

ROUTE SHEET
PERMANENT COURSE CHANGE/APPROVAL
(Attach course change request form)

Prefix & Number BA 675 Course Title Topics in Business

Abbreviation for Schedule (20 characters): TOPICS IN BUSINESS

Nature of course request (Mark all that apply)

- | | | |
|--|--|---|
| <input checked="" type="checkbox"/> Add a course | <input type="checkbox"/> Prerequisite change | <input type="checkbox"/> LACC course |
| <input type="checkbox"/> Delete a course | <input type="checkbox"/> Number/Prefix change | <input type="checkbox"/> Undergraduate course |
| <input type="checkbox"/> Title change | <input type="checkbox"/> Description change | <input checked="" type="checkbox"/> Graduate course |
| <input type="checkbox"/> Writing Intensive (WI) | <input type="checkbox"/> Multicultural Diversity (D) | <input type="checkbox"/> 400/500 course |
| <input type="checkbox"/> Quantitative Literacy (Q) | <input type="checkbox"/> Honors course (H) | <input type="checkbox"/> Other: _____ |

- 1) Faculty Sponsor Signature Justin D. Franchi-Buys Date 5/1/2014
- 2) Dept./Program Coordinator Sue M... Date 3/8/14
- 3) Division Chair B. Alami - K... Date May 6, 2014
- Curriculum Chair Justin D. Franchi-Buys Date 5/1/2014

- 4) Faculty Senate Committees: The Curriculum Committee reviews all course proposals except for honors and graduate courses, which are reviewed instead by the Honors Committee or Graduate Committee. All 400/500 "split" courses must be approved by both the Curriculum and Graduate Committees. All curriculum committee decisions are forwarded to the Senate Executive Committee.

a) Curriculum Committee Chair _____ Date _____

___ N/A ___ Approved ___ NOT Approved

b) Graduate Committee Chair _____ Date _____

___ N/A ___ Approved ___ NOT Approved

c) Honors Committee Chair _____ Date _____

___ N/A ___ Approved ___ NOT Approved

- 5) Faculty Senate President _____ Date _____

___ Approved by the Senate Executive Committee

___ Approved by the Senate ___ NOT Approved (Return to sponsor)

- 6) Appropriate Dean _____ Date _____

___ Approved ___ NOT Approved (Return to Faculty Senate President)

- 7) Provost/VPAA _____ Date _____

___ Approved ___ NOT Approved (Return to Faculty Senate President)

**REQUEST FORM
PERMANENT COURSE APPROVAL**

Initiated by (print): Kristina D. Frankenbeger

Date: May 1, 2014

ADDING A COURSE

Prefix/Number	Descriptive Title	Cr. Hours
BA 675	Topics in Business	1

Catalog Description:

Topics vary from term to term and focus on requisite skills for academia and the workplace, particularly for management and information systems. Topics may include quantitative analysis, scientific method, research and reporting, writing for the professions, collaborative efforts, leadership skills and others. May be repeated for up to 8 credits.

Course Goals and Objectives:

The overall goals of topics courses are:

- to stimulate intellectual inquiry.
- to advance discipline specific skills in writing, analysis & decision making, professional behavior, collaboration, leadership, public speaking and others.

Justification for adding the course (e.g. alignment with other institutions, program revision, etc.):

Students needing a full load of coursework, but who do not want to take 12 credit hours (three 4 credit courses = 12 hours) take advantage of 1 credit courses to get to full time status (two 4 credit courses + one 1 credit course = 9 credit hours). International students, in particular, hesitate to take a 12 credit hour load due to language difficulty, but they still need 9 credit hours to retain their visas. Domestic students who have a job also use this arrangement to keep their financial aid.

Briefly describe other WOU faculty/programs consulted (attach additional sheet(s) if necessary)

Computer Science (CS), co-sponsor of the M&IS degree, has been consulted. Business & Economics (BA) and CS departments jointly agreed to the change.

Faculty and Facilities Needed:

Existing faculty will teach on an as-needed basis.

Attach brief course outline.

BA 675 Topics in Business

This course meets once a week for one hour. Students complete weekly assignments on whichever topic has been selected for the term.

The following is a sample for the topic Research and Writing.

Week	Topic	Assignment
1	What is a research paper? Primary & secondary data/information How to collect secondary information	Article databases assignment
2	Guest Lecture – Elizabeth Brookbank, librarian	Google vs. databases
3	Report format and relevant sources	Topic Outline
4	Avoid plagiarism – appropriate documentation of sources	Plagiarism Tutorial
5	Format guidelines in the Social Sciences APA style guidelines Chicago Author-Date guidelines	Annotated Bibliography
6	Writing for Business Professions Length & clarity 3 rd person narrative Report sections Executive summary	Executive summary
7	Common Grammar Issues	Bedford/St. Martin's Exercise Central
8	Common Writing Issues	Essay
9	Working with Graphics	Tables, Charts & Figures
10	Presenting your report orally	Presentation tips assignment
Finals Week	Oral Presentations & Course Review	Five minute presentations

Assignment Weights

Each assignment is weighted equally unless otherwise indicated in the course syllabus.