Curriculum Committee

FLORIDA SOUTHWESTERN STATE COLLEGE

Change of Program or Certificate Proposal

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 must be documented. Note before completing this proposal that all new courses and current prerequisite, co-requisite, 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. 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 Business Administration Program
Proposed by (faculty only)	William Van Glabek
Presenter (faculty only)	Leroy Bugger

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	10/18/2018

All Curriculum proposals require approval of the Curriculum Committee and the Vice Provost for Academic Affairs. Final approval or denial of a proposal is reflected on the completed and signed proposal.

☒ Approve   ☐ Do Not Approve

Mary C. Myers 2/6/19

Curriculum Committee Chair Signature   Date

☑ Approve   ☐ Do Not Approve

2-8-19

Vice Provost for Academic Affairs Signature   Date

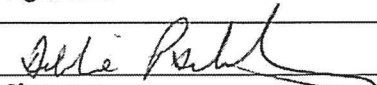All Curriculum proposals require review by the Office of Accountability & Effectiveness.

☑ Reviewed

Barbra D. Miley 2-12-19

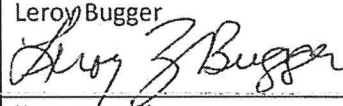Office of Accountability & Effectiveness Signature   Date

Section I, Important Dates and Endorsements Required

NOTE: Course and Program changes must be submitted by the dates listed on the published Curriculum Committee Calendar. Exceptions to the published submission deadlines must receive prior approval from the Vice Provost for Academic Affairs' Office.

Term in which approved action will take place	Fall 2019
Provide an explanation below for the requested exception to the effective date.	
Type in the explanation for exception.	

Any exceptions to the term start date requires the signatures of the Academic Dean and Vice Provost for Academic Affairs prior to submission to the Dropbox.		
Dean	**Signature**	**Date**
Debbie Psihountas	*[signature]*	10/22/18
Vice Provost for Academic Affairs	**Signature**	**Date**
Dr. Eileen DeLuca		

Required Endorsements	Type in Name	Select Date
Department Chair or Program Coordinator/Director	Leroy Bugger *[signature]*	10/22/2018
Academic Dean or Vice Provost for Academic Affairs	Type name here	Click here to enter a date.

List all faculty endorsements below. (Note that proposals will be returned to the School or Division if faculty endorsements are not provided).
William Van Glabek, Leroy Bugger

Revised: 11/11, 6/12, 6/13, 7/14, 8/15, 8/16, 8/17, 3/18, 5/18, 6/18

Section II, Proposed Changes

Do any of the changes affect the AA focus? (If so, a Change of Program proposal is also needed.)	☐ Yes ☒ No
Have the deans of the General Studies been contacted/consulted?	☐ Yes ☒ No
Have you attached an updated catalog page?	☒ Yes ☐ No
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.	
N/A	
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.	
• Re-structure AS-Business Degree catalog page to reflect General Education, AS-Business Degree Core courses, and AS-Degree Specialization courses.	
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.	
N/A	
Change to program length (credits or clock hours to complete)	From: To: 0

Include complete new catalog page as an attachment. Proposals without the new catalog page will not be reviewed by the committee.

Revised: 11/11, 6/12, 6/13, 7/14, 8/15, 8/16, 8/17, 5/18, 6/18

Section III, Justification for proposal
Include state frameworks, accrediting or professional organization recommendations or requirements, workforce data, and/or crosswalks.

Provide justification (below) for each change on this proposed curriculum action.
• Re-structure AS-Business Degree program to reflect program specializations—for offered specializations—within the A General Education, AS-Business Degree Core courses, and AS-Degree Specialization courses
This change reflects the addition of the AS-Business Administration Risk Management specialization to the AS—Business Administration degree. With the addition of the Risk Management specialization to the program, the existing program which was in actuality a Business Management track must be separately shown. This change will also make future specialization tracks within the AS Business degree state frameworks easier to develop within the limitations of 60 credit hours for degrees and 24 credit hours for certificates.

Proposed degree requirements:

Business Administration and Management, AS Degree
General Education Requirements

ENC 1101	Composition I	3	credits
ENC 1102	Composition II	3	credits
SPC 1017	Fundamentals of Speech Communication		
or		3	credits
SPC 2608	Introduction to Public Speaking		credits
ECO 2013	Principles of Macroeconomics	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
		18	credits

Core Requirements:

ACG 2021	Financial Accounting	3	credits
BUL 2241	Business Law	3	credits
CGS 1100	Computer Applications for Business	3	credits
ECO 2023	Principles of Microeconomics	3	credits
FIN 2001	Business Finance	3	credits
GEB 1011	Introduction to Business	3	credits

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MAN 2021	Management Principles	3	credits
MAR 2011	Marketing	3	credits
MTB 1103	Business Mathematics	3	credits
SLS 1331	Personal Business Skills		
or		3	credits
SLS 1515	Cornerstone Experience		
		30	credits

Specialization Tracks (Select 1):

Business Management Track

ACG 2071	Managerial Accounting	3	credits
SBM 2000	Small Business Management	3	credits
GEB 2930	Special Topics/Capstone-Business	1	credits
		7	credits

Risk Management Track

RMI 2110	Personal Insurance	3	credits
RMI 2112	Personal Business and Property Insurance	3	credits
RMI 2662	Introduction to Risk Management and Insurance	3	credits
		9	credits

Electives--Select as needed to meet 60 credit hour requirements

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	credits
SLS 1350	Employability Preparation	2	credits
MAC 2233	Calculus for Business and Social Sciences I	4	credits
STA 2023	Statistical Methods I	3	credits
or		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.		3	credits
		5/3	credit

Total Degree Requirements: **60 Credit Hours**

Current Catalogue with proposed changes:

Revised: 11/11, 6/12, 6/13, 7/14, 8/15, 8/16, 8/17, 5/18, 6/18

Business Administration and Management, AS

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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. *The Risk Management Certificate is a 24 credit hour certificate that prepares students for entry into employment and is comprised of 15 core course credit hours in the AS Business Administration degree and 9 credit hours of specific Risk Management coursework.*

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 in order to be eligible for graduation. Students must indicate their intention to attend commencement ceremony, by completing the Commencement Form by the published deadline.

General Education Requirements: 18 Credit Hours

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

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

Business Administration and Management, AS Degree Core Requirements: 30 Credit Hours

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- ACG 2021 - Financial Accounting 3 credits
- BUL 2241 - Business Law 3 credits
- CGS 1100 - Computer Applications for Business 3 credits
- ECO 2023 - Principles of Microeconomics 3 credits
- FIN 2001 - Business Finance 3 credits
- GEB 1011 - Introduction to Business 3 credits
- MAN 2021 - Management Principles 3 credits
- MAR 2011 - Marketing 3 credits
- MTB 1103 - Business Mathematics 3 credits
- SLS 1331 - Personal Business Skills 3 credits
    or
- SLS 1515 - Cornerstone Experience 3 credits

Business Administration and Management, AS Degree Specialization Requirements: Select One

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Business Management Track: 7 credit hours
- ACG 2071 - Managerial Accounting 3 credits
- SBM 2000 - Small Business Management 3 credits
- GEB 2930 - Special Topics/Capstone-Business 1 credit

Risk Management Track: 9 credit hours
- RMI 2110 – Personal Insurance 3 credits
- RMI 2112 – Personal Business and Property Insurance 3 credits
- RMI 2662 – Introduction to risk Management and Insurance 3 credits

Business Administration and Management, AS Degree Elective Requirements: 5 3 - 8 Credit Hours

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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
- MAC 2233 - Calculus for Business and Social Sciences I 4 credits
    or
- STA 2023 - Statistical Methods I 3 credits
- 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.

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Note:

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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

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