***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** | CCC, Small Business Management |
| **Proposed by (faculty only)** | Dr. Douglas 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.** | |
| NA | |
| **List below, any changes to the General Education requirements. Include course titles and credits if applicable.** | |
| NA | |
| **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. Lastly, 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.** | |
| None | |
| **List below, any other changes to the program or certificate requirements.** | |
| None | |
| **Change to program length (credits or clock hours to complete)** | From: NA  To: NA |

**Section II, Justification for proposal**

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| --- |
| **Provide justification (below) for each change on this proposed curriculum action** |
| The change from CGS 1000 to CGS 1100 and the inclusion of SLS 1515 as an OR statement to SLS 1331 align with the changes proposed for the overarching AS in Business Administration and Management degree. |

**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.

**CCC, Small Business Management**

**Purpose**

This certificate program is part of the Business Administration and Management AS degree program.

A College Credit Certificate consists of a program of instruction of less than sixty (60) credits of college-level courses, which is part of an AS degree program and prepares students for entry into employment.

The College Credit Certificate (CCC) in Small Business Management program offers a sequence of courses that provides coherent and rigorous content aligned with challenging academic standards and relevant technical knowledge and skills needed to prepare for managing a small business and/or further education and careers in the Business, Management, and Administration fields.

**Program Structure**

This program is a planned sequence of instruction consisting of 24 credit hours of Small Business Management Core Requirements. Students completing this College Credit Certificate can transfer the credits directly to the Business Administration and Management AS 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.

**Certificate Completion/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 1500 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.

**Small Business Management Certificate Requirements: 24 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

MAN 2021 - Management Principles - 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

**Total Certificate Requirements: 24 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)**.**