

Curriculum Development Form

Modify an Existing Program (Academic Award)

3/4/16


Program Name (Academic Award):

Business Management AAS

CIP Code:

Type of Academic Award: AA AAS AFA AS Diploma Certificate

Current Location: Faribault North Mankato Proposed Location: Faribault North Mankato

Current Credits: 60 Proposed Credits: 60

Date of Proposal: 3/6/2016 Proposed Implementation Date: 8/24/2016

Contact Person: Shayne Narjes

What is the modification being proposed?

Modifying required technical courses

What impact will the modification have?

Impact on this AAS degree only (and Marketing Mgmt AAS - separate change)

Describe the rationale for this modification:

Recommendation from Program Review

Attach additional material if necessary

As Faculty Developer, by signing this *Modify an Existing Program* form, the Curriculum Committee is assured of the following (check marks required):

Prior to Preparing Documentation

- Initiation — idea was submitted to Department Chair(s) and Academic Dean/Director for discussion and support
- Explored existing program offerings to identify potential duplication
- Completed Intention Form

Continue the Curriculum Development Process

- Completed the comparison template outlining old program plan vs. new program plan, noting changes between the old and new
- Completed the WIDS Program Project, which includes outlining scope and sequence of program
Please Note: If courses do not already exist, the shell of each course must be created in WIDS before the WIDS Program Project can be completed
- Identified prerequisites (if any) for admission to the program
- Created measurable program student learning outcomes
- Proofread documentation for correct content
- Proofread documentation for grammatical and typographical errors
- Uploaded additional documentation to WIDS (comparison template, etc.)


Faculty Developer Signature

1/26/16
Date

As Primary Department Chair, by signing this *Modify an Existing Program* form, the Curriculum Committee is assured of the following (check marks required):

- Documentation through email and department meetings made available for other faculty and programs to provide feedback
- Proofread documentation for correct content and proper structure
- Proofread documentation for grammatical and typographical errors
- For LAS programs, signature of all LAS Department Chairs included
- For technical programs, the change was discussed at Advisory Committee meeting (provide meeting minutes)

I support this program plan I do not support this program plan — please provide reason(s):

Steven Nam 1/28/15
Primary Department Chair Signature Date

For all modified program, if Primary Department Chair does not support the modified program proposal, faculty developer can elevate the proposal to AASC for resolution.

For AA and AFA Degrees Only — As a LAS Department Chair, by signing this *Modify an Existing Program* form, the Curriculum Committee is assured of the following (check marks required):

- Documentation through email and department meetings made available for other faculty and programs to provide feedback

I support this program plan I do not support this program plan — please provide reason(s):

LAS Department Chair Signature Date

I support this program plan I do not support this program plan — please provide reason(s):

LAS Department Chair Signature Date

I support this program plan I do not support this program plan — please provide reason(s):

LAS Department Chair Signature Date

If all four LAS Department Chairs do not support the modified program proposal, faculty developer can elevate the proposal to AASC for resolution.

As Academic Dean/Director, by signing this *Modify an Existing Program* form, the Curriculum Committee is assured of the following (check marks required):

- Identified potential opportunities and impacts of the change on other programs/departments — DARS search
- Provided supporting documentation to populate Program Navigator

I support this program plan I do not support this program plan — please provide reason(s):

Bob Embacher
Academic Dean/Director Signature

2/8/16
Date

If Academic Dean/Director does not support the modified program proposal, faculty developer can elevate the proposal to AASC for resolution.

Upload this signed form as a PDF to WIDS Shared Document folder — Curriculum Committee. Place signed original forms in Curriculum Committee mailbox.

Following Curriculum Committee support, this form is completed with final signatures.

Mark A. Bigger
Curriculum Committee Chair Signature

3/4/2016
Date

[Signature]
Vice President of Student and Academic Affairs Signature

3-4-16
Date

President Signature

Date

The following steps are possible post-approval steps

Modify an Existing Program

— Credit length change

Upload to MnSCU Program Navigator

- Curriculum Committee Chair electronic approval
- Vice President of Student and Academic Affairs electronic approval
- President electronic approval
- Vice President of Student and Academic Affairs electronic approval (2nd)
- MnSCU reviews for final approval
- MnSCU grants approval

Student Affairs

- ISRS; DARS; eCatalog

Scope and Sequence for Perkins Programs of Study

Federal Dept. of Education review

Higher Learning Commissions (HLC) review

Modify an Existing Program

— No credit length change

Student Affairs (documentation posted on CC website)

- ISRS; DARS; eCatalog

Scope and Sequence for Perkins Programs of Study



**South Central College
Program Design**

AAS 2280 / AAS 3280 Business Management

Program Information

Instructional Level Associate Degree

Career Cluster Business Management and Administration

Description

The Business Management Program is designed to provide learners with a broad background in general business concepts. The program focuses on the skills and knowledge needed in the areas of accounting, marketing and management, computer technology and office administration. The program increases opportunities for learners to be successful in their current job as well as assisting them in their career advancement endeavors. The program also includes a Liberal Arts and Sciences component that helps learners develop a well-rounded view of the world in which they live and work.

Program Admission Dates (Fall and/or Spring)

Fall and Spring

Program Location (North Mankato and/or Faribault)

North Mankato and Faribault

Program Student Learning Outcomes

- 1 Have an enhanced understanding of business concepts**
- 2 Apply effective accounting principles and practices**
- 3 Demonstrate an ability to communicate effectively in the workplace**

Program Configurations

Fall Start

Credits

Technical Course	44.00
Liberal Arts & Sciences	16.00

Total Credits	60.00
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Semester One - Year One

Course #	Course Title	Credits	Function
ACCT 1810	Financial Accounting	4.00	Technical Course
O TEC 1820	Business English	3.00	Technical Course
MKT 1820	Introduction to Business	3.00	Technical Course
COMM 110	Public Speaking	3.00	Liberal Arts & Sciences

Semester Two - Year One

Course #	Course Title	Credits	Function
ACCT 1811	Managerial Accounting	4.00	Technical Course
ENGL 100	Composition	4.00	Liberal Arts & Sciences
O TEC 2820	Business Communications	3.00	Technical Course
MKT 1930	Human Resource Management	3.00	Technical Course
MKT 1910	Entrepreneurship	3.00	Technical Course

Semester Three - Year Two

Course #	Course Title	Credits	Function
ACCT 1834	Computerized Accounting 1	3.00	Technical Course
ACCT 1800	Business Law	3.00	Technical Course
MKT 1800	Introduction to Sales	3.00	Technical Course
MKT 1920	Marketing Research	3.00	Technical Course
LAS Elective	Outside MnTC Goals 1 and 5	3.00	Liberal Arts & Sciences

Semester Four - Year Two

Course #	Course Title	Credits	Function
ACCT 2827	Principles of Finance	3.00	Technical Course
MKT 1900	Principles of Management	3.00	Technical Course
MKT 1810	Principles of Marketing	3.00	Technical Course
LAS Elective	Outside MnTC Goals 1 and 5	3.00	Liberal Arts & Sciences
Econ Option	ECON 110 OR ECON 120	3.00	Liberal Arts & Sciences

Program Course List

Number	Title	Credits	Pre/Corequisites
ACCT 1800	Business Law	3.00	

ACCT 1810	Financial Accounting	4.00	None
ACCT 1811	Managerial Accounting	4.00	ACCT1810 Financial Accounting
ACCT 1834	Computerized Accounting 1	3.00	None
ACCT 2827	Principles of Finance	3.00	ACCT1810 ACCT1811
COMM 110	Public Speaking	3.00	Score of 86 on the Sentence skills portion of Accuplacer or ENGL 0090 with a C or higher.
ENGL 100	Composition	4.00	A score of 78 or higher on the reading portion of the Accuplacer or completion of READ 0090 with a C or higher. A score of 85.5 or higher on the sentence skills portion of the Accuplacer or completion of ENGL 0090 with a C or higher.
MKT 1800	Introduction to Sales	3.00	
MKT 1810	Principles of Marketing	3.00	None
MKT 1820	Introduction to Business	3.00	None
MKT 1900	Principles of Management	3.00	
MKT 1910	Entrepreneurship	3.00	NONE
MKT 1920	Marketing Research	3.00	
MKT 1930	Human Resource Management	3.00	None
MKT 1940*	Leadership Strategies (Copy)	3.00	
OTEC 1820	Business English	3.00	None
OTEC 2820	Business Communications	3.00	OTEC1820 Business English