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| For Academic Affairs and Research Use Only |
| Proposal Number | BU38 |
| CIP Code:  |  |
| Degree Code: |  |

**NEW CERTIFICATE PROGRAM FORM**

(Also requires Arkansas Department of Higher Education (ADHE) approval)

**[X] Undergraduate Curriculum Council**

**[ ] Graduate Council**

Signed paper copies of proposals submitted for consideration are no longer required. Please type approver name and enter date of approval.

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| Philip Tew | 3/16/2023 |

**Department Curriculum Committee Chair** |

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**COPE Chair (if applicable)** |
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| Bill Hu | 3/17/2023 |

**Department Chair** |

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**Head of Unit (if applicable)**   |
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| Philip Tew | 3/28/2023 |

**College Curriculum Committee Chair** |

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**Undergraduate Curriculum Council Chair** |
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| John Robertson | 3/29/2023 |

**College Dean** |

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**Graduate Curriculum Committee Chair** |
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**General Education Committee Chair (if applicable)**   |

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| Len Frey | 4/20/2023 |

**Vice Chancellor for Academic Affairs** |

1. **Contact Person** (Name, Email Address, Phone Number)

Philip Tew, ptew@astate.edu, 8709723742

1. **Name of proposed Certificate Program (Program must consist of 6-21 semester credit hours):**

Business Fundamentals

1. **Proposed effective date:**

Spring 2024

1. **Reason for proposed program implementation:**

This certificate will allow students to develop basic business skills to use with their majors outside of the NGCOB – such as in Engineering, Computer Science, Journalism, Public Administration, and those in pre-professional programs who strive to own their own medical / dental / vet / PT / OT practices.

1. **Provide the following:**
	* 1. Curriculum outline - List of courses in new program – Underline required courses

ECON 2323 – Principles of Microeconomics

ECON 2113 – Business Statistics

MKTG 1013 – Introduction to Business

FIN 2013 – Personal Asset Management

ISBA 1503 – Microcomputer Applications

* + 1. Total semester credit hours required for proposed program

15

* + 1. New courses and new course descriptions

NONE

* + 1. Program goals and objectives

Students will use critical thinking skills to make decisions.

Students will use technology appropriately to communicate, calculate, and present concepts and data.

Students will demonstrate business knowledge.

* + 1. Expected student learning outcomes

Students will be able to apply budgeting skills to different scenarios

Students will demonstrate problem solving skills in a business context

Students will examine values and ethics in business settings

* + 1. Documentation that program meets employer needs

This certificate allows students from non-business fields to expand their career opportunities by attaching a certificate to their major. It provides these students with the language and concepts of business that they otherwise would not have developed.

* + 1. Student demand (projected enrollment) for proposed program

25 - 30

* + 1. Program approval letter from licensure/certification entity, if required (attach)
		2. Name of institutions offering similar programs and the institution(s) used as model to develop proposed program

University of California – Los Angeles, Georgetown University, Washington University in St. Louis, University of Wisconsin

* + 1. Proposed program review date (within 10 years of program implementation)

Fall 2028

1. **Will this program be offered:**
	1. **Traditional/Face-to-face** YES
	2. **Distance/Online** NO
		1. **If yes, indicate mode of distance delivery, and the percentage of courses offered via this modality (<50%, 50-99%, or 100%).**

Enter text...

* + 1. **If online, will it be offered through Global Initiatives/Academic Partnerships (AP)?**

Enter text...

* 1. **Concurrent (High School Students)** NO

Enter text...

1. **Will this program be offered off-campus?** NO
	1. **If yes, identify the off-campus location**

 Enter text...

**Bulletin Changes**

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| **Instructions**  |
| **Please visit** [**http://www.astate.edu/a/registrar/students/bulletins/index.dot**](http://www.astate.edu/a/registrar/students/bulletins/index.dot) **and select the most recent version of the bulletin. Copy and paste all bulletin pages this proposal affects below. Please include a before (with changed areas highlighted) and after of all affected sections.** **\*Please note: Courses are often listed in multiple sections of the bulletin. To ensure that all affected sections have been located, please search the bulletin (ctrl+F) for the appropriate courses before submission of this form.**  |

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| Business Fundamentals |
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Return to {$returnto_text}Return to: [Programs by Department](https://catalog.astate.edu/content.php?catoid=3&navoid=77) |
| Required Courses:ECON 2323 – Principles of Microeconomics Sem. Hrs: 3ECON 2113 – Business Statistics Sem. Hrs: 3MKTG 1013 – Introduction to Business Sem. Hrs: 3FIN 2013 – Personal Asset Management Sem. Hrs: 3ISBA 1503 – Microcomputer Applications Sem. Hrs: 3Total Required Hours: 15 |