## Curriculum Proposal

### ACCT/BUAD 15-16 #20

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### Course Modifications

1.4 BUAD 3322 Business Law II (3 credits) to ACCT 3322 (3 credits) Business Law; description and prerequisite change

1.9 BUAD 4323 Business Law, Ethics & Tax Regulation (REG) (3 credits) to ACCT 4323; prerequisite change

### Course Drops

1.11 BUAD 3321 Business Law I (3 credits)

### Program Modifications

1.12 Accounting, B.S. major

1.16 Fraud Examination minor

1.19 Signatures
BSU Curriculum Forms

Form 1

Curriculum Modification Summary

College: College of Business, Technology and Communication
Department: Accounting and Business Administration
Proposer: Carol Nielsen
Proposer’s position: Business Administration Professor
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.):

This proposal contains two course modifications and one course drop. These proposals are meant to accurately reflect where the legal courses should be in the Accounting and Business Administration programs.

1. BUAD 3321 Business Law I would be dropped.

BUAD 2220 Legal Environment
BUAD 3321 Business Law I

BUAD Legal Environment 2220
BUAD 3321 Business Law I

Instead of having students in the Accounting program take BUAD 3321 Business Law I, students will now take BUAD 2220 Legal Environment.

Currently, BUAD 2220 Legal Environment is an introductory legal class required for all Business Administration and CIS majors. It is an elective course in Pre-Mortuary Science, a Pre-Professional Study.

The class is a 2000 level class which allows students to transfer the class in from community and technical colleges.

Previous enrollment in these classes is included at the bottom of this form. In making this change, there would be approximately 30 additional on campus Accounting students taking the BUAD 2220 class, along with approximately 160 on campus Business Administration students annually. This change would also add approximately 60-75+ additional online students from the Accounting program to the approximately 60 online Business Administration student annually. The subject matter in BUAD 2220 and BUAD 3321 is very similar.

2. BUAD-3322 Business Law II becomes ACCT Business Law 3322
This class is meant primarily for students majoring in Accounting. The prefix change reflects the primary focus of the class is subject matter pertinent for Accounting majors, rather than Business Administration majors.
3. **BUAD 4323 Business Law, Ethics and Tax Regulation** becomes **ACCT 4323 Business Law, Ethics & Tax Regulation**

This class is meant for students majoring in Accounting who are planning on taking the Certified Public Accounting exam. The prefix change reflects that the primary focus of the class is subject matter pertinent for Accounting majors, rather than Business Administration majors.

Modifications proposed (specify number of each):

- 2 Course Modification(s) (form 2)
- New Course(s) (form 3)
- 1 Course Drop(s) (form 4)
- 2 Program Modification(s) (form 5)
- New Program(s) (form 6)
- Program Drop(s) (form 7)

The modifications affect (check):

- Liberal Education
- Undergraduate Curriculum (X)
- Graduate Curriculum
- Teacher Licensure Program(s)

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BSU Curriculum Forms

Form 2
Updated 9.19.15

Course Modification Form

Current Course Number(s):
   Undergraduate: **BUAD 3322**
   Graduate:
Proposed Course Number(s), if different:
   Undergraduate: **ACCT 3322**
   Graduate:

Current Course Title: **Business Law II**
Proposed Course Title, if different: **Business Law**

Current Course Description:  A study of negotiable instruments, bank deposits and collection, bankruptcy, suretyship, partnerships, corporations, federal securities law, accountant's legal liability, property, insurance, trust, and estates. Prerequisite: BUAD 3321.

Proposed Course Description, if different: A study of sales, secured transactions, negotiable instruments, accountants’ legal liability, securities regulation, debtor/creditor relations, antitrust, property, consumer protection, environmental protection, and trusts and estates. Prerequisite: BUAD 2220

Current Credits: 3
Proposed Credits, if different:

Current Prerequisite(s):
   Undergraduate: **Prerequisite: BUAD 3321**
   Graduate:
Proposed Prerequisite(s), if different:
   Undergraduate: **Prerequisite: BUAD 2220**
   Graduate:

1) Reason(s) for change(s): This class is meant primarily for students majoring in Accounting. The prefix change reflects the primary focus of the class is subject matter pertinent for Accounting majors, rather than Business Administration majors.
2) May this modified course replace the current course for students remaining in the old curriculum? Yes ___ 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 ___ No ____
   - Major Content Areas Yes _____ No ___
   - Projected Maximum Class Size (Cap) Yes _____ No ___

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:**
   **This class is a requirement in the Accounting program. The Accounting Department is a signatory on this curriculum change.**

   **Teacher Licensure programs:**
   Liberal Education:

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.
Common Course Outline under BUAD 3322 – old information with strikethrough and new information underlined - to be in the Common Course Outline for ACCT

Business Law 3322

BUAD 3322: Business Law II

ACCT Business Law 3322

A. COURSE DESCRIPTION

Credits: 3
Lecture Hours/Week: *.*
Lab Hours/Week: *.*
OJT Hours/Week: *.*
Prerequisites: None  Buad 2220
Corequisites: None
MnTC Goals: None

A study of negotiable instruments, bank deposits and collection, bankruptcy, suretyship, partnerships, corporations, federal securities law, accountant's legal liability, property, insurance, trust, and estates. Prerequisite: BUAD 3321.

A study of sales, secured transactions, negotiable instruments, accountants’ legal liability, securities regulation, debtor/creditor relations, antitrust, property, consumer protection, environmental protection, and trusts and estates. Prerequisite: Buad 2220

B. COURSE EFFECTIVE DATES: 08/20/1997 – present 08/22/16 - present

C. OUTLINE OF MAJOR CONTENT AREAS

1. NI – Form & Content
2. Transfer and HIDC
3. Liability & Banks & Funds Transfers
4. Secured Transactions and Suretyship
5. Bankruptcy
6. Formation & Internal Relations of GPs
   UPA
   RUPA
7. Operation & Dissolution of GPs
8. LPs and LLCs
   RMBCA
10. Management Structure & Fundamental Changes
11. Securities Regulations
12. Accountants' Legal Liability
13. Antitrust
14. Introduction to Property
15. Interests in Real Property
16. Transfer & Control of Real Property
17. Intellectual Property
18. Trusts & Estates
19. Consumer Protection
20. Environmental Law
21. International Law

1. Review of Contracts and Business Organizations
2. Sales
3. Secured Transactions
4. Negotiable Instruments
5. Accountants’ Legal Liability
6. Securities Regulation
7. Debtor/Creditor Relations – Suretyship, Mortgages and Bankruptcy
8. Antitrust
9. Property
10. Mortgages and Insurance
11. Consumer Protection
12. Environmental Protection
13. Trusts and Estates

D. LEARNING OUTCOMES (General)
1. analyze negotiable instrument law, apply the concepts of negotiation and holder in due course status and rights, identify liability issues, and examine the rights and responsibilities of banks and customers
2. demonstrate knowledge of credit and security law in credit transactions, evaluate the rules of Article 9 UCC regarding secured transactions and apply the rules to personal property interests, and apply bankruptcy laws to specific fact situations
3. compare the advantages & disadvantages of different forms of business organizations, including powers, duties, and liabilities of persons involved in the business organizations, and know the regulations that apply to different forms of business
4. determine which securities regulations and rules will enable you to assist your clients and help your clients avoid violations of the securities laws
5. be knowledgeable of basic antitrust issues
6. comprehend the professional liability for accountants and specify which liability theories apply to accountants
7. analyze the laws that deal with real and personal property, bailments, landlord/tenant law, intellectual property and know the government regulation in these areas
8. recognize the basic premises of insurance law, consumer protection, and environmental law
9. prepare and make a presentation about a recent legal issue in business/accounting

New Learning Outcomes
1. Report on general contract law and summarize the importance of contract law in personal and business situations
2. Compare the advantages and disadvantages of different forms of business organizations, including the responsibilities of people involved in the organization and compare the different laws that apply to different forms of business.
3. Report on the Uniform Commercial Code as it applies to the sale of goods
4. Using the common law and statutory law appraise the application of specific law to product liability situations and determine the role of business in preventing product liability cases.
5. Explain credit and security law in credit transactions, evaluate the rules of UCC Article 9 regarding secured transactions and apply the rules to personal property interests.
6. Analyze negotiable instrument law, apply the concepts of negotiation and holder in due course status and rights, and identify liability issues.
7. Comprehend the professional liability of accountants and specify which liability theories apply to accountants.
8. Interpret securities laws and describe the ways clients can avoid violations of these laws.
9. Apply the debtor/creditor law to specific situations and evaluate what would be best for individuals and businesses to do in those circumstances.
10. Define the basics of antitrust regulation.
11. Analyze the common law and statutory law that deal with real property, personal property and bailments.
12. Identify the legal options for consumers in regard to products and services they use and the legal responsibility of businesses in regard to advertising, sales and credit.
13. Recognize the different laws that apply to environmental protection.
14. Explain the parties and the law in trust and estate law. Describe the options that are available for individuals in determining what will happen to the assets in the future.

E. Minnesota Transfer Curriculum Goal Area(s) and Competencies
None

F. LEARNER OUTCOMES ASSESSMENT
As noted on course syllabus

G. SPECIAL INFORMATION
None noted

BSU Curriculum Forms
Course Modification Form

Current Course Number(s): BUAD 4323
   Undergraduate: x
   Graduate:
Proposed Course Number(s), if different: ACCT 4323
   Undergraduate: x
   Graduate:

Current Course Title: Business Law, Ethics & Tax Regulation (REG)
Proposed Course Title, if different:

Current Course Description:
The advanced study of ethics and professional responsibility, business law, federal tax procedures and accounting issues, Federal taxation of property transactions, and Federal taxation for individuals and entities. Course intended primarily for Certified Public Accountant candidates. Prerequisites: ACCT 3404, BUAD 3321, BUAD 3322

Proposed Course Description, if different:

Current Credits: 3 credits
Proposed Credits, if different:

Current Prerequisite(s):
   Undergraduate: ACCT 3404, BUAD 3321, BUAD 3322
   Graduate:
Proposed Prerequisite(s), if different:
   Undergraduate: BUAD 2220, ACCT 3404, and ACCT 3322
   Graduate:

1) Reason(s) for change(s): This class is meant for students majoring in Accounting who are planning on taking the Certified Public Accounting exam. The prefix change reflects that the primary focus of the class is subject matter pertinent for Accounting majors, rather than Business Administration majors.

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 [ ] 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: $  
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:  
This class is an elective in the Accounting program. The Accounting Department is a signatory on this curriculum change.  
Teacher Licensure programs:  
Liberal Education:  

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 4

Course Drop Form
(Use this form to drop a course from the university curriculum file.
To drop a course from a program only, use Form 5 Program Modification Form)

Course Number: **BUAD 3321**
Undergraduate: **x**
Graduate:

Course Title: **Business Law I**

New or current courses that will universally replace this dropped course for students remaining in the old curriculum: **BUAD 2220 Legal Environment**

This dropped 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:

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

Non-licensure programs:

This class was a requirement for the Accounting program. The Accounting Department is a signatory on this curriculum change.

Teacher Licensure programs:

Liberal Education:

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.

Reason(s) for dropping this course:
The subject matter in BUAD 2220 and BUAD 3321 is very similar. This change will reflect what other similar universities have for their Accounting programs. Additionally, this will allow students who have taken an introductory legal class at the community and technical colleges to transfer their class into BSU.
BSU Curriculum Forms

Form 5

Program Modification Form

Program to be modified: Accounting, B.S. major

List all proposed change(s): Adding BUAD 2220 Legal Environment to the Accounting Program

Reason(s) for the change(s): We are eliminating BUAD 3321 Business Law I and substituting BUAD 2220

The subject matter in BUAD 2220 and BUAD 3321 is very similar. This change will reflect what other similar universities have for their Accounting programs. Additionally, this will allow students who have taken an introductory legal class at the community and technical colleges to transfer their class into BSU.

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/).

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).

Please check one of the items below:

______ No comments were received from other programs or departments within one week of the notification.
This class is a requirement in the Accounting program. The Accounting Department is a signatory on this curriculum change.

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

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.)

Accounting Program - Accounting, B.S. major

Required Credits: 71
Required GPA: 2.25

I REQUIRED COURSES

COMPLETE THE FOLLOWING COURSES:

- ACCT 1101 Principles of Accounting I (3 credits)
- ACCT 1102 Principles of Accounting II (3 credits)
- ACCT 3110 Accounting Systems (3 credits)
- ACCT 3201 Intermediate Accounting I (3 credits)
- ACCT 3202 Intermediate Accounting II (3 credits)
- ACCT 3300 Government Accounting (3 credits)
- ACCT 3301 Cost Accounting I (3 credits)
- ACCT 3302 Cost Accounting II (3 credits)
- ACCT 3322 Business Law (3 credits)
- ACCT 3404 Income Taxes I (3 credits)
- ACCT 4110 Advanced Accounting (3 credits)
- ACCT 4210 Auditing I (3 credits)
- ACCT 4600 Senior Seminar: Accounting (1 credit)
- BUAD 2220 Legal Environment (3 credits)
- BUAD 2231 Business Statistics I (3 credits)
- BUAD 2280 Computer Business Applications (3 credits)
- BUAD 3321 Business Law I (3 credits)
- BUAD 3322 Business Law II (3 credits)
- BUAD 3351 Management (3 credits)
- BUAD 3361 Marketing (3 credits)
- BUAD 3771 Financial Management (3 credits)
- BUAD 4559 Strategic Management (3 credits)
- ECON 2000 Markets and Resource Allocation (3 credits)
- ECON 2100 Macroeconomics and the Business Cycle (3 credits)

SELECT 1 COURSE:
A MATH course from Liberal Education Goal Area 4 at a
higher level than College Algebra may be substituted for this requirement

- MATH 1170 College Algebra (4 credits)

II REQUIRED ELECTIVES

SELECT 3 CREDITS OF ELECTIVES IN ACCT OR BUAD WITH CONSENT OF ADVISOR

SUGGESTED SEMESTER SCHEDULE FOR ACCOUNTING MAJOR, B.S.

The following is a list of courses arranged by year. This schedule is intended to help students plan their courses in an orderly fashion; however, these are only suggestions and the program is flexible. Students should consult with their assigned advisors prior to enrolling for courses.

Freshman

- MATH 1170 College Algebra (4 credits)
- Liberal Education requirements

Sophomore

- ACCT 1101 Principles of Accounting I (3 credits)
- ACCT 1102 Principles of Accounting II (3 credits)
  (the above two courses may be taken as a freshman)
- BUAD 2220 Legal Environment (3 credits)
- BUAD 2231 Business Statistics I (3 credits)
- BUAD 2280 Computer Business Applications (3 credits)
- ECON 2000 Markets and Resource Allocation (3 credits)
- ECON 2100 Macroeconomics and the Business Cycle (3 credits)
- Complete Liberal Education requirements

Junior

- ACCT 3110 Accounting Systems (3 credits)
- ACCT 3201 Intermediate Accounting I (3 credits)
- ACCT 3202 Intermediate Accounting II (3 credits)
- ACCT 3300 Government Accounting (3 credits)
- ACCT 3301 Cost Accounting I (3 credits)
- ACCT 3302 Cost Accounting II (3 credits)
- BUAD 3321 Business Law I (3 credits)
- BUAD 3322 Business Law II (3 credits)
• ACCT 3322 Business Law (3 credits)
• BUAD 3351 Management (3 credits)
• BUAD 3361 Marketing (3 credits)

Senior

• ACCT 3404 Income Taxes I (3 credits)
• ACCT 4110 Advanced Accounting (3 credits)
• ACCT 4210 Auditing I (3 credits)
• ACCT 4600 Senior Seminar: Accounting (1 credit)
• BUAD 3771 Financial Management (3 credits)
• BUAD 4559 Strategic Management (3 credits)
• Elective in Accounting
BSU Curriculum Forms

Form 5

Program Modification Form

Program to be modified: Fraud Examination minor

List all proposed change(s): BUAD 3321 Business Law I is being eliminated as a choice from Group B since the course is being dropped.

Reason(s) for the change(s): The subject matter in BUAD 2220 and BUAD 3321 is very similar.

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/).

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).

Please check one of the items below:

______ No comments were received from other programs or departments within one week of the notification.
This class is a requirement in the Fraud Examination minor. The Accounting Department is a signatory on this curriculum change.

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

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.)
Fraud Examination minor

Required Credits: 22
Required GPA: 2.00

I REQUIRED COURSES

COMPLETE THE FOLLOWING COURSES:

- ACCT 1101 Principles of Accounting I (3 credits)
- ACCT 1102 Principles of Accounting II (3 credits)
- ACCT 3140 Fraud Examination (3 credits)
- BUAD 3520 Business Ethics (3 credits)
- CRJS 1120 Criminal Justice and Society (4 credits)

II REQUIRED ELECTIVES

SELECT ONE COURSE FROM EACH OF THE FOLLOWING GROUPS:

GROUP A

- ACCT 3117 Managerial Analysis (3 credits)
- ACCT 3118 Financial Statement Analysis (3 credits)
- ACCT 4210 Auditing I (3 credits)

GROUP B

- BUAD 2220 Legal Environment (3 credits)
- BUAD 3321 Business Law I (3 credits)
- CRJS 3358 Criminal Law (4 credits)
Accounting Catalog Changes

Accounting Courses

Add:

**ACCT 3322 Business Law (3 credits)**
A study of sales, secured transactions, negotiable instruments, accountants’ legal liability, securities regulation, suretyship, bankruptcy, antitrust, property, mortgages and insurance, consumer protection, environmental protection, and trusts and estates. Prerequisite: BUAD 2220

**ACCT 4323 Business Law, Ethics & Tax Regulation (REG) (3 credits)**
The advanced study of ethics and professional responsibility, business law, Federal tax procedures and accounting issues, Federal taxation of property transactions, and Federal taxation for individuals and entities. Course intended primarily for Certified Public Accountant candidates. Prerequisites: BUAD 2220, ACCT 3404, and ACCT 3322.

Business Administration Catalog Changes

Business Administration Courses

Drop:

**BUAD 3321 Business Law I (3 credits)**
A study of the principles of law in the American legal system. Topics include contracts, sales, secured transactions, agency law, and employment law.

**BUAD 3322 Business Law II (3 credits)**
A study of negotiable instruments, bank deposits and collection, bankruptcy, suretyship, partnerships, corporations, federal securities law, accountant’s legal liability, property, insurance, trust, and estates. Prerequisite: BUAD 3321.

**BUAD 4323 Business Law, Ethics & Tax Regulation (REG) (3 credits)**
The advanced study of ethics and professional responsibility, business law, Federal tax procedures and accounting issues, Federal taxation of property transactions, and Federal taxation for individuals and entities. Course intended primarily for Certified Public Accountant candidates. Prerequisites: ACCT 3404, BUAD 3321 and BUAD 3322.
BSU Curriculum Forms

Form 8
Updated: 09.18.15

Signatures

Carol Nielsen/Business Administration Professor / 11-30-2015
Proposer / Title / Date

Mr. Roderick Henry/Business Administration / 11-30-2015
Chair or Director / Department or Program / Date

Dr. Sandra Kranz/Accounting / 11-30-2015
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/ 11-30-2015
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.