***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** | BAS, Supervision and Management |
| **Proposed by (faculty only)** | Dr. Douglas Nay |
| **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**

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| --- | --- |
| **Change of School, Division, or Department** | N/A |
| **Change to program or certificate name** | N/A |
| **List below, any changes to the program or certificate prerequisites. Include course titles and credits if applicable.** | |
| The required total credit hours for core courses in the Supervision and Management Baccalaureate degree is being changed from 33 credit hours to 30 credit hours. To accomplish this, salient course learning outcomes from MAN 4915 -Management Capstone and MAN 4720 - Strategic Management and Organizational Policy, will be integrated into MAN 4723, Strategic Management Capstone, thus reducing the core to 30 hours. We will “teach out” the current configuration of courses for at least two years in order to accommodate students in the current and past catalog years.  Electives in the program will be increased from nine to twelve hours to accommodate four new Concentrations aimed at providing students more specific and significant workplace relevancy and applicability. A general track will be retained for those students who do not want to take coursework more specific to a particular industry and will allow them to take electives more customized to their interests. | |
| **List below, any changes to the General Education requirements. Include course titles and credits if applicable.** | |
| N/A | |
| **List below, any changes to the program or certificate Core requirements. Include course titles and credits if applicable.** | |
| Delete:  MAN 4720, Strategic Management and Organizational Policy – 3 credits  MAN 4915 Management Capstone – 3 credits  Add;  MAN 4723 Strategic Management Capstone – 3 credits  Core requirements will be reduced by three credit hours from 33 to 30 credit hours and electives will be increased from nine to twelve credit hours to accommodate four Concentrations composed of four courses each in Accounting, Retail Management, Entrepreneurship and Health Services Administration as illustrated below. | |
| **List below, any changes to the program or certificate Elective requirements. Include course titles and credits if applicable.** | |
| Elective hours will change from nine credit hours to twelve credit hours. Courses for the concentration will be comprised of currently cataloged offerings and proposed new offerings for Fall Semester 2015 (designated by \*):  GENERAL:  Any four upper division electives from Supervision and Management, Public Safety Administration and/or from the concentrations listed below:  ACCOUNTING:  1. ACG 3103 Intermediate Accounting I  2. ACG 3113 Intermediate Accounting II  3. ACG 3341 Cost Accounting  4. ACG 3401 Accounting Information Systems  RETAIL MANAGEMENT AND MARKETING:  1. MAR 3231 RETAILING MANAGEMENT I\*  2. MAR 3232 RETAILING MANAGEMENT II\*  3. MAR 3860 SALESMANSHIP AND CUSTOMER RELATIONSHIP MANAGEMENT\*  4. MAN 4593 RETAIL LOGISTICS MANAGEMENT \*  ENTREPRENEURSHIP:  1. ENT 3003 ENTREPRENEURSHIP I  2. ENT 4004 ENTREPRENEURSHIP II  3. ENT 3173 THE SPECIAL ROLE OF FRANCHISING\*  4. MAN 3864 MANAGING A FAMILY BUSINESS\*  HEALTH SERVICES ADMINISTRATION:  HSA 3113 CONTEMPORARY ISSUES IN HEALTHCARE  HSA 3430 HEALTH CARE ECONOMICS  HSA 4184 MANAGEMENT STRATEGIES (will be retitled by School of Health Professions)  MAN 4402 EMPLOYMENT LAWS AND REGULATIONS FOR HUMAN RESOURCES  \*Denotes a new course | |
| **List below, any other changes to the program or certificate requirements.** | |
| N/A | |
| **Change to program length (credits or clock hours to complete)** | From: N/A  To: |

**Section II, Justification for proposal**

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| **Provide justification (below) for each change on this proposed curriculum action** |
| These changes will give students the flexibility to apply the course and programs knowledge, skills and learning outcomes in a more focused fashion. Students and future employers will benefit by having in their work settings those who are well versed in overall effective management and leadership practices and are conversant in their particular industry.  Students who do not have an interest in the proposed tracks will be able to pursue the general Supervision and Management degree curriculum and take advantage of the wider variety of course offering to allow for greater customization of the degree to their work interests.  These curricular changes address a need identified by local industry through advisory committee input , Workforce Now research, and by the presence of several diverse higher order management positions on the 2014-15 Regional Demand Occupations List at the High Skill, High Wage level. Lastly, CareerSource Florida recently approved the BAS SMAN degree as fundable to displaced workers who need baccalaureate level education to obtain gainful employment at the management level in a variety of organizations. |

**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. Doug Nay, Professor 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 |

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| **Required Endorsements** | **Type in Name** | **Select Date** |
| **Department Chair or Program Coordinator** | Dr. Doug 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 |

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| **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 3, 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.

***Include complete new catalog page below. A separate document will not be accepted.***

**BAS, Supervision and Management**

**Purpose**

The Bachelor of Applied Science (BAS) in Supervision and Management program is designed to prepare individuals as managerial and supervisory personnel in a variety of professions. The program provides a career and educational pathway for students who have earned an Associate in Science degree in business, accounting, or other professional and technical disciplines. This degree also provides an excellent opportunity for individuals with an Associate in Arts degree and interest or experience in acquiring leadership, business, management, and supervisory skills for professional development.

**Program Structure**

The BAS in Supervision and Management program includes courses in leadership, strategic planning, accounting, finance and budgeting, human resource management, business ethics, marketing and international business. Elective choices include additional courses in management, information technology, entrepreneurship, and accounting. Courses are offered in online or blended formats, with most courses offered in an accelerated eight-week fashion, to accommodate students' various schedules and learning preferences.

* **Degree Requirements:** 120 Credit Hours
* **General Education Core Requirements:** minimum of 36 Credit Hours
* **Additional Lower Division Program Requirements:** minimum of 42 Credit Hours
* **Baccalaureate Program Requirements:** 42 Credit Hours

**Admission Requirements**

1. Applicants must apply for admission and be accepted to Florida SouthWestern State College. Official transcripts from all previously attended colleges or universities must be sent directly to the Office of the Registrar.
2. Applicants must have a minimum cumulative grade point average of 2.0 on a 4.0 scale.
3. Applicants must have earned an:

Associate in Science degree from any regionally accredited college or university, as defined by State Board of Education rule, with a minimum of 60 credit hours,

**OR**

Associate in Arts degree, which includes the completion of the State of Florida General Education Core Requirements.

1. Students with a minimum of 60 hours, with all general education and prerequisite courses completed, may also apply for admission.
2. Students are encouraged to apply for admission during the term in which they will complete their Associate degree program.
3. Applicants not meeting stated admission criteria may petition for program admittance if they feel there are mitigating circumstances. Applicants must submit an official petition form to the Office of the Registrar.

**Requirements to Enroll in Baccalaureate (3000 or 4000) Courses**

1. Upon admission to the BAS program, students must attend a required orientation session prior to enrollment in baccalaureate courses.
2. Students must complete ENC 1101 - Composition I, ENC 1102 - Composition II, and three credit hours of approved mathematics prior to enrollment in any baccalaureate courses (3000 or 4000 level) with a grade of C or higher. **(Refer to the Associate in Arts Degree General Education Program Guide, AA.)**
3. Students must complete MAN 2021 - Management Principles, during the **first term** of enrollment if not previously completed.
4. Students must meet program criteria, defined below, prior to enrollment in MAN 4915 - Management Capstone. MAN 4915 must be completed through Florida SouthWestern State College and is not eligible for cross-enrollment.
5. Cross-enrollment approval: Baccalaureate degree seeking students must obtain prior approval to cross enroll (as a transient student) in courses intended to fulfill baccalaureate program requirements. Approval will be determined by the appropriate dean in collaboration with program faculty. Students initiate this process using Florida Virtual Campus: [www.flvc.org/](http://www.flvc.org/).
6. Students who have not fulfilled the State of Florida general education core requirements must complete them. Students who transfer to Florida SouthWestern State College with a previous Associate in Arts degree from a Florida community college or Baccalaureate degree from a regionally accredited institution are considered to have met the General Education component of the degree. Students are permitted to complete remaining general education courses while enrolled in the BAS program. However, prior to enrollment in MAN 4915 - Management Capstone, students must have all general education courses completed.

**Graduation Requirements**

1. Students must satisfactorily complete 120 credit hours to be eligible for graduation. For residency purposes, a minimum of 30 baccalaureate (3000 or 4000 level) program credit hours required for graduation must be completed at Florida SouthWestern State College. All other specific degree requirements must also be met. Credit awarded for Developmental Studies instruction may not be applied toward the total number of credits required for residency purposes or graduation.
2. Students must complete the State of Florida General Education Core Requirements, including any assessment of General Education outcomes that are required by the College. Transfer courses will be reviewed for equivalency. Students who transfer to Florida SouthWestern State College with a previous Associate in Arts degree from a Florida College or baccalaureate degree from a regionally accredited institution are considered to have met the General Education component of the degree.
3. The Foreign Language Competency Requirement may be met by:

* 2 years of the same High School Foreign Language, or
* 2 semesters of the same College Level Foreign Language (level II proficiency), or
* Documented foreign language proficiency through testing (for example, CLEP)

1. Students must fulfill all requirements of their program major.
2. Students must achieve a cumulative grade point average of 2.0 or higher on a 4.0 scale.
3. Students must earn a grade of C or higher in all baccalaureate (3000 or 4000 level) program requirements.
4. Students must successfully complete the Capstone Post Course Exit Exam (minimum grade of 70%) as part of the fulfillment of the graduation requirement.
5. Students must complete an application for graduation through the Office of the Registrar and enroll in the GRD 4000 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.

***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.

**General Education Core Requirements: minimum of 36 Credit Hours**

**Communication: 9 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

**Humanities: 6 Credit Hours**

Select two General Education Humanities courses - one from Part A and one from Part B, or two from Part A. – 6 credits

**Social Sciences: 9 Credit Hours**

One writing intensive General Education Social Sciences course (Part A) - 3 credits

ECO 2013 - Economics I - 3 credits

ECO 2023 - Economics II - 3 credits

**Mathematics: 6 Credit Hours**

Two General Elective Mathematics Courses (College Algebra and Statistics recommended)

**Natural Sciences: 6 Credit hours with associated Labs**

Two General Education Natural Sciences Courses with associated Labs

**Additional Lower Division Program Requirements: minimum of 42 Credit Hours**

Minimum of 42 credit hours of approved electives numbered 1000-4999, including:

MAN 2021 - Management Principles - 3 credits\*

\*Must be completed within the first term of enrollment if not completed prior to admission

**Baccalaureate Program Requirements: 42 Credit Hours**

**Degree Core: 30 credit hours**

ACG 3024 - Accounting for Non-Accounting Majors - 3 credits

FIN 3400 - Financial Management I - 3 credits

GEB 4375 - Foundations of International Business - 3 credits

ISM 3004 - Information Resources Management for Business - 3 credits

MAN 3120 - Organizational Behavior and Leadership - 3 credits

MAN 3301 - Human Resources Management - 3 credits

MAN 3303 - Leadership and Management Practices - 3 credits

MAN 4701 - Business Ethics and Society - 3 credits

MAN 4723 – Strategic Management Capstone – 3 credits\*

MAR 3802 - Marketing for Managers - 3 credits

\*MAN 4723, Strategic Management Capstone, required final course, must be taken in the last semester and must be completed at Florida SouthWestern State College. It is strongly recommended to be taken with no more than one other course from the degree core list above.

**Concentrations: 12 Credit Hours**

Concentrations comprising of twelve (12) credit hours of program courses are to be taken by students. A general track will be retained for those students who do not want to take coursework more specific to a particular industry and will allow them to take electives more customized to their interests.

**General Concentration:**

Any four upper division electives found in the list of Baccalaureate Electives:

**Accounting:**

ACG 3103 Intermediate Accounting I

ACG 3113 Intermediate Accounting II

ACG 3341 Cost Accounting

ACG 3401 Accounting Information Systems

**Retail Management and Marketing:**

MAR 3231 Retailing Management I

MAR 3232 Retailing Management II

MAR 3860 Salesmanship and Customer Relationship Management

MAN 4593 Retail Logistics Management

**Entrepreneurship:**

ENT 3003 Introduction to Entrepreneurship

ENT 4004 Entrepreneurship II

ENT 3173 The Special Role of Franchising

MAN 3864 Managing a Family Business

**Health Services Administration:**

HSA 3113 Contemporary Issues in Healthcare

HSA 3430 Health Care Economics

HSA 4184 Management Strategies

MAN 4402 Employment Laws and Regulations for Human Resources

**Baccalaureate Electives:**

Any baccalaureate (3000 or 4000 level) course with a prefix of ACG, ENT, FIN, HSA, ISM, MAN, MAR, MNA, QMB, PAD, and/or TAX.

**Total Degree Requirements: 120 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)**.**