Alutto:

I write on behalf of the Undergraduate Programs in Business Committee (UPC) and the Fisher College of Business Faculty to recommend the proposed revision of the existing General Business Minor to accommodate the conversion from a quarter system to a semester system schedule.

#### Background

The undergraduate General Business Minor was first introduced in 2001. It was developed to provide students in other university colleges with an opportunity to learn the basic concepts and language of Business as a complement to their undergraduate degree programs. The minor courses are also service courses for some degree programs in other colleges.

The General Business Minor courses are very popular with university students, with enrollments approaching one thousand per year in some courses. The annual number of students completing the entire minor is estimated to be several hundred per year. The General Business Minor complements degrees as varied as engineering and the arts.

#### Rationale

The General Business Minor is undergoing a straightforward conversion from Quarters to Semesters with all Quarter courses having Semester equivalents. There are no changes in either the courses required for the minor or in the pre-requisites required for the minor.

#### Approval

The proposed General Business Minor draws on courses approved by the various Fisher academic departments during fall 2010. The General Business Minor curriculum was reviewed by Professor David Schilling as director of the program and approved by the UPC.

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### **Associate Dean for Undergraduate Programs**

530A Fisher Hall – 2100 Neil Avenue – Columbus, OH 43210-1144  
Telephone: 614-292-1506 – Fax: 614-292-0879  
fisher.osu.edu

I concur with the recommendation of Professor Schilling and the UPC and recommend the proposed General Business Minor curriculum and courses be approved.

Sincerely,

A handwritten signature in black ink that reads "Rao Unnava." The signature is written in a cursive style with a period at the end.

H. Rao Unnava, Ph.D.  
Associate Dean for Undergraduate Programs  
and Professor of Marketing

## List of Semester Courses

| Department  | Course # | Credits | Title  |
|---|----------|---------|--|
| <b>Required Courses Offered by the Unit</b>                       |          |         |  |
|   |          |         |  |
| ACCT-MIS  | 2000     | 3       | Foundations of Accounting                              |
| BUS-FIN   | 3120     | 3       | Introductory Finance                                   |
| BUS-MHR   | 3100     | 3       | Foundations of Management & Human Resources            |
| BUS-M&L   | 3150     | 3       | Marketing Management                                   |
| BUS-MGT   | 3130     | 3       | Foundations of Operations Management                   |
|   |          |         |  |
| <b>Required Courses Offered Outside the Unit (Pre-requisites)</b> |          |         |  |
|   |          |         |  |
| MATH  | 1130     | 4       | College Algebra for Business (or equivalent or higher) |
| CSE   | 1110     | 2       | Introduction to Computing Technology                   |
| ECON  | 2001.01  | 3       | Principles of Microeconomics (or AG-ECON equivalent)   |



# General Business Minor Semester Advising Sheet

## General Business Minor Curriculum Requirements

Before taking the minor courses, it is required that each student take the following courses:

- College algebra (Math 1130 or 1148 or equivalent or higher)
- Microeconomics (Econ 2000.01 or equivalent)
- Basic computing (CS&E 1110 or higher or equivalent)

In addition, the accounting course is prerequisite for the finance course.

## Courses

All five courses must be completed to satisfy minor requirements. Variations in the program are generally not permitted; any variations must be approved by the Associate Director of General Business Programs.

A student who completes the minor following the above guidelines need only file their college's Minor Program Form with their college office. No approval from Fisher College of Business is required.

### **AMIS 2000 - Foundations of Accounting and MIS**

A survey of accounting for non-business students; financial statements and analysis; accounting for assets, liabilities and owners equity; and elements of managerial accounting.

### **BUS-FIN 3120 - Introductory Finance**

Survey of topics in finance for non-business students including: discussion of investment, time value of money, financial markets, financial institutions, risk and return, corporate and international business.

### **BUS-MHR 3100 - Foundations of Management & Human Resources**

Survey of topics in management and human resources for non-business students. The material includes a discussion of organizational behavior, human resource management and labor markets.

### **BUS-MGT 3130 - Foundations of Operations Management**

A survey of operations management for non-business students including discussion of operations management issues in both manufacturing and service organizations including management and purchasing.

### **BUS-M&L 3150 Marketing Management**

A survey of marketing for non-business students including discussion of marketing practice tools and concepts and their applications in profit and non-profit organizations.

## **Exclusions**

The minor is not open to students majoring in business or intending to major in business. Minor courses do not count toward a business degree and do not serve as prerequisites for further study in business.

## **Additional Requirements**

- Courses used on the minor may not be used on the major.
- No more than 6 hours of transfer credit may be applied to any minor.
- No grade below a C- will be permitted in courses comprising the minor; the minimum overall CPHR of the minor shall be 2.00.
- Courses taken on a Pass/Non-Pass basis may not be applied to the minor.

# General Business Minor Quarter Advising Sheet

## General Business Minor Curriculum Requirements

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Before taking the minor courses, it is required that each student take the following courses:

- College algebra (Math 130 or 148 equivalent)
- Microeconomics (Econ 200 or equivalent)
- Basic computing (CS&E 100 or higher, or Eng. Graphics 167, or equivalent)

In addition, the accounting course is prerequisite for the finance course.

### Courses

All five courses must be completed to satisfy minor requirements. Variations in the program are generally not permitted; any variations must be by the Associate Director of General Business Programs.

A student who completes the minor following the above guidelines need only file their college's Minor Program Form with their college office. No approval from Fisher College of Business is required.

#### **AMIS 310 - Foundations of Accounting and MIS**

A survey of accounting for non-business students; financial statements and analysis; accounting for assets, liabilities and owners equity; and elements of managerial accounting.

#### **BUS-FIN 420 - Foundations of Finance**

Survey of topics in finance for non-business students including: discussion of investment, time value of money, financial markets, financial institutions, risk and return, corporate and international business.

#### **BUS-MHR 400 - Foundations of Management & Human Resources**

Survey of topics in management and human resources for non-business students. The material includes a discussion of organizational behavior, human resource management and labor markets.

#### **BUS-MGT 430 - Foundations of Operations Management**

A survey of operations management for non-business students including discussion of operations management issues in both manufacturing and service organizations including management and purchasing.

#### **BUS-M&L 450 - Foundations of Marketing**

A survey of marketing for non-business students including discussion of marketing practice tools and concepts and their applications in profit and non-profit organizations.

### Exclusions

The minor is not open to students majoring in business or intending to major in business. Minor courses do not count toward a business degree and do not serve as prerequisites for further study in business.

### Additional Requirements

1. Courses used on the minor may not be used on the major.
2. No more than 10 hours of transfer credit may be applied to any minor.
3. No grade below a C- will be permitted in courses comprising the minor; the minimum overall CPHR of the minor shall be 2.00.
4. Courses taken on a Pass/Non-Pass basis may not be applied to the minor.

## **Transition Policy**

As all courses are a straightforward conversion from Quarters to Semesters, there is no transition per se. Courses can be taken under either Quarters or Semesters. The prerequisite courses are also not changing. Pre-requisites can be taken in any order or in any combination. The five Minor courses can be taken in any order or any combination with the single exception that ACCT-MIS 2000 must be taken before BUS-FIN 3120.