## change of Program or Certificate PROPOSAL FORM

|  |  |
| --- | --- |
| Academic area: | School of Business and Technology  |
| PROGRAM: | CERT SMALL BUSINESS MANAGEMENT  |
| PROPOSEd by: | douglas nay  |
| PRESENTER: | douglas nay  |
| SUBMISSION DATE: | 1/3/2014  |

**reqUIRED ADDITONAL DOCUMENT:**

pROGRAM OR CERTIFICATE CHANGES REQUIRE A CHANGE TO THE CATALOG PAGE FOR THE UPCOMING ACADEMIC YEAR. ALL CHANGE OF PROGRAM OR CERTIFICATE PROPOSAL FORMS MUST BE ACCOMPANIED BY A separate DOCUMENT ILLUSTRATING EVERY CHANGE REQUESTED IN THIS PROPOSAL. All changes that will Affect the words, numbers, symbols, program description, admissions requirements, and graduation requirements as presented in the current catalog must be documented. A Microsoft Word version of the catalog page can be requested from the Director, Academic services. THE TRACK CHANGES FEATURE in Word must be USED TO illustrate all deletions and additions to the catalog page.

### SECTION I

|  |  |
| --- | --- |
| TYPE(S) OF COURSE CHANGE: | TYPE PROPOSED CHANGE HERE FOR EACH ITEM CHECKED: |
|  | type new PROGRAM OR CERTIFICATE NAME HERE  |
|   |
| LIST CHANGES TO PROGRAM OR CERTIFICATE PREREQUSITES. INCLUDE COURSE TITLES AND CREDITS IF APPLICABLE. |
|  |
| lIST CHANGES TO GENERAL EDUCATION REQUIREMENTS. iNCLUDE COURSE TITLES AND CREDITS. |
|  |
| Delete ACG 1001, financial accounting i and GEB 1011, Introduction to business; add acg 2021, financial accounting and acg 2071, managerial accounting. these changes align with the changes both to the AS bama degree and to the requirements of the SBM CCC. please see attached catalog page.  |
|  |
| LIST CHANGES TO PROGRAM OR CERTICATE ELECTIVES. iNCLUDE COURSE TITLES AND CREDITS. |
| fOR EXAMPLE: aDDITIONAL PROGRAM SCIENCE REQUIREMENTS, LOWER DIVISION DEGREE REQUIREMENTS, SERVICE LEARNING REQUIREMENTS, other degree requirements, etc. |
| list changes to other program or certificate requirements. include course titles and credits |
|  |  LIST CREDIT REQUIREMENTS FOR EACH PROGRAM CATEGORY AND TOTAL CREDITS TO GRADUATE |

SECTION II (MUST COMPLETE EACH ITEM BELOW)

**PROVIDE JUSTIFICATION FOR EACH CHANGE ON THIS PROPOSED CURRICULUM ACTION (OTHER EXPLANATORY INFORMATION):**

these program changes are being made to align the small business management program with new florida department of education (fdoe) requirements.

**nOTE:** Changes for the Fall 2014 Term must be submitted by the January 2014 deadline and approved no later than the February 2014 Curriculum Committee meeting prior to the start of the next academic year. Changes during mid-school year are NOT permitted. Extreme circumstances will require approval from the appropriate dean as well as the Vice President, Academic Affairs to begin in either the spring or summer term.

**TERM IN WHICH PROPOSED ACTION WILL TAKE PLACE:**

FALL 2014

n/a

**oRDER OF APPROVAL FOR EXCEPTIONS IS AS FOLLOWS:**

SIGNATURE #1 NEEDED FOR EFFECTIVE TERM EXCEPTION:

dean \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ dATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

SIGNATURE #2 NEEDED FOR EFFECTIVE TERM EXCEPTION:

VICE PRESIDENT, ACADEMIC AFFAIRS \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ dATE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FACULTY ENDORSEMENTS:**PLEASE SEPARATE FACULTY MEMBERS WITH A COMMA



**DEPARTMENT CHAIR / PROGRAM COORDINATOR ENDORSEMENT:**

 1/3/2014

**DEAN ENDORSEMENT:**

 1/3/2014

**DEANS’ COUNCIL Representative:**

 2/18/2014

**FOR CURRICULUM COMMITTEE MEETING DATE: February 28, 2014**

Completed curriculum proposals must be uploaded to Dropbox by the deadline. Please refer to the *Curriculum Committee Critical Dates for Submission of Proposals* document available in the document manager in the MyEdisonState Portal:

* Document Manager
* VP Academic Affairs
* Curriculum Process Documents