

SACS Response Team
2.7.2 Program Content Checklist

Use this checklist to verify that each item on the review list for the program of study listed below has been reviewed for accuracy and consistency. Supporting documentation for any required changes should accompany the submission of this form.

Program: Small Business Management Certificate – Code: PSVC SBMN

Review List:

- ☒ Academic Advising Sheet
- ☒ Catalog Program Page
- ☒ Banner Audit

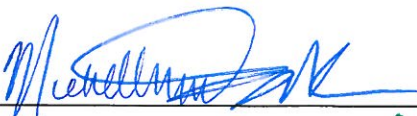
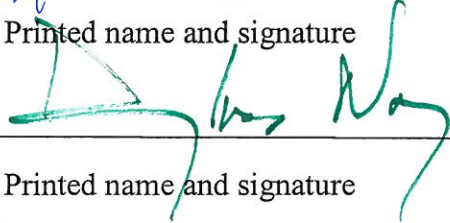
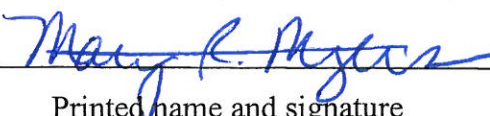
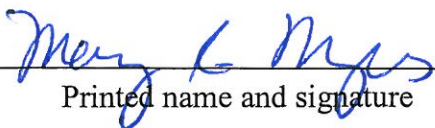
By signing below, I indicate that

- ☐ I have reviewed and accept the program information as presented on the Academic Advising Sheet, Catalog Program Page, and Banner Audit

or

- ☒ The attached documentation outlines the required changes to the Academic Advising Sheet, Catalog Program Page, and/or Banner Audit.

Signatures required:

Michelle Zamniak		3/2/12
Person Conducting Review	Printed name and signature	Date
Dr. Douglas Nay		3/2/12
Department Chair	Printed name and signature	Date
NA		3/14/12
Associate Dean	Printed name and signature	Date
Dean Mary Myers		3/14/12
Academic Dean	Printed name and signature	Date

March 2, 2012

Small Business Management Certificate Code: PSVC SBMN

SACS Response Team

2.7.2 Program Content Checklist Supplement

Review List:

■ Academic Advising Sheet:

Document has 3 different titles, Academic Advising Sheet, Education Plan and Program Course Plan.

Program Course Plan (PDF) downloaded from college website www.edison.edu > Academic Programs > Small Business Management:

- ✓ **Hospitality Specialization** lists Electives chosen from HFT or FSS which conflicts with the information posted in the 2011-2012 Catalog "Electives may be chosen from any OST, Business, Hospitality, Management, Customer Service, Computer Technology, Banking, Finance or Real Estate courses."
- ✓ In other areas it states Electives (Business Courses)
- ✓ **Unsure which Elective information is correct?**
- ✓ **Banking Specialization lists a 3 credit Banking Elective which is NOT available** (BAN 1004 is the only banking course in Banner Workload)
- ✓ **Hard Copy advising sheet** lists BAN 2155 again BAN 1004 is the only banking course in Banner Catalog Workload

■ **Banner Audit – Degree Evaluation:** same inconsistencies listed above showed up in the degree evaluation.

- ✓ **BAN 2155**
- ✓ **Banking Elective**
- ✓ **Degree Evaluation needs the language** "Electives may be chosen from any OST, Business, Hospitality, Management, Customer Service, Computer Technology, Banking, Finance or Real Estate courses."

■ Supporting Documents Attached

**EDISON STATE COLLEGE
SMALL BUSINESS MANAGEMENT
Certificate Code: PSVC SBMN**

COURSE PREREQUISITES: Refer to specific course descriptions listed in the current catalog.
PROGRAM PREREQUISITES: NONE

CERTIFICATE CORE REQUIREMENTS:

			Credit	Hours
✓SBM	2000	Small Business Management	3	
✓SLS	1331	Personal Business Skills	3	
✓GEB	1011	Introduction to Business	3	
✓CGS	1100	Microcomputer Skills	4	
✓MTB	1103	Business Mathematics	3	

TOTAL 16

(Choose Specialization Area)

Hospitality Specialization

✓HFT	1000	Introduction to Hospitality Management	3	
✓HFT	2410	Front Office Procedures	3	
		Electives (HFT or FSS) <i>Business Courses</i>	2	
TOTAL			8	

Customer Service Specialization

✓MKA	1161	Introduction to Customer Service	3	
		Electives (Business Courses)	5	
TOTAL			8	

International Business Specialization

✓INR	2002	International Relations – (I)	3	
		Finance Electives (Business Courses)	5	
TOTAL			8	

Marketing

✓MAR	2011	Marketing	3	
✓MKA	1511	Advertising and Sales Promotion	3	
		Electives	2	
TOTAL			8	

Banking

✓BAN	1004	Principles of Banking	3	
		Banking Elective <i>N/A</i>	3	
		Electives (Business Courses)	2	

TOTAL 8
TOTAL CREDIT HOURS 24

Fall _____

Spring _____

Sum A _____

Sum B _____

Fall _____

NAME ID#

Academic Advisor Date

Dr. Sandi Towers K-103A (239) 489-9067
Contact Office Phone

Electives may be chosen from any OST, Business, Hospitality, Management, Customer Service, Computer Technology, Banking, Finance, or Real Estate courses.

EDISON STATE COLLEGE
SMALL BUSINESS MANAGEMENT
Certificate Code: PSVC SBMN

COURSE PREREQUISITES: Refer to specific course descriptions listed in the current catalog.

PROGRAM PREREQUISITES: NONE

CERTIFICATE CORE REQUIREMENTS:

			Credit	Hours
• SLS	1331	Personal Business Skills	3	
• SBM	2000	Small Business Management	3	
• GEB	1011	Introduction to Business	3	
• CGS	1100	Microcomputer Skills	4	
• MTB	1103	Business Mathematics	3	
TOTAL			16	

Fall _____

Spring _____

Sum A _____

Sum B _____

Fall _____

NAME _____ ID# _____

Academic Advisor _____ Date _____

Dr. Sandi Towers (239) 489-9067

Contact _____ Office _____ Phone _____

(Choose Specialization Area)

Hospitality Specialization

• HFT	1000	Introduction to Hospitality Management	3
• HFT	2410	Front Office Procedures	3
		Electives (Business Courses)	<u>2</u>
TOTAL			8

HPT or FSS?

Customer Service Specialization

• MKA	1161	Introduction to Customer Service	3
		Electives (Business Courses)	<u>5</u>
TOTAL			8

International Business Specialization

INR	2002	International Relations	3
BAN	2155	International Banking and Finance	3
		Finance Electives	<u>2</u>
TOTAL			8

Not in Catalog Workload

(Business Courses)?

Marketing

MAR	2011	Marketing	3
MKA	1511	Advertising and Sales Promotion	3
		Electives	2
TOTAL			8

Banking

BAN	1004	Principles of Banking	3
		Banking Elective	3
		Electives (Business Courses)	<u>2</u>

TOTAL 8

TOTAL CREDIT HOURS 24

Any courses taken through the Department of Learning Assistance are non-transferable. These courses include:

REA 0007	ENC 0015	MAT 0018
REA 0017	ENC 0025	MAT 0028

Electives may be chosen from any OST, Business, Hospitality, Management, Customer Service, Computer Technology, Banking, Finance, or Real Estate courses.

Detail Requirements

Feb 24, 2012 10:58 am

Information for



*** This is NOT an official evaluation. Please schedule an appointment with an Academic Advising Specialist for an official evaluation. ***

Program Evaluation

Program :	Small Business Management	Catalog Term :	Spring 2009
Campus :	Lee	Evaluation Term :	Summer 2012
College :	Edison	Expected Graduation Date :	Dec 12, 2009
Degree :	Post Secondary Voc Cert	Request Number :	1
Level :	College Credit	Results as of :	Feb 24, 2012
Majors :	Small Business Management	Minors :	
Departments :		Concentrations :	

		Credits		Courses	
	Met	Required	Used	Required	Used
Total Required :	No	24.000	19.000		6
Required Institutional :	Yes	6.000	19.000		6
Program GPA :	Yes	.00	3.36		
Overall GPA :	Yes	2.00	3.04		
Other Course Information					
Transfer :			0.000		0
Unused :			61.000		22

*** This is NOT an official evaluation. Please schedule an appointment with an Academic Advising Specialist for an official evaluation. ***

Area : PSVC Small Bus Mgmt Core - Not Met

Met	Condition	Rule	Subject	Attribute	Low	High	Required Credits	Required Courses	Term	Subject	Course Title	Attribute	Credits	Grade	Source
Yes		✓	CGS			1100			200420	CGS	1100	MICRO COMP SKILL	4.000	A	H
Yes	AND	✓	GEB			1011			200510	GEB	1011	INTRO BUSINESS	3.000	B	H
No	AND	✓	MTB			1103									
Yes	AND	✓	SBM			2000			200920	SBM	2000	SMALL BUSINESS MANAGEMENT	3.000	B	H
Yes	AND	✓	SLS			1331			200910	SLS	1331	PERSONAL BUSINESS SKILLS	3.000	A	H
Total Credits and GPA													13.000	3.53	

*** unofficial evaluation ***

Area : Small Business Specializations - Not Met

Met	Condition	Description	Required Credits	Required Courses	Used Credits	Used Courses
No	(	Banking Specialization	8.000		0.000	0
No	)OR(	Customer Svc Specialization	8.000		6.000	2
No	)OR(	Hospitality Specialization	8.000		0.000	0
No	)OR(	Internatl Bus Specialization	8.000		0.000	0
No	)OR(	Marketing Specialization	8.000		0.000	0
)						

Group : Banking Specialization (8.000 credits) - Not Met

Met	Condition	Rule	Subject	Attribute	Low	High	Required Credits	Required Courses	Term	Subject	Course Title	Attribute	Credits	Grade	Source
No		✓	BAN			1004									
No	AND	BELEC	Banking Elective												

No AND ELECTIVES 2 hrs -see catalog for options

Total Credits 0.000

Group : Customer Svc Specialization (8.000 credits) - Not Met

Met	Condition Rule	Subject Attribute	Low High	Required Credits	Required Courses	Term	Subject Course Title	Attribute Credits	Grade Source
No		✓MKA	1161						
Yes	AND	ELECTIVES 5 hrs -see catalog for options				200420	ACG 2011 FINANCIAL ACTG II	3.000	C H
		<i>Maybe Chosen from ...</i>				200820	BUL 2241 BUSINESS LAW I	3.000	A H
								Total Credits	6.000

Group : Hospitality Specialization (8.000 credits) - Not Met

Met	Condition Rule	Subject Attribute	Low High	Required Credits	Required Courses	Term	Subject Course Title	Attribute Credits	Grade Source
No		✓HFT	1000						
No	AND	✓HFT	2410						
No	AND	ELECTIVES 2 hrs -see catalog for options						Total Credits	0.000

Group : Internatl Bus Specialization (8.000 credits) - Not Met

Met	Condition Rule	Subject Attribute	Low High	Required Credits	Required Courses	Term	Subject Course Title	Attribute Credits	Grade Source
No		BAN	2155						
No	AND	✓INR	2002						
No	AND	ELECTIVES 2 hrs -see catalog for options						Total Credits	0.000

Not in Catalog will load

Group : Marketing Specialization (8.000 credits) - Not Met

Met	Condition Rule	Subject Attribute	Low High	Required Credits	Required Courses	Term	Subject Course Title	Attribute Credits	Grade Source
No		✓MAR	2011						
No	AND	✓MKA	1511						
No	AND	ELECTIVES 2 HRS ELECTIVES						Total Credits	0.000

maybe Chosen from ...

Banner Academic Catalog

Credit Courses with ICS Code and Workload

Effective 201220

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	<u>Course Title</u>	<u>STATUS</u>	<u>ICS Code</u>	<u>Department</u>	<u>Credits</u>	<u>Contact/ Workload Hours</u>
A&S - HumComSocSci/SocSci						
Political Science						
INR2002	INTERNATIONAL RELATIONS	A	11722	POLS	3.0	3.00
POS1949	POLITICAL SCIENCE PRACTICUM	A	11722	POLS	3.0	3.00
POS2041	AMERICAN NATIONAL GOV	A	11722	POLS	3.0	3.00
POS2112	AMER STATE & LOCAL POLITICS	A	11722	POLS	3.0	3.00
POS2141	URBAN GOVERN & POLITICS	A	11722	POLS	3.0	3.00
POS2949	POLITICAL SCIENCE II - PRACTIC	A	11722	POLS	3.0	3.00
SLS2261	LEADERSHIP DEVELOPMENT	A	11849	POLS	3.0	3.00

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	<u>Course Title</u>	<u>STATUS</u>	<u>ICS Code</u>	<u>Department</u>	<u>Credits</u>	<u>Contact/ Workload Hours</u>
P&T - Business and Technology						
Business						
BAN1004	PRINCIPLES OF BANKING	A	11505	BUS	3.0	3.00
FIN2001	PRINCIPLES OF FINANCE	A	11505	BUS	3.0	3.00
FIN2100	PERSONAL FINANCE	A	11505	BUS	3.0	3.00
GEB1011	INTRODUCTION TO BUSINESS	A	11505	BUS	3.0	3.00
GEB1949	BUSINESS INTERNSHIP I	A	11505	BUS	3.0	3.00
GEB2949	BUSINESS INTERNSHIP II	A	11505	BUS	3.0	3.00
HFT1000	INTRO TO HOSPITALITY MGMT	A	11505	BUS	3.0	3.00
HFT1050	TOURISM & HOSPITALITY	A	11505	BUS	3.0	3.00
HFT1949	HOSPITALITY MGMT INTERN I	A	11505	BUS	3.0	3.00
HFT2410	FRONT OFFICE PROCEDURES	A	11505	BUS	3.0	3.00
HFT2501	HOSPITALITY SALES PROMOTION	A	11505	BUS	3.0	3.00

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<u>Course Title</u>		<u>STATUS</u>	<u>ICS Code</u>	<u>Department</u>	<u>Credits</u>	<u>Contact/ Workload Hours</u>
P&T - Business and Technology						
Business						
HFT2600	HOSPITALITY LAW	A	11505	BUS	3.0	3.00
HFT2949	HOSPITALITY MGMT INTERN II	A	11505	BUS	3.0	3.00
MAN1949	MANAGEMENT INTERNSHIP I	A	11505	BUS	3.0	3.00
MAN2021	MANAGEMENT PRINCIPLES	A	11505	BUS	3.0	3.00
MAN2949	MANAGEMENT INTERNSHIP II	A	11505	BUS	3.0	3.00
MAR1949	MARKETING INTERNSHIP I	A	11505	BUS	3.0	3.00
MAR2011	MARKETING	A	12201	BUS	3.0	3.00
MAR2141	INTERNAT MARKETING & BUS	A	12201	BUS	3.0	3.00
MAR2949	MARKETING INTERNSHIP II	A	11505	BUS	3.0	3.00
MKA1161	INTRO TO CUSTOMER SERVICE	A	12201	BUS	3.0	3.00

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	<u>Course Title</u>	<u>STATUS</u>	<u>ICS Code</u>	<u>Department</u>	<u>Credits</u>	<u>Contact/ Workload Hours</u>
P&T - Business and Technology						
Business						
MKA1511	ADVERTISING & SALES PROMOTION	A	12201	BUS	3.0	3.00
MKA2021	SALESMANSHIP	A	12201	BUS	3.0	3.00
MNA1804	APPLIED TECHNOLOGY	A	12501	BUS	9.0	30.00 9.00
MNA2300	PERSONNEL ADMINISTRATION	A	12501	BUS	3.0	3.00
MNA2345	SUPERVISION	A	12501	BUS	3.0	3.00
MTB1103	BUSINESS MATHEMATICS	A	11505	BUS	3.0	3.00
REE1040	REAL ESTATE PRINCIPLES & LAW	A	11505	BUS	5.0	5.00
REE2041	REAL ESTATE BROKERAGE	A	11505	BUS	4.0	4.00
SBM2000	SMALL BUSINESS MANAGEMENT	A	12501	BUS	3.0	3.00
SLS1331	PERSONAL BUSINESS SKILLS	A	12501	BUS	3.0	3.00

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Effective 201220

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	<u>Course Title</u>	<u>STATUS</u>	<u>ICS Code</u>	<u>Department</u>	<u>Credits</u>	<u>Contact/ Workload Hours</u>
P&T - Business and Technology						
Computers						
CGS1000	COMPUTER LITERACY	A	11607	CPTR	3.0	3.00
CGS1100	MICROCOMPUTER SKILLS	A	11607	CPTR	4.0	4.00
CGS2260	COMPUTER HARD-SOFTWARE	A	11607	CPTR	3.0	3.00
CGS2511	ADVANCED SPREADSHEET	A	11607	CPTR	3.0	3.00
CGS2541	ADV DATABASE COMPUTING	A	11607	CPTR	3.0	3.00
CIS2321	DATA SYSTEMS & MANAGEMENT	A	11607	CPTR	3.0	3.00
CNT1000	COMPUTER NETWORKING	A	11607	CPTR	3.0	3.00
CNT1949	NETWORKING INTERNSHIP I	A	11607	CPTR	3.0	3.00
CNT2949	NETWORKING INTERNSHIP II	A	11607	CPTR	3.0	3.00
COP1000	INTRO TO COMPUTER PROGRAM	A	11607	CPTR	3.0	3.00
COP1170	VISUAL BASIC PROGRAMMING I	A	11607	CPTR	3.0	3.00