***Note required information:*** *Program or certificate changes require a change to the catalog page. All change of program or certificate proposals must include the new catalog page, with all proposed changes, at the end of this document. All changes that affect the courses, words, numbers, symbols, program description, admissions requirements, and graduation requirements as presented in the 2013-2014 catalog must be documented. Note before completing this proposal that all new courses and current prerequisite, corequisite, core, or elective courses changes must have already been reviewed (or submitted for the same meeting) by the Curriculum Committee and approved by the Provost and Vice President of Academic Affairs. The Track Changes feature in Word must be used to illustrate all changes to the catalog page.*

|  |  |
| --- | --- |
| **School or Division** | School of Business and Technology |
| **Program or Certificate** | AS, Busines Administration and Management |
| **Proposed by (faculty only)** | Doug Nay and David Hoffman |
| **Presenter (faculty only)** | David Hoffman |
| Note that the presenter (faculty) listed above must be present at the Curriculum Committee meeting or the proposal will be returned to the School or Division and be resubmitted for a later date. |
| **Submission date** | 1/9/2015 |

**Section I, Proposed Changes**

|  |  |
| --- | --- |
| **Change of School, Division, or Department** | NA |
| **Change to program or certificate name** | NA |
| **List below, any changes to the program or certificate prerequisites. Include course titles and credits if applicable.** |
| None |
| **List below, any changes to the General Education requirements. Include course titles and credits if applicable.** |
| None |
| **List below, any changes to the program or certificate Core requirements. Include course titles and credits if applicable.** |
| The computer science faculty is proposing the removal of the prerequisite requirement of CGS 1000 for CGS 1100. CGS 1100 is the course preferred for transfer into the SUS and meets the learning outcomes at a higher level. In addition, SLS 1515 – Cornerstone Experience has been added as an “or” option accompanying SLS 1331 – Personal Business Skills. |
| **List below, any changes to the program or certificate Elective requirements. Include course titles and credits if applicable.** |
| N/A |
| **List below, any other changes to the program or certificate requirements.**  |
| None |
| **Change to program length (credits or clock hours to complete)** | N/A |

**Section II, Justification for proposal**

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| **Provide justification (below) for each change on this proposed curriculum action**  |
| Note: The computer science faculty is proposing the removal of the prerequisite requirement of CGS 1000 for CGS 1100. CGS 1100 is the course preferred for transfer into the SUS and meets the learning outcomes at a higher level. Additionally, the addition of SLS 1515 will enable greater access for students who have gained employability skills in either course (SLS 1515 or SLS 1331) and will align with other proposed curriculum changes to accept SLS 1331 or SLS 1515 in School of Business and Technology programs. |

**Section III, Important Dates and Endorsements Required**

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| --- |
| **List all faculty endorsements below. (Note that proposals will be returned to the School or Division if faculty endorsements are not provided).** |
| Dr. Douglas Nay and David Hoffman |

**nOTE:** Changes for the Fall 2015 term must be submitted to the Dropbox by the January 3, 2015 deadline and approved no later than the February 28, 2015 Curriculum Committee meeting. Changes during mid-school year are NOT permitted. Extreme circumstances will require approval from the appropriate Dean or Assistant Vice President as well as the Provost and Vice President of Academic Affairs to begin in either the Spring 2015 or Summer 2015 term.

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| --- | --- |
| **Term in which approved action will take place** | Fall 2015 |

|  |  |  |
| --- | --- | --- |
| **Required Endorsements** | **Type in Name** | **Select Date** |
| **Department Chair or Program Coordinator** | Dr. Douglas Nay | 1/9/2015 |
| **Academic Dean or Assistant Vice President** | Dr. John Meyer | 1/9/2015 |
| **Dean’s Council Representative** | Dr. Mary Myers | 2/3/2015 |

|  |  |
| --- | --- |
| **Select Curriculum Committee Meeting Date** | February 27, 2015 |

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 FSW Portal:

* Document Manager
* VP Academic Affairs
* Curriculum Process Documents

**Important Note to Faculty, Department Chairs or Program Coordinators, and Deans or an Assistant Vice President:**

Incomplete proposals or proposals requiring corrections will be returned to the School or Division. If a proposal is incomplete or requires multiple corrections, the proposal will need to be completed or corrected and **resubmitted to the Dropbox for the next Curriculum Committee meeting** (no later than January 9, 2015 to be effective for the Fall 2015 term). All Curriculum proposals require approval of the Provost and Vice President of Academic Affairs. Final approval or denial of a proposal is reflected on the completed and signed Summary Report.

**AS, Business Administration and Management**

**Purpose**

The Associate in Science (AS) in Business Administration and Management program offers a sequence of courses that presents coherent and rigorous content needed to prepare for further education and for careers in entry level supervisory positions in a variety of organizations. In addition to general education coursework, the content is comprised of a broad-based business curriculum with emphasis on selected theories of management and decision making and the knowledge and understanding necessary for managing people and functions.

**Program Structure**

This program is a planned sequence of instruction consisting of 60 credit hours in the following areas: 18 credit hours of General Education Requirements, 37 credit hours of Business Administration and Management Core Requirements, and 5 credit hours of Approved Electives. The Small Business Management Certificate is a 24 credit hour certificate that prepares students for entry into employment and is comprised of core courses in the AS Business Administration degree. The Business Development and Entrepreneurship Certificate is a 25 credit hour certificate that prepares students for starting and /or managing an entrepreneurial concern and is comprised of 18 credit hours of Business Administration and Management Core Requirements and 7 credit hours of specific Entrepreneurship coursework. As such, either or both certificates can be earned before the student has earned the AS Business Administration and Management degree.

**Course Prerequisites**

***Many courses require prerequisites.*** Check the description of each course in the list below to check for prerequisites, minimum grade requirements, and other restrictions related to the course. Students must complete all prerequisites for a course prior to registering for it.

**Graduation**

Students must fulfill all requirements of their program major after which, students must complete an application for graduation through the Office of the Registrar and enroll in the GRD 2000 course the semester in which they intend to graduate. Students must apply for graduation ***by the published deadline*** to be assured of final clearance for graduation, timely receipt of their diploma, and participation in the commencement ceremony.

**General Education Requirements: 18 Credit Hours**

ENC 1101 - Composition I - 3 credits

ENC 1102 - Composition II - 3 credits

SPC 1017 - Fundamentals of Speech Communication - 3 credits

**OR**

SPC 2608 - Introduction to Public Speaking - 3 credits

ECO 2013 - Economics I - 3 credits

Any General Education Mathematics Course (MAC 1105 - College Algebra or STA 2023 - Statistical Methods I recommended) - 3 credits

Any General Education Humanities Course (PHI 2600 - Ethics recommended) - 3 credits

**Business Administration and Management, AS Degree Core Requirements: 37 Credit Hours**

ACG 2021 - Financial Accounting - 3 credits

ACG 2071 - Managerial Accounting - 3 credits

BUL 2241 – Business Law - 3 credits

CGS 1100 – Computer Applications for Business – 3 credits

ECO 2023 - Economics II - 3 credits

GEB 1011 - Introduction to Business - 3 credits

FIN 2001 – Business Finance – AS - 3 credits

MAN 2021 - Management Principles - 3 credits

MAR 2011 – Marketing - 3 credits

MTB 1103 - Business Mathematics - 3 credits

SBM 2000 – Small Business Management - 3 credits

SLS 1331 - Personal Business Skills - 3 credits

**OR**

SLS 1515 – Cornerstone Experience – 3 credits

GEB 2930 - Special Topics/Capstone Business - 1 credit

**Business Administration and Management, AS Degree Elective Requirements: 5 Credit Hours**

**Electives may be taken from the following 1000 and 2000 level courses:**

ENT 1000 - Introduction to Entrepreneurship - 3 credits

ENT 2012 - Entrepreneurship Management - 4 credits

GEB 1949 - Business Internship I - 3 credits

SLS 1301 - Career and Educational Exploration - 1 credit

SLS 1350 - Employability Preparation - 2 credits

SLS 1515 - Cornerstone Experience - 3 credits

MAC 2233 - Calculus for Business and Social Sciences I - 4 credits

STA 2023 - Statistical Methods I - 3 credits

**OR**

Any 1000 or 2000 level course in Accounting, Business, Management, Hospitality, Customer Service, Computer Technology, or Finance, with the following course prefixes: ACG, BUL, CGS, CIS, CNT, COP, CTS, ENT, FIN, GEB, HFT, ISM, MAN, MAR, MNA, MTB, SBM, SLS, TAX, RMI.

**Note:** For students who are transferring to a state university, it is recommended that the following electives be selected: MAC 2233 or STA 2023.

**Total Degree Requirements: 60 Credit Hours**

**Information is available online at:** [**www.fsw.edu/academics**](http://www.fsw.edu/academics) **or on the School of Business and Technology Home Page at:** [**www.fsw.edu/sobt**](http://www.fsw.edu/sobt)