CURRICULUM COMMITTEE CHECKLIST

NAME OF PROGRAM: Business Certificate  Date: 1/28/14

Step 1 Reviewed change at division meeting.

Step 2 Presented as informational item at Division Chair Meeting(s) and checked if it affects other departments. Like programs must meet with Division Chairs on all affected campuses (North Mankato and Faribault).

Division Chair’s signature

Step 3 Instructional Dean reviewed and indicated need for Curriculum Committee approval.

Instructional Dean’s signature (see attachment) 

Step 4 Advisory Committee approval indicated in meeting minutes if necessary. Minutes provided to Curriculum Committee.

Step 5 Curriculum Committee made recommendations (changes, additional approvals, etc.). If no, skip to Step 7.

Step 6 Committee’s recommendations completed. (Skip if not applicable.) 

Step 7 Curriculum Committee approved.

Curriculum Committee Chair’s signature 

Step 8 Minutes and necessary materials provided to VP of Academic Affairs.

Step 9 Vice President of Academic Affairs approved.

Vice President of Academic Affairs’ signature 

Step 10 New Course Maximum Enrollment to Shared Governance.

Step 11 President’s approval for all changes requiring MnSCU approval.

President’s signature

[Signature]
New Program or Program Change Proposal Form

Date of Proposal: Feb. 7, 2014

Author: Shayne Narjes

<table>
<thead>
<tr>
<th>Proposal Type:</th>
<th>New Program</th>
<th>Program Redesign</th>
<th>Suspend Program</th>
<th>Reinstate Program</th>
<th>Add Emphasis</th>
<th>Delete Emphasis</th>
</tr>
</thead>
</table>

Contact for the Program: Shayne Narjes

Program Name: Business Certificate
CIP Code: 521401

Division Department in Which Program is Currently or Will Be Held:
Department is: Business
Program is: Marketing Management

Proposal Start (Term/Year): Fall, 2014

Program Description: The Business Certificate is designed to provide skills for those students wishing to complete a compressed program of study with specific skills unique to their individual needs. Students should work with an academic advisor to develop a program of study consisting of 16 technical credits from Accounting and/or Marketing.

<table>
<thead>
<tr>
<th>Degree Offered:</th>
<th>AS</th>
<th>AAS</th>
<th>AA</th>
<th>Diploma</th>
<th>Certificate</th>
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</thead>
<tbody>
<tr>
<td>Program Location:</td>
<td>Faribault Campus</td>
<td>North Mankato Campus</td>
<td>Online</td>
<td></td>
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</tbody>
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Prerequisites: None

Number of Credits: 16

If There is a Program Change, Summarize Changes to the Program: New Program

Rationale for Program Development or Program Change: 1) Allow students to explore business courses and obtain a credential that may be part of other credentials (i.e., "stackable") earned during time at SCC.
2) Allow previous graduates from other degree areas to obtain a credential for obtaining skills from specific courses.

What Impact Will this New Program or Change Have on Other Programs or Areas? The Accounting and Marketing programs may have a few more people in some of their course. Some AA students may take more technical courses from Accounting and/or Marketing.

Are There Articulations With Other Colleges? List College(s): No

▷ Attach Program Design to this Form. Below are Some Recommended Items:
  1. List of program requirements (i.e.: what the catalog page shows for each program).
  2. Cross walk from previous program curriculum to new (how students already started in the old program can finish after this new program begins).
  3. All required course numbers and titles.
  4. Additional supporting information, such as minutes documenting recommendation for proposal.
# Business Certificate

**Student:**

**Degree:** 16 Credit Certificate

**Advisor:**

<table>
<thead>
<tr>
<th>Technical Courses</th>
<th>Credits Needed</th>
<th>Credits Taken</th>
<th>Date Taken</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>16</td>
<td></td>
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</tr>
</tbody>
</table>

**Take the following courses:**

- **MKT1810 Principles of Marketing** *(offered fall, spring and summer)*
  - 3
- **ACCT 1810 Financial Accounting**
  - 4
- **MKT1820 Introduction to Business**
  - 3
- **Technical electives (pick from ACCT, MKT or MGT)**
  - 6