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BSU Curriculum Forms

Form 1

Curriculum Modification Summary

College: Business, Technology, and Communication
Department: Business Administration
Proposer: Joann Fredrickson
Proposer’s position: Professor of Business Administration

Describe the modification(s) you propose, and how it (/they) will work to students’ advantage. (This description and explanation will be included in Curriculum Report packets forwarded to the Faculty Senate.):

Reduction of size of program from 68 credits to 65 credits.
Changing prerequisite for BUAD 4779 Corporate Financial Management (BUAD 3772 Advanced Financial Management).
Changing the format of electives from required electives to restricted electives.
Moving one class from current required courses to list of restrictive electives (ECON 3200 Economics of the Financial Sector) reducing the size of required core from 12 to 9 credits.
Adding one additional course to the list of restricted electives: BUAD 3520 Business Ethics.
Changing the name and course description of BUAD 3677 Principles of Real Estate to Real Estate.

We are modifying the curriculum in the Business Administration, B.S. major Finance Emphasis. Under the revisions, the credits will drop from 68 credits to 65 credits. The revised curriculum will offer students more flexibility in scheduling and more space in their academic schedule for a minor or second major. With a new required sequence of courses within the required Finance Emphasis core, we anticipate student preparation in the area of Finance will be strengthened under this new curriculum. More scheduling flexibility is provided to students through the use of restricted electives rather than required electives. This flexibility will also enhance the scheduling of the Finance emphasis within our online offerings. Inclusion of BUAD 3520 Business Ethics reflects department desire to provide students with additional opportunities to include business ethics coursework within their degree program. Changing the name and course description of BUAD 3677 Real Estate reflects the change in its focus from that of a real estate professional to real estate finance, investments, law, and taxation.

Modifications proposed (specify number of each):

____2__Course Modification(s) (form 2)
______New Course(s) (form 3)
______Course Drop(s) (form 4)
__1__ Program Modification(s) (form 5)
_____ New Program(s) (form 6)
_____ Program Drop(s) (form 7)

The modifications affect (check):
_____ Liberal Education
__X__ Undergraduate Curriculum
_____ Graduate Curriculum
_____ Teacher Licensure Program(s)
BSU Curriculum Forms

Form 2
Updated 9.19.15

Course Modification Form

Current Course Number(s):
  Undergraduate: BUAD 3677
  Graduate:
Proposed Course Number(s), if different:
  Undergraduate:
  Graduate:

Current Course Title: Principles of Real Estate
Proposed Course Title, if different: Real Estate

Current Course Description: Basic principles of real estate profession: small use, property rights, land utilization, neighborhood growth, appraisal, sales and property management as they relate to the real estate profession.

Proposed Course Description, if different:
An introduction to real estate principles and practices, including ethics, titles to and conveyance of real estate, legal descriptions and deeds, government controls, market valuation and appraisal, real estate finance, brokerage, closing the transaction, real estate investment and taxation.

Current Credits: 3
Proposed Credits, if different:

Current Prerequisite(s):
  Undergraduate:
  Graduate:
Proposed Prerequisite(s), if different:
  Undergraduate:
  Graduate:

1) Reason(s) for change(s):
The current course description is focused on the real estate profession, whereas the new course description focuses on real estate as it pertains to real estate finance, investment, law, taxation, and other advanced topics within the field of real estate. The name change reflects this breadth and depth.

2) May this modified course replace the current course for students remaining in the old curriculum? Yes ___X___ No _____ If not, please drop the current course and submit a new course form for the modification.
3) Do these modifications change any of the following? **For all Yes answers, please provide updated information on the next page.**

- Student Learning Outcomes: Yes _x___
- Major Content Areas: Yes _____ No __x___
- Projected Maximum Class Size (Cap): Yes _____ No __x___

4) Current Course fee(s) per student: $

for:

Proposed Course fee(s) per student, if different: $

for:

5) Service Areas:

This course is a requirement or an elective in the programs/areas listed below. To locate where this course appears please search the online catalog, as follows:

  a) go to [http://www.bemidjistate.edu/academics/catalog/](http://www.bemidjistate.edu/academics/catalog/) and choose the most recent catalog(s),
  b) click on “Areas of Study, and Course Descriptions,”
  c) click on “PDF of Entire Catalog” in upper right,
  d) press Ctrl F, and enter the prefix and number of the course(s) from this form.

Non-licensure programs: none

Teacher Licensure programs: none

Liberal Education: none

Project Management B.S. Facilities Management Emphasis (required course)

The above “service area” programs/departments were notified of this modification on __2/24/16____ (date) by _email_ to Bonnie Higgins followed by in-person discussion with Tim Brockman at Bonnie Higgins’ recommendation___________ (mail, email, or phone).

Please check one of the items below:

______ No comments were received from other programs or departments within one week of the notification.

____x__ Comments were received within one week of the notification, and are attached.

Email from Bonnie Higgins is attached. I spoke with Tim Brockman on the afternoon of 3/7/2016, and he indicated their program would welcome these changes to BUAD 3677 Real Estate.
Updated student learning outcomes:

**Course Student Learning Outcomes:**

1. Students will be able to describe the role real estate plays in the portfolios of US households
2. Students will be able to discuss the primary ways that real estate markets are different from the markets for assets that trade in well-developed public markets
3. Students will be able to describe the forms of co-ownership
4. Students will be able to identify the real property bundle of rights and the nature of property rights
5. Students will be able to distinguish between voluntary and involuntary conveyance by deeds
6. Students will be able to identify and distinguish two forms of evidence of title
7. Students will be able to describe the power of government to regulate land use, including taxation and eminent domain policy
8. Students will be able to explain differing location patterns of urban land uses and the ‘Shape of the City’ concepts
9. Students will be able to explain the steps involved in applying the sales comparison and cost approaches to property appraisal
10. Students will be able to develop a 10-year net cash flow forecast, including the expected cash flows from sale of real estate
11. Students will be able to estimate an indicated market value by discounted cash flow analysis for valuation of real estate
12. Students will be able to analyze time value of money concepts
BSU Curriculum Forms

Form 2
Updated 9.19.15

Course Modification Form

Current Course Number(s):
Undergraduate: BUAD 4779
Graduate:
Proposed Course Number(s), if different:
Undergraduate:
Graduate:

Current Course Title: Corporate Financial Policies
Proposed Course Title, if different:

Current Course Description: Analysis of financial concepts as they apply to financial decisions with an in-depth study of the scope and nature of corporate finance.
Prerequisite: BUAD 3771

Proposed Course Description, if different:

Current Credits: 3
Proposed Credits, if different:

Current Prerequisite(s):
Undergraduate: BUAD 3771
Graduate:
Proposed Prerequisite(s), if different:
Undergraduate: BUAD 3772
Graduate:

1) Reason(s) for change(s):
BUAD 4779 Corporate Financial Management is the capstone course for the finance emphasis in Business Administration. It is intended to be taken at the conclusion of a student’s academic preparation in the program. The current prerequisite, BUAD 3771 Financial Management, is also a prerequisite for BUAD 3772 Advanced Financial Management. Changing the prerequisite for BUAD 4779 Corporate Financial Policies from BUAD 3771 Financial Management to BUAD 3772 Advanced Financial Management will provide a better sequencing of curriculum content and enhance student learning and preparation. Students entering BUAD 4779 Corporate Financial Policies under the new curriculum path will be more prepared for in-depth study of corporate finance.

2) May this modified course replace the current course for students remaining in the old curriculum? Yes ___X___ No _____ If not, please drop the current course and submit a new course form for the modification.

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3) Do these modifications change any of the following? **For all Yes answers, please provide updated information on the next page.**

- Student Learning Outcomes: Yes ____ No _x___
- Major Content Areas: Yes ____ No _x___
- Projected Maximum Class Size (Cap): Yes ____ No _x___

4) Current Course fee(s) per student: $

for: Proposed Course fee(s) per student, if different: $

5) Service Areas:

This course is a requirement or an elective in the programs/areas listed below. To locate where this course appears please search the online catalog, as follows:

- a) go to [http://www.bemidjistate.edu/academics/catalog/](http://www.bemidjistate.edu/academics/catalog/) and choose the most recent catalog(s),
- b) click on “Areas of Study, and Course Descriptions,”
- c) click on “PDF of Entire Catalog” in upper right,
- d) press Ctrl F, and enter the prefix and number of the course(s) from this form.

- Non-licensure programs: none
- Teacher Licensure programs: none
- Liberal Education: none

The above “service area” programs/departments were notified of this modification on _______ (date) by __________________ (mail, email, or phone).

Please check one of the items below:

- _____ No comments were received from other programs or departments within one week of the notification.
- _____ Comments were received within one week of the notification, and are attached.
BSU Curriculum Forms

Form 5

Program Modification Form

Program to be modified:
Business Administration, B.S. major Finance Emphasis

List all proposed change(s):

Reduction of size of program from 68 credits to 65 credits.
Changing the format of electives from required electives to restricted electives.
Moving one class from current required courses to list of restrictive electives (ECON 3200 Economics of the Financial Sector) reducing the size of required core from 12 to 9 credits.
Adding one additional course to the list of restricted electives: BUAD 3520 Business Ethics.
Changing the name and course description of BUAD 3677 Real Estate.

Reason(s) for the change(s):
We are modifying the curriculum in the Business Administration, B.S. major Finance Emphasis. Under the revisions, the credits will drop from 68 credits to 65 credits. The revised curriculum will offer students more flexibility in scheduling and more space in their academic schedule for a minor or second major. With a new required sequence of courses within the required Finance Emphasis core, we anticipate student preparation in the area of Finance will be strengthened under this new curriculum. More scheduling flexibility is provided to students through the use of restricted electives rather than required electives. This flexibility will also enhance the scheduling of the Finance emphasis within our online offerings. Inclusion of BUAD 3520 Business Ethics reflects department desire to provide students with additional opportunities to include business ethics coursework within their degree program. Changing the name and course description of BUAD 3677 Real Estate reflects the change in its focus from that of a real estate professional to real estate finance, investments, law, and taxation.

Note: In order to avoid hidden prerequisites, if a course is being dropped from this program (but not from the entire curriculum), please check for which remaining courses may include this dropped course as a prerequisite. Course prerequisites may be found in the online catalog (http://www.bemidjistate.edu/academics/catalog/). Remedies for hidden prerequisites may be found under Curriculum Forms at (http://www.bemidjistate.edu/faculty_staff/faculty_association/forms/).
35.BUAD_15-16

Note: If a course from another department/program was either added to or dropped from this program, please notify the chair/coordinator of that course's department/program and indicate the following:
The course’s home department/program was notified of the addition or dropping of their course(s) on ________ (date) by __________________ (mail, email, or phone).

No courses are being dropped.
Accounting was notified on 2/24/16 in person and via email that the format of our requirements was changing from Required Electives to Restrictive Electives. Sandy Kranz, Chairperson, indicated there was no problem with the change.
Economics was notified on 2/24/16 via phone (Mike Murray) that Econ 3200 would move from a required course to a restrictive elective. He indicated he is fine with this change.
Technology, Art and Design was notified on 2/24/2016 via email (Bonnie Higgins) about the name and description change for BUAD 3677 Real Estate. She asked that I speak with Tim Brockman. Tim Brockman indicated, 3/7/2016, in an in-person conversation that he welcomed these changes to BUAD 3677 Real Estate.

Please check one of the items below:

______ No comments were received from other programs or departments within one week of the notification.

__xxx__ Comments were received within one week of the notification, and are attached. The comments are summarized above.

Note: If this is a joint program, the signatures of both department chairs (and both deans, if different colleges) must be provided.

Alert: Attach a copy of the current program showing the marked changes.
Please copy the current program from the online catalog (http://www.bemidjistate.edu/academics/catalog/) and paste it into Word.
Then use either the Track Changes feature under Tools, or the underline and strikethrough Font feature under Format. (Please note that the Track Changes feature may be easily switched on and off by holding down the Ctrl+Shift+E keys.)
Business Administration, B.S. major

Students majoring in Business Administration are advised to complete at least one course in Psychology, Sociology, or Anthropology as part of their liberal education requirements.

Required Credits: 68
Required GPA: 2.25

I REQUIRED BASIC CORE COURSES

COMPLETE THE FOLLOWING COURSES:

- ACCT 1101 Principles of Accounting I (3 credits)
- ACCT 1102 Principles of Accounting II (3 credits)
- BUAD 2220 Legal Environment (3 credits)
- BUAD 2231 Business Statistics I (3 credits)
- BUAD 2280 Computer Business Applications (3 credits)
- BUAD 3223 Operations Management (3 credits)
- BUAD 3351 Management (3 credits)
- BUAD 3361 Marketing (3 credits)
- BUAD 3381 Management Information Systems (3 credits)
- BUAD 3771 Financial Management (3 credits)
- BUAD 4559 Strategic Management (3 credits)
- BUAD 4600 Senior Seminar: Business Administration (1 credit)
- ECON 2000 Markets and Resource Allocation (3 credits)
- ECON 2100 Macroeconomics and the Business Cycle (3 credits)
- MATH 1170 College Algebra (4 credits)

ADDITIONAL REQUIRED COURSES

COMPLETE THE FOLLOWING COURSES:

- BUAD 3772 Advanced Financial Management (3 credits)
- BUAD 3872 Investments (3 credits)
- BUAD 4779 Corporate Financial Policies (3 credits)
- ECON 3200 Economics of the Financial Sector (3 credits)

REQUIRED RESTRICTED ELECTIVES

SELECT FOUR TWO OF THE FOLLOWING SEQUENCES COURSES:
SEQ A:
- ACCT 3404 Income Taxes I (3 credits)
- ACCT 3405 Income Taxes II (3 credits)

SEQ B:
- ACCT 3118 Financial Statement Analysis (3 credits)
- BUAD 3520 Business Ethics (3 credits)
- BUAD 3232 Business Statistics II (3 credits)

SEQ C:
- BUAD 3677 Principles of Real Estate Real Estate (3 credits)
- BUAD 3678 Risk Management and Insurance (3 credits)
- ECON 3200 Economics of the Financial Sector (3 credits)
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Business Administration, B.S. major

Students majoring in Business Administration are advised to complete at least one course in Psychology, Sociology, or Anthropology as part of their liberal education requirements.

Required Credits: 65
Required GPA: 2.25

I REQUIRED BASIC CORE COURSES

COMPLETE THE FOLLOWING COURSES:

- ACCT 1101 Principles of Accounting I (3 credits)
- ACCT 1102 Principles of Accounting II (3 credits)
- BUAD 2220 Legal Environment (3 credits)
- BUAD 2231 Business Statistics I (3 credits)
- BUAD 2280 Computer Business Applications (3 credits)
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- BUAD 3381 Management Information Systems (3 credits)
- BUAD 3771 Financial Management (3 credits)
- BUAD 4559 Strategic Management (3 credits)
- BUAD 4600 Senior Seminar: Business Administration (1 credit)
- ECON 2000 Markets and Resource Allocation (3 credits)
- ECON 2100 Macroeconomics and the Business Cycle (3 credits)
- MATH 1170 College Algebra (4 credits)

ADDITIONAL REQUIRED COURSES

COMPLETE THE FOLLOWING COURSES:

- BUAD 3772 Advanced Financial Management (3 credits)
- BUAD 3872 Investments (3 credits)
- BUAD 4779 Corporate Financial Policies (3 credits)
RESTRICTED ELECTIVES

SELECT FOUR OF THE FOLLOWING COURSES:

- ACCT 3404 Income Taxes I (3 credits)
- ACCT 3405 Income Taxes II (3 credits)
- ACCT 3118 Financial Statement Analysis (3 credits)
- BUAD 3232 Business Statistics II (3 credits)
- BUAD 3520 Business Ethics (3 credits)
- BUAD 3677 Real Estate (3 credits)
- BUAD 3678 Risk Management and Insurance (3 credits)
- ECON 3200 Economics of the Financial Sector (3 credits)
BSU Curriculum Forms

Form 8
Updated: 09.18.15

Signatures

Joann Fredrickson / Professor Business Administration / 03.08.2016
Proposer / Title / Date

Dr. Rod Henry / Business Administration Department Chair / 03.09.16
Chair or Director / Department or Program / Date

Note: "All departmental recommendations [on curriculum] must be reviewed and approved by the department's faculty."--IFO/MnSCU Master Agreement 2009-2011, 20.A.3 (p. 80).

At this point, packet goes to Records Office/Curriculum Coordinator to be logged in to the Curriculum Proposal Progress Grid.

Dr. Shawn Strong / College of Business, Technology and Communication / 03.16.16
Dean / College / Date

Note: If proposal is sent back to the Proposer, please notify the Curriculum Coordinator. If approved, packet goes to Academic Affairs Office.
Sorry for the slow response Joann. I have been traveling for the past week and to a location with spotty reception at best.
I am not sure if you followed up with anyone else from our department yet, but I will forward this to Tim Brockman, he would probably be the best one to have this discussion with.

Dr. Bonnie Higgins
Chair of Dept. of Technology, Art & Design Professor of Art & Design
Bemidji State University
1500 Birchmont Dr. NE
Bemidji, MN 56601
Office: 218-755-3790

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From: Joann Fredrickson <JFredrickson@bemidjistate.edu>
Date: Wednesday, February 24, 2016 at 3:09 PM
To: default
Subject: Curriculum change

Hi Bonnie,

I tried leaving a voice message, but it kept rolling to the front office...so I decided to contact you via email. We can touch base by phone if you feel that would be a good idea.

We are doing a curriculum change in the Business Department for our Finance emphasis. One of the changes is a course name and course description change for BUAD 3677 Principles of Real Estate. This course is included in the Construction and Facilities Management Emphasis in your department.

I have attached the curriculum form that describes the changes and rationale. The former description is quite outdated and is basically for a real estate professional. But, the course is actually taught more from a real estate investments, law, finance perspective.
Would you please let me know if you have any concerns about this change, and if you’d like to talk in person or by phone.

Thank you,
Joann