## OTHER ACTION PROPOSAL FORM

**ACADEMIC AREA:** BUSINESS AND TECHNOLOGY

**PROGRAM:** cert Business management

**PROPOSEd by**: Dr. Douglas nay

**PRESENTER:** dr. douglas nay

**SUBMISSION DATE:** 1/4/2013

### SECTION I

**PROPOSED ACTION: CHECK ALL THAT APPLY**

















Change name of certificate to “small business management” to indicate the specialization chosen by the school of business and Technology faculty, and to reflect the name the state curriculum framework uses for the certificate.

**EXPLAIN THE NATURE OF THE ACTION:** the proposed curriculum below meets the state framework

Small Business Management Certificate Requirements:  
ACG 1001 - Financial Accounting I 3 credit(s)  
ACG 2011 - Financial Accounting II 3 credit(s)  
CGS 1000 – computer literacy 3 credit(s)  
GEB 1011 - Introduction to Business 3 credit(s)  
MAN 2021 - Management Principles 3 credit(s)   
MTB 1103 - Business Mathematics 3 credit(s)  
SBM 2000 – Small Business Management 3 credit(s)  
SLS 1331 - Personal Business Skills 3 credit(s)  
Total Credit Hours: 24

SECTION II

**PROVIDE JUSTIFICATION FOR CURRICULUM ACTION (OTHER EXPLANATORY INFORMATION):**

to better meet state curriculum framework and to meet the state required number of credit hours.

**nOTE:** Changes for the Fall 2013 Term must be submitted and approved no later than the January 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 of Academic Affairs to begin in either the spring or summer term.

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

FALL 2013

NA

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

SIGNATURE #1 NEEDED FOR EFFECTIVE TERM EXCEPTION:



SIGNATURE #2 NEEDED FOR EFFECTIVE TERM EXCEPTION:



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



**DEPARTMENT CHAIR / PROGRAM COORDINATOR ENDORSEMENT:**

 1/3/2013

**ASSOCIATE / ACADEMIC DEAN ENDORSEMENT:**

 1/4/2013

**DEANS’ COUNCIL Review – verified by:**

 1/16/2013

**STUDENT ASSESSMENT COMMITTEE CHAIR ENDORSEMENT:**

 PLEASE SELECT TODAY’S DATE

**FOR CURRICULUM COMMITTEE MEETING DATE: February 22, 2013**

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

* Document Manager
* VP Academic Affairs
* Curriculum Process Documents