

Kingsborough Community College
of
The City University of New York

Proposal
for an
A.S. Degree
in Business Administration

Contact: Dr. Edward Martin, Chair
Department of Business
October 2008

Attachment A

Purpose and Goals:

As in the previously-approved Letter of Intent, the Department of Business at Kingsborough Community College proposes a new Associate in Science (A.S.) Degree in Business Administration to augment and complement its existing Associate in Applied Science (A.A.S.) degrees in Business Administration, Accounting, Entrepreneurial Studies, Retail Merchandising, and Office Administration & Technology. The proposed program provides a more seamless transfer option for those students wishing to pursue their education at four year colleges offering degrees in Business and related fields, and specifically, Baruch College.

Need and Justification

In Fall 2007, there were 1963 majors in the Department of Business (KCC Internal Reports, "Enrollment Data Profile," www.kingsborough.edu). Of these, the Business Administration A.A.S. degree alone accounted for 1149 students (second only to Liberal Arts), representing a 16% growth since 2000.

In 2006-7, Kingsborough awarded 387 A.A.S degrees in the Department of Business—49% of all A.A.S. degrees awarded that year in the college with 201 awarded in Business Administration alone. (KCC Internal Reports, "Enrollment Data Profile—Degrees Awarded by Academic Curricula," www.kingsborough.edu). This represented a 6.3% growth in Business Administration degrees in the past five years, and a 3.6% growth in the past year.

Over the past five years, students in their last semester business and accounting classes have responded to a departmental "Intention" survey with fairly consistent results: Ninety percent (90%) intend to transfer to four-year colleges; of these, 85% intend to go to a CUNY college—typically Baruch and Brooklyn, with lesser amounts to CSI, Queens, Hunter and John Jay. It is interesting to note that the "intended" transfer numbers have increased from earlier 1995-98 surveys, where 84% had indicated their plan to continue at a four-year college. More notably, there has been an increase of those planning to remain within CUNY (from 53% in 1995 and 71% in 1998) to 85% now. (Department of Business Bi-Annual "Intention" Survey Results, 1995-2006).

Based on standing articulation agreements within CUNY, the typical A.A.S. transfer student from Kingsborough does not have all of his or her courses accepted towards the bachelor's degree, having to retake a number of courses to complete the 120 credits. In addition, the 2006 Memorandum of Understanding regarding "Pathways to the B.B.A. at Baruch" indicated that "more than two-thirds [of transfer students] enter from another CUNY college." In addition, many "...transfer students who enter Baruch...are precluded from taking upper-division business courses...until specific freshman and sophomore level courses are completed." The document identifies nine specific courses required for the pre-Business major. Specifically, they are Accountancy 2101, Computer Information Systems 2200, Economics 1001, Economics 1002, English 2100, Law 1101, Mathematics 2205/2206/2207 or 2610, Statistics 2000, and English 2150.

Students

It is expected that business students who plan to attend a four-year CUNY college (especially Baruch College) after graduation will seek to matriculate in the A.S. rather than A.A.S. degree. Based on data prepared by the Office of Institutional Research at Kingsborough and supported by departmental surveys, approximately 20% of our graduating Business Administration students intend to transfer to Baruch. With approximately 200-250 AAS degrees awarded annually, we would expect that 40-50 students would intend to transfer to Baruch; perhaps one-half to two-thirds of those initially would be interested in the A.S. degree.

It is estimated that the first cohort of entering students in the Fall semester of the first year will be 20, increasing to 30 by Year 3 and subsequent years. With Fall admissions to the program and using an anticipated persistence rate of 70% between semesters, the enrollment projections for the first five years of the program are presented in the following table:

Enrollment Projections					
	Year 1	Year 2	Year 3	Year 4	Year 5
Semester 1	20	30	40	40	40
Semester 2	14	21	28	28	28
Semester 3	0	10	14	19	19
Semester 4	0	7	10	13	13
FTE/yr					
New	0	17	24	32	32
Persisting	34	51	68	68	68

Curriculum

The proposed curriculum for the AS in Business Administration would closely match Baruch College's suggested 9-course core for entry into the BBA program at the Zicklin School of Business. Of the sixty (60) credits required for KCC graduation, all but seven (7) credits make use of existing courses already in the college. One new course (BA 65) would be developed and one course (MAT 22) re-activated/revised. College requirements for Math, English, and Group requirements remain unaltered (as shown on the next page). The resulting A.A.S. degree requirements would include 26 credits from within the department and 34 credits taken within the College (31 of them in Liberal Arts courses), clearly meeting the State's requirement of at least 30 credits of the A.S. in Liberal Arts.

KINGSBOROUGH COMMUNITY COLLEGE

**PROPOSED A.S. in BUSINESS ADMINISTRATION ++
Degree Requirements for Matriculants (Total credits: 60)**

COLLEGE REQUIREMENTS

Successful completion of CUNY/ACT Tests in Reading and Writing and the Mathematics Test with passing examination scores or development courses may be required.

ENG 12 *	4 credits
ENG 24 *	3
HPE 12	3

DEPARTMENT REQUIREMENTS#

Fundamentals of Accounting I and II (ACC 11-12)	8	credits
Fundamentals of Business (BA 11)	3	
Business Law (BA 12)	3	
Organizational Behavior and Management (BA 31)	3	
Business Communications (BA 33)	3	
Introduction to Computer Concepts (BA 60)	3	
Management Information Systems (BA 65) [NEW]	3	

GROUP REQUIREMENTS15 credits

A minimum of three credits each selected from at least three different groups – I thru IV -- must be in Basic Courses (in addition to the 6 credits of economics).

I. Performing and Visual Arts

(Excluded are Art & Music Studio, Theatre Production & Technique courses)
Art-Music-Speech-Theater Arts

II. Language and Literature

Foreign Language-Literature-Philosophy

III. Social Sciences

Economics-History-Political Science	
Macroeconomics (ECO 12)	3
Microeconomics (ECO 13)	3

IV. Behavioral Sciences

Anthropology-Psychology-Sociology

V. Mathematics and Sciences8 credits

Business Statistics (MAT 22)	4
Analytic Geometry and Pre-Calculus (MAT 14)	4

TOTAL.....60 credits

Consultation with the Department Advisor is required.

++ Recommended program for students considering transfer to Baruch College BBA.

Specifically, the new proposed course is as follows (full course proposal included at end of proposal):

BA 65- Management Information Systems – 3credits, 3 hours

This course introduces students to the use of information systems in organizations, including management information systems (MIS), organization of information, and systems analysis and design. Ethical and globalization issues that have developed with the use of information systems will be introduced as well as applications of spreadsheets, data presentation, and database management software. Pre-requisite: BA60.

Cost Assessment

Faculty: The Department of Business currently consists of twenty-four full-time faculty and a similar number of adjuncts. Since the majority of students opting for the AS degree will be coming from existing and potential AAS students, and existing courses will be used, the addition of an AS degree should not require any additions to full-time faculty or staff. The college would be expected to provide released time as needed for an existing faculty member to act as director to supervise/coordinate the degree.

Facilities and Equipment

No changes are expected. Students will have access to all existing Kingsborough facilities including computers and Internet.

Budget

PROJECTED¹ EXPENDITURES FOR THE PROPOSED PROGRAM

Expenditures	1 st Year	2 nd Year	3 rd Year	4 th Year	5 th Year
<i>Faculty</i> ²	\$0	\$0	\$0	\$0	\$0
New Resources					
<i>Equipment</i> ³	0	0	0	0	0
New Resources					
<i>Other</i>	0	0	0	0	0
New Resources					
Total	\$0	\$0	\$0	\$0	\$0
New Resources					

PROJECTED CAPITAL EXPENDITURES FOR THE PROPOSED PROGRAM

Expenditures	1st Year	2nd Year	3rd Year	4th Year	5th Year
1. Capital Facilities	0	0	0	0	0
2. Equipment (Capital Expenditures)	0	0	0	0	0
3. Total Capital Expenditures	0	0	0	0	0

PROJECTED¹ REVENUE RELATED TO FOR THE PROPOSED PROGRAM

Revenues	1st Year	2nd Year	3rd Year	4th Year	5th Year
<i>Tuition Revenue¹</i>					
01. From Existing Sources	0	17 x \$1540	24 x \$1540	32 x \$1540	32 x \$1540
02. From New Sources	34 x \$1540	51 x \$1540	68 x \$1540	68 x \$1540	68 x \$1540
03. Total ³	\$52,360	\$104,720	\$141,680	\$154,000	\$154,000
<i>State Revenue²</i>					
04. From Existing Sources	0	\$39,100	\$55,200	\$73,600	\$73,600
05. From New Sources	\$78,200	117,300	156,400	156,400	156,400
06. Total	\$78,200	\$156,400	\$211,600	\$233,000	\$233,000
<i>Other Revenue</i>					
07. From Existing Sources	0	0	0	0	0
08. From New Sources	0	0	0	0	0
09. Total	0	0	0	0	0
<i>Grand Total</i>					
10. From Existing Sources	0	\$65,280	\$92,160	\$122,880	\$122,880
11. From New Sources	\$130,560	195,840	261,120	261,120	261,120
TOTAL	\$130,560	\$261,120	\$353,280	\$384,000	\$384,000

1 Based on full-time NYC resident tuition for 2004-5 school year of \$1540.

2 Based on State appropriation of \$2300 for each FTE based on FY 2004-5.

3 Totals including 2.5% adjustment for inflation for 2nd-5th years of program.

Internal Evaluation And Outcomes Assessment

The department chair, assisted by a program director, will monitor the quality of the program and ensure that student performance meets minimum GPA requirements.

The A.S. degree will be subject to the same formal periodic review process established by the college for all academic programs. The formal review process consists of a self-study based on established guidelines. These self-studies include: enrollment figures, students' skill levels, course performance data, student retention rates, number of degrees awarded and job placement or transfer trends among graduates. A self study report is submitted by the department to an outside evaluator who then visits the program on-site and submits a written evaluation of the visit to the college.

New Course Proposal

**KINGSBOROUGH COMMUNITY COLLEGE
THE CITY UNIVERSITY OF NEW YORK**

Curriculum Proposal

1. **DEPARTMENT, COURSE NUMBER AND TITLE:** Department of Business, BA 65 – Management Information Systems
2. **COURSE DISTRIBUTION REQUIREMENTS FOR GROUPS I-V?** NA
3. **TRANSFERABILITY OF THIS COURSE:** CIS 2200 (Introduction to Information Systems and Technologies) - Baruch
4. **BULLETIN DESCRIPTION OF COURSE:**
Introduction to information systems in organizations, including management information systems (MIS), organization of information, and systems analysis and design. Ethical and globalization issues that have developed with the use of information systems are introduced as well as advanced applications of spreadsheets and database management software.
5. **NUMBER OF WEEKLY CLASS HOURS:** 3
6. **NUMBER OF CREDITS:** 3
7. **COURSE PREREQUISITE:** BA60.
8. **BRIEF RATIONALE:**
 - A. **ENROLLMENT SUMMARIES, IF PREVIOUSLY OFFERED AS AN 82:** NA
 - B. **PROJECTED ENROLLMENT:** 20-30
 - C. **CLASS LIMITS:** 30
 - D. **FREQUENCY COURSE IS LIKELY TO BE OFFERED:** One section per year.
 - E. **ROLE OF COURSE IN DEPARTMENT'S CURRICULUM AND COLLEGE'S MISSION**
Part of proposed AS in Business for students intending to transfer to Baruch. Course matches Baruch's CIS2200 (Introduction to Information Systems & Technologies).
9. **LIST OF COURSES, IF ANY, TO BE WITHDRAWN WHEN COURSE(S) IS (ARE) ADOPTED:** None. Part of proposed AS in Business for students intending to transfer to Baruch.
10. **INTERNSHIP OR INDEPENDENT STUDY:** NA
11. **PROPOSED TEXT BOOK(S) AND/OR OTHER REQUIRED INSTRUCTIONAL MATERIAL(S):**
Management Information Systems(with Student CD and MISource 2007) by Haag & Cummings. Mc-Graw-Hill, 2008.
Discovering Microsoft Office 2007 by Martin (Wiley, 2007)—required for pre-req BA60.

12. REQUIRED COURSE FOR MAJORS AND/OR AREA OF CONCENTRATION? Required for students majoring in proposed AS in Business only. Elective for all others.

13. IF OPEN ONLY TO SELECTED STUDENTS (specify): NA

14. EXPLAIN WHAT STUDENTS WILL KNOW AND BE ABLE TO DO UPON COMPLETION OF COURSE:

- a. Identify computerized systems and how they are used in business.
- b. Describe the role business information systems play in different organizations.
- c. Improve computer and information literacy and technological skills.
- d. Describe the social and ethical issues related to the use of information systems and technologies in organizations.
- e. Improve oral and written communication skills.

15. METHODS OF TEACHING --eg., LECTURES, LABORATORIES, AND OTHER ASSIGNMENTS :

Lecture, software demonstrations, case study discussions, individual and group assignments.

16. ASSIGNMENTS TO STUDENTS:

Case studies

Demonstrated software proficiency in MS Access and Excel

17. DESCRIBE METHOD OF EVALUATING LEARNING SPECIFIED IN #15:

Analyses of Case Studies/Quizzes	20%
Demonstrated software proficiency in MS Access	20%
Mid-Term Exam.....	25%
Final Exam	25%
Attendance & Participation.....	10%

18. TOPICAL COURSE OUTLINE (WHICH SHOULD BE AS SPECIFIC AS POSSIBLE REGARDING TOPICS COVERED, LEARNING ACTIVITIES AND ASSIGNMENTS):

(Note: "XLM" refers to Extended Learning Modules in text)

1. Introduction to Information Systems
2. Gaining Competitive Advantage with Information Systems
 - i. XLM: Computer Hardware and Software
 - ii. Case Study: OnStar
3. Decision Support Systems
 - i. XLM: Decision Analysis with Spreadsheet Software
4. Artificial Intelligence: Expert Systems, Neural Networks, Intelligence Agents
 - i. Case Study: AI in Health Care
5. Advanced Features in Excel (What if, Goal Seek)
 - i. XLM: The World Wide Web and the Internet
6. E-Commerce and the New Economy
 - i. XLM: Enetwork basics
 - ii. Case Study: Ecommerce Success Story
7. Relational Database Fundamentals – Introduction to MS Access

- i. XLM: Fundamentals of MS Access
- 8. Querying Databases, Data Mining
 - i. XLM: Designing Databases and Entity-Relationships
- 9. Systems Development, Prototyping, Outsourcing, Open-source development
 - i. XLM: Object-Oriented Technologies
- 10. Information Technology Infrastructure: Business-Driven Technology
 - i. Case Study: Document Management Solutions in the Automotive Industry
- 11. Ethics, Privacy and Security Issues
 - i. Case Study: Safe Harbor Safe for US Industries?
- 12. Emerging Trends and Future Challenges
 - i. XLM: Computer Crime and Forensics
 - ii. Case Study: Stadiums of the Future

2. Program Content and Requirements

Please place an X in the appropriate column

Course Number and Course Title *		No. of Credits	Is this a new course?	Is this a Revised Course?
List each course required for the college core (if applicable)**	ENG 12 Freshman English I*	4		
	ENG 24 Freshman English II*	3		
	HPE 12 Foundations of Health and Physical Education	3		
	ECO 12 Macroeconomics* (Group III)	3		
	ECO 13 Microeconomics* (Group III)	3		
	Group requirements (I-IV)*	9		
	MAT 14 Analytic Geometry & Calculus* (Group V)	4		
	MAT 22 Business Statistics* (Group V)	4		
List each Course Required for The major (include any field experience, research, thesis, or capstone course)	ACC 11 Fundamentals of Accounting I	4		
	ACC 12 Fundamentals of Accounting II	4		
	BA 11 Fundamentals of Business	3		
	BA 12 Business Law	3		
	BA 31 Organizational Behavior and Management	3		
	BA 33 Business Communications	3		
	BA 60 Introduction to Computer Concepts	3		
	BA 65 Management Information Systems	3	X	

* Most undergraduate degree titles require a specified percentage of Liberal Arts content (for example, AA, BA require 75%; AS, BS, BSED require 50%; AAS requires 33%). Within the table, identify with an asterisk all courses that are considered Liberal Arts and Sciences.

** If students select from categories of courses, specify the categories and the number of credits required in the category. In such a case, provide an annotated copy of the college catalog.

2. Program Content and Requirements

Please place an X in the appropriate column.

Course Number and Course Title *		No. of Credits	Is this a new course?	Is this a revised course?
List each Elective course Required for the major (if applicable)**				
List each General elective Course (if applicable)				
Total credits in the program		60		

- * Most undergraduate degree titles require a specified percentage of Liberal Arts content (for example, AA, BA require 75%; AS, BS, BSED require 50%; AAS requires 33%). Within the table, identify with an asterisk all courses that are considered Liberal Arts and Sciences.
 - ** If students select from categories of courses, specify the categories and the number of credits required in the category. In such a case, provide an annotated copy of the college catalog.
3. For all new and revised courses identified above provide a copy of the syllabus. For existing courses, which are a part of the major, enclose a copy of the catalog description, include prerequisites, if applicable.

3. Courses in the Major

CATALOG DESCRIPTIONS for EXISTING COURSES:

+ ACC 01100 -- FUNDAMENTALS of ACCOUNTING I (4 crs. 4 hrs.)

The first half of a year's course introduces the accounting cycle, the fundamental concepts and techniques of accounting for business transactions: business records, journals and ledgers, theory of debit and credit, analysis of business transactions, adjusting and closing entries, worksheets, preparation of financial statements, payroll preparation, taxation, the computer and accounting. *Prerequisite: MAT M1 or passing score on part of the COMPASS Math Assessment Test.*

ACC 01200 -- FUNDAMENTALS of ACCOUNTING II (4 crs. 4 hrs.)

The second half of this two-semester course covers partnership, corporation and manufacturing financial transactions (including accounting for long-term debt), financial statement analysis and introduction to cost accounting, the use of accounting data and analysis for managerial decision making. *Prerequisite: ACC 11*

+ BA 11 -- FUNDAMENTALS of BUSINESS (3 crs. 3 hrs.)

The interrelationships among management, labor, and government in both the domestic and global environments. Emphasis is placed on business objectives, strategies, and operational implementation. Contemporary trends are studied in the areas of management, marketing, human resources and finance, including legal and ethical implications.

+ BA 12 -- BUSINESS LAW I (3 crs. 3 hrs.)

The American legal system: problems and consideration of the essential principles of the laws of business contracts and their relationship to typical business situations. Appropriate New York State legal cases and recent decisions.

BA 31 -- ORGANIZATIONAL BEHAVIOR and MANAGEMENT (3 crs. 3 hrs.)

The impact of organizational behavior on individuals, the economy and society; the role of organizations. Topics include: improving performance and productivity, individual motivation, leadership style and the effect of the external environment on the organization. *Prerequisite: BA 11*

+ BA 33 -- BUSINESS COMMUNICATIONS (3 crs. 3 hrs.)

The principles of writing effective business communications, including letters, reports, memoranda, directives. Emphasis on organization, language, personal relations and application of business psychology in writing. *Prerequisite: ENG 93 or passing score on the CUNY Writing ACT*

+ BA 60 -- INTRODUCTION to COMPUTER CONCEPTS (3 crs. 4 hrs.)

Microcomputers have changed the way managers evaluate data, make decisions, and communicate. This lab-oriented course introduces the business student to the "Big Four" business applications: Electronic Spreadsheets; Data Management; Word Processing; Graphics. Concentrating on actual business software, students learn conceptual and operational skills necessary to successfully compete in the modern microcomputer business environment. ***NOT open to Computer System***

Information Majors. Students who completed CP 11 or DP 11 will NOT receive credit for this course.

+ ECO 12 -- MACROECONOMICS # (3 crs. 3 hrs.)

The nature and methods of economics include: the economizing problem, American capitalism, national goals, basic principles of money and banking. Detailed analysis of supply and demand, the mechanics of prices in different market structures, national income and employment theory, monetary and fiscal policy, problems of economic growth and stability. *Prerequisite:* MAT M1 or passing score on Part I of the COMPASS Math Assessment Test.

+ ECO 13 -- MICROECONOMICS # (3 crs. 3 hrs.)

An analysis of the determination of price under alternative market structures. Particular emphasis will be placed on understanding the economic behavior of the household, the business firm, and government. *Prerequisite:* MAT M1 or passing score on part I of the COMPASS Math Assessment Test.

+ Basic Course

NEW COURSE SYLLABUS:

BA65: Management Information Systems (3 cr., 3 hr.)

1. **TRANSFERABILITY OF THIS COURSE:** CIS 2200 (Introduction to Information Systems and Technologies) - Baruch
2. **BULLETIN DESCRIPTION OF COURSE:**
Introduction to information systems in organizations, including management information systems (MIS), organization of information, and systems analysis and design. Ethical and globalization issues that have developed with the use of information systems are introduced as well as advanced applications of spreadsheets and database management software.
3. **COURSE PREREQUISITE:** BA60.
4. **ROLE OF COURSE IN DEPARTMENT'S CURRICULUM AND COLLEGE'S MISSION**
Part of proposed AS in Business for students intending to transfer to Baruch. Course matches Baruch's CIS2200 (Introduction to Information Systems & Technologies).
5. **PROPOSED TEXT BOOK(S) AND/OR OTHER REQUIRED INSTRUCTIONAL MATERIAL(S):**
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Discovering Microsoft Office 2007 by Martin (Wiley, 2007)—required for pre-req BA60.
6. **REQUIRED COURSE FOR MAJORS AND/OR AREA OF CONCENTRATION?** Required for students majoring in proposed AS in Business only. Elective for all others.
7. **WHAT STUDENTS WILL KNOW AND BE ABLE TO DO UPON COMPLETION OF COURSE:**
 1. Identify computerized systems and how they are used in business.
 2. Describe the role business information systems play in different organizations.
 3. Improve computer and information literacy and technological skills.
 4. Describe the social and ethical issues related to the use of information systems and technologies in organizations.
 5. Improve oral and written communication skills.

8. METHODS OF TEACHING --eg., LECTURES, LABORATORIES, AND OTHER ASSIGNMENTS :
Lecture, software demonstrations, case study discussions, individual and group assignments.

9. ASSIGNMENTS TO STUDENTS:

Case studies

Demonstrated software proficiency in MS Access and Excel

10. METHOD (S) OF EVALUATING LEARNING:

Analyses of Case Studies/Quizzes 20%

Demonstrated software proficiency in MS Access 20%

Mid-Term Exam..... 25%

Final Exam 25%

Attendance & Participation..... 10%

11. TOPICAL COURSE OUTLINE:

(Note: "XLM" refers to Extended Learning Modules in text)

1. Introduction to Information Systems
2. Gaining Competitive Advantage with Information Systems
 - i. XLM: Computer Hardware and Software
 - ii. Case Study: OnStar
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 - i. XLM: Decision Analysis with Spreadsheet Software
4. Artificial Intelligence: Expert Systems, Neural Networks, Intelligence Agents
 - i. Case Study: AI in Health Care
5. Advanced Features in Excel (What if, Goal Seek)
 - i. XLM: The World Wide Web and the Internet.
6. E-Commerce and the New Economy
 - i. XLM: Enetwork basics
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 - i. XLM: Fundamentals of MS Access
8. Querying Databases, Data Mining
 - i. XLM: Designing Databases and Entity-Relationships
9. Systems Development, Prototyping, Outsourcing, Open-source development
 - i. XLM: Object-Oriented Technologies
10. Information Technology Infrastructure: Business-Driven Technology
 - i. Case Study: Document Management Solutions in the Automotive Industry
11. Ethics, Privacy and Security Issues
 - i. Case Study: Safe Harbor Safe for US Industries?
12. Emerging Trends and Future Challenges
 - i. XLM: Computer Crime and Forensics
 - ii. Case Study: Stadiums of the Future

Program Scheduling

SED B II

4. Using the appropriate table on this or the following page, show the sequencing and scheduling of courses and credits in the program, by semester or quarter/trimester, for the full cycle of the program (for example, four semesters for a traditionally structured associate degree). Include additional semesters if offered on a part-time basis. These pages may be duplicated as needed.

Table for semester programs

COURSE TITLE	FALL		SPRING		FALL		SPRING	
	CREDITS	COURSE TITLE	CREDITS	COURSE TITLE	COURSE TITLE	CREDITS	COURSE TITLE	CREDITS
ACC 11	4	ACC 12	4	BA 31		3	ECO 14	3
BA 11	3	BA 12	3	BA 65		3	MAT 14	4
ENG 12	4	BA 33	3	ECO 12		3	Group I-IV	3
MAT 22	4	BA 60	3	ENG 24		3	HPE 12	3
		Group I-IV	3	Group I-IV		3	Elective	1
Total Credits	15	Total Credits	16	Total Credits	15	Total Credits	14	

COURSE TITLE	FALL		SPRING		FALL		SPRING	
	CREDITS	COURSE TITLE	CREDITS	COURSE TITLE	COURSE TITLE	CREDITS	COURSE TITLE	CREDITS
Total Credits		Total Credits		Total Credits		Total Credits		

4. Program Scheduling (continued) – OPTIONAL COMPLETION in 1-1/2 YEARS USING SEMESTERS & MODULES

FALL-A SEMESTER		FALL-B MODULE		SPRING-A SEMESTER		SPRING-B MODULE	
COURSE TITLE	CREDITS	COURSE TITLE	CREDITS	COURSE TITLE	CREDITS	COURSE TITLE	CREDITS
ACC 11	4	ACC 12	4	BA 12	3	ECO 12	3
BA 11	3	BA 12	3	BA 31	3	Group I-IV	3
ENG 12	4			BA 33	3		
Group I-IV	3			ENG 24	3		
Elective	1			MAT 22	4		
Total Credits	15	Total Credits	7	Total Credits	16	Total Credits	6

FALL-A SEMESTER		FALL-B MODULE		SPRING-A SEMESTER		SPRING-B MODULE	
COURSE TITLE	CREDITS	COURSE TITLE	CREDITS	COURSE TITLE	CREDITS	COURSE TITLE	CREDITS
ECO 14	3						
MAT 14	4						
BA 65	3						
HPE 12	3						
Group I-IV	3						
Total Credits	16	Total Credits		Total Credits		Total Credits	

FACULTY

7. List the name and qualifications of each faculty member, for each course in the major and for each new required non-major course, using the tables on this and the following page. Graduate faculty must have an earned doctorate; otherwise demonstrate special competence. Faculty resumes should be available on request. These pages may be duplicated as needed.

Course Title (a)	No. of Credits (b)	Faculty Member(s) Assigned to each course. (use "D" to Specify Program Director) (c)	Highest Earned Degree & Discipline, College or University (d)
ACC 11 and ACC 12	8 total	Various full-time ACC faculty	M.B.A., C.P.A.
BA 11, 31, 33, and 60	12 total	Various full-time BA faculty	B.A., M.S., Ph.D. or Ed.D.
BA 12	3	Various full-time BA-law faculty	J.D. and admitted to NYS Bar
BA 65	3	Various full-time BA-computer faculty	M.A., M.B.A., C.P.A., or Ed.D.

Table 7 continued

7. FACULTY (continued)

Relevant Occupational Experience (e)	Relevant other experience (such as certification/licensure) (f)	Recent Scholarly Contributions (optional below baccalaureate level) (g)
Various faculty		

9. If faculty have not yet been retained, specify:

a. number and title of new positions to be established and minimum qualifications;

Title of Position	Number of New Positions	Minimum Qualifications
NONE		

AS – Business Administration

PROJECTED¹ EXPENDITURES FOR THE PROPOSED PROGRAM

Expenditures	1 st Year	2 nd Year	3 rd Year	4 th Year	5 th Year
<i>Faculty</i> ² New Resources	0	0	0	0	0
<i>Equipment</i> ³ New Resources	0	0	0	0	0
<i>Other</i> ⁴ (CLT) New Resources	0	0	0	0	0
Total New Resources	\$0	\$0	\$0	\$0	\$0

PROJECTED CAPITAL EXPENDITURES FOR THE PROPOSED PROGRAM

Expenditures	1 st Year	2 nd Year	3 rd Year	4 th Year	5 th Year
1. Capital Facilities	0	0	0	0	0
2. Equipment (Capital Expenditures)	0	0	0	0	0
3. Total Capital Expenditures	0	0	0	0	0

PROJECTED¹ REVENUE RELATED TO FOR THE PROPOSED PROGRAM

Revenues	1 st Year	2 nd Year	3 rd Year	4 th Year	5 th Year
<i>Tuition Revenue¹</i>					
01. From Existing Sources	0	17 x \$1540	24 x \$1540	32 x \$1540	32 x \$1540
02. From New Sources	34 x \$1540	51 x \$1540	68 x \$1540	68 x \$1540	68 x \$1540
03. Total ³	\$52,360	\$104,720	\$141,680	\$154,000	\$154,000
<i>State Revenue²</i>					
04. From Existing Sources	0	\$39,100	\$55,200	\$73,600	\$73,600
05. From New Sources	\$78,200	117,300	156,400	156,400	156,400
06. Total	\$78,200	\$156,400	\$211,600	\$233,000	\$233,000
<i>Other Revenue</i>					
07. From Existing Sources	0	0	0	0	0
08. From New Sources	0	0	0	0	0
09. Total	0	0	0	0	0
<i>Grand Total</i>					
10. From Existing Sources	0	\$65,280	\$92,160	\$122,880	\$122,880
11. From New Sources	\$130,560	195,840	261,120	261,120	261,120
TOTAL	\$130,560	\$261,120	\$353,280	\$384,000	\$384,000

1 Based on full-time NYC resident tuition for 2004-5 school year of \$1540.

2 Based on State appropriation of \$2300 for each FTE based on FY 2004-5.

3 Totals including 2.5% adjustment for inflation for 2nd-5th years of program.