

November 5, 2014

MEMORANDUM

TO: State Board of Regents

FROM: David L. Buhler

SUBJECT: Salt Lake Community College – Associate of Applied Science Degree in Business Administration

Issue

Salt Lake Community College (SLCC) requests approval to offer an Associate of Applied Science (AAS) Degree in Business Administration effective Spring Semester, 2015. This program was approved by the institutional Board of Trustees on June 11, 2014.

Background

This proposed program is built on a stackable credential model using combinations of newly created certificates of proficiency. Students earn job-related certificates along the path to an associate's degree. The program is designed to be completed within 65-69 hours. Planning and advising will be needed to ensure efficient completion of the program. Program requirements provide notations that will guide students to combinations of certificates that provide efficient pathways to completion.

The proposed program provides a student-tailored, interdisciplinary degree to develop entry-level skills for positions in various business-related fields and for currently employed workers who need development in job-related business skills. The program represents a flexible solution for employers who support accessible career advancement pathways for incumbent workers and for students in related occupations who desire specialized education.

The program requires completion of general education requirements, completion of a Business Basics Certificate of Proficiency, and completion of two certificates of proficiency from the list below:

Accounting Essentials	Economics Essentials
Finance Essentials	Management Essentials
Marketing Essentials	Advanced Accounting
Advanced Marketing	Financial Management
Financial Services	Investments and Trading
Small Business Management	

In Utah, there are over 4,600 anticipated annual job openings in occupations that link to the certificates that comprise this degree. Among these occupations, the median hourly wage ranges between \$13.40 for Business Operations Specialists (SOC Code 13-1199) to \$41.90 for Advertising and Promotions Managers (SOC Code 11-2011). While the primary purpose of an AAS degree prepares people for employment, students who complete this degree will have options to transfer their credits and complete a baccalaureate degree at several USHE institutions within 120 credit hours.

The coursework and faculty are already in place for these certificates and for the degree. It is not anticipated that this program will result in increased costs to the institution.

#### Policy Issues

The proposed program has been developed through established institutional procedures and Board of Regents policy. Chief academic officers as well as faculty in related departments from the Utah System of Higher Education institutions have reviewed the proposal and have provided input. There are no additional policy issues that need to be addressed relative to approval of the program.

#### Commissioner's Recommendation

The Commissioner recommends the Board of Regents approve Salt Lake Community College's request to offer the Associate of Applied Science Degree in Business Administration.

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David L. Buhler  
Commissioner of Higher Education

DLB/BKC  
Attachment

**Salt Lake Community College  
Associate of Applied Science Degree in Business Administration**

**Section I: The Request**

Salt Lake Community College (SLCC) requests approval to offer an Associate of Applied Science (AAS) Degree in Business Administration effective Spring Semester, 2015.

**Section II: Program Description**

**Complete Program Description**

The AAS in Business Administration is a joint effort between several departments in the SLCC School of Business. The program provides students interested in a business career to tailor their degrees to more closely align with career interests. The AAS in Business Administration, consisting of general education courses and three stackable certificates of proficiency, gives students well-defined steps to degree completion and provides students opportunities to earn transcriptable, career-focused credentials along the path to a two-year career-oriented degree.

**Purpose of Degree**

The program provides a student-tailored, interdisciplinary degree for students who are developing skills for entry-level management and administrative jobs in various business and business-related fields. The program provides students with job related credentials at the completion of each certificate of proficiency, rather than just one credential at the end of the AAS degree.

**Institutional Readiness**

The program uses existing courses and faculty and staff resources such that the program can be implemented without expending additional resources. As such the institution is ready to begin offering the program upon approval.

**Departmental Faculty**

Department Faculty Category	Dept Faculty Headcount – Prior to Program Implementation	Faculty Additions to Support Program	Dept Faculty Headcount at Full Program Implementation
<b>With Doctoral Degrees</b> (Including MFA and other terminal degrees, as specified by the institution)			
Full-time Tenured	6	0	6
Full-time Non-Tenured	0	0	0
Part-time Tenured	0	0	0
Part-time Non-Tenured	0	0	0
<b>With Master's Degrees</b>			
Full-time Tenured	19	0	19
Full-time Non-Tenured	0	0	0
Part-time Tenured	0	0	0
Part-time Non-Tenured	35	5	40
<b>With Bachelor's Degrees</b>			

Full-time Tenured	0	0	0
Full-time Non-Tenured	0	0	0
Part-time Tenured	0	0	0
Part-time Non-Tenured	0	0	0
<b>Other</b>			
Full-time Tenured	0	0	0
Full-time Non-Tenured	0	0	0
Part-time Tenured	0	0	0
Part-time Non-Tenured	0	0	0
<b>Total Headcount Faculty in the Department</b>			
Full-time Tenured	25	0	25
Full-time Non-Tenured	0	0	0
Part-time Tenured	0	0	0
Part-time Non-Tenured	35	5	40
<b>Total Department Faculty FTE</b> ( <i>As reported in the most recent A-1/S-11 Institutional Cost Study for “prior to program implementation” and using the A-1/S-11 Cost Study Definition for the projected “at full program implementation.”</i> )	58.2	2.9	61.1

### Staff

No additional staff will be needed to support the program.

### Library and Information Resources

Salt Lake Community College has sufficient resources, including a permanent on-site library, to meet the needs of the students completing the AAS degree in Business Administration. A designated accounting lab is located in the SLCC Business Building and staffed with full-time and part-time personnel, including accounting tutors. The lab is also available for students to use for study. There are open computer labs available for students in various locations within the School of Business that are supervised by full-time and part-time employees.

### Admission Requirements

The AAS program is open to all SLCC students who meet admission, placement test scores, and course prerequisite requirements (<http://www.slcc.edu/students-future/admissions/index.aspx>). There are no selective admission requirements for this program.

### Student Advisement

SLCC provides an extensive menu of academic and career advising services for all students. (<http://www.slcc.edu/academicadvising/services.aspx>). Specific advising for program students is also provided by the academic advisor assigned to the School of Business.

### Justification for Graduation Standards and Number of Credits

Students must complete a minimum of 65 credits: 15 credits of General Education courses; 18 credits of general business coursework to complete the Certificate of Proficiency in Business Basics; 16-22 credits of program-specific coursework to complete an essentials certificate of proficiency in an area of focus; and 16-22 credits of an advanced certificate of proficiency or a second essentials certificate of proficiency. The

program curriculum and number of credit hours required to complete the AAS degree in Business Administration correspond to similar AAS degrees at SLCC and at other USHE institutions. This program is unique in the state in that it provides interdisciplinary features using stackable certificates that lead to the AAS in Business Administration. This is the first business administration program created in this format within USHE, although Utah Valley University, Snow College, Dixie State University, and SLCC all offer related traditionally-formatted AAS degrees in Business Management.

**External Review and Accreditation**

The two academic divisions collaborating in the delivery of the AAS in Business Administration consult with their Program Advisory Committees four times each academic year. Program Advisory Committee (PAC) members provide industry insight from local business leaders. The PACs meet on a regular basis to discuss programs offered, the needs of businesses in the community and how Salt Lake Community College can meet those needs. The PACs were consulted in the development of each of the certificates of proficiency as well as the AAS degree in Business Administration. Potential employers indicated from their own experience or from the experiences of their business associates how important it is for job applicants to have training beyond high school. They also agreed that the completion of a certificate in a specialized field of study is more marketable than just a few random college courses. The PACs were very excited about the shorter certificates that would lead to or “stack” to an associate’s degree. Some PAC members indicated they would be interested in providing tuition reimbursement for employees pursuing specialized certificates that fit their company’s current skill needs.

The PAC members could also see how this program would be valuable to those who already have a business or degree, but want to return for a certificate, which will add to their skills. They also indicated support for offering certificates that could be earned by employees that may already have a degree in one area but need to receive business-specific education to take advantage of job expansion opportunities. Program Advisory Committee members represent the following positions at local businesses:

Wells Fargo Bank	Treasury Services Manager
Costco	Warehouse Manager
Fastenal	2 District Managers
Weber State University	Business Law Professor
Maurices	Store Manager
Outerwall/Coinstar	Regional Manager
Pacificorp	Senior Recruiter
Community Action Services & Food Bank	Manager
National Benefit Services	Vice President of Finance
AAA Fair Credit Foundation	President & CEO
Economic Development Corporation of Utah	Business Development Manager
Westminster Gore School of Business	Business Instructor
Preferred Accounting, Inc	Staff Accountant
WorkforceQA	CEO of Compliance Information Systems
Riggs Consulting, LLC	Owner
Adobe Systems	Sr Financial Analyst
KeHe Distributors	Account Manager
Rocky Mountain Care	Marketing Director
Occidental Energy Marketing, Inc	Executive Director of Marketing

Industrial Supply Company	Vice President of Sales
Security National Life Insurance Co.	Marketing Coordinator
Freestyle Marketing	President

**Projected Program Enrollment and Graduates; Projected Departmental Faculty/Students**

Data Category	Current – Prior to New Program Implementation	PROJ YR 1	PROJ YR 2	PROJ YR 3	PROJ YR 4	PROJ YR 5
<b>Data for Proposed Program</b>						
Number of Graduates in Proposed Program	0	10	11	12	13	14
Total # of Declared Majors in Proposed Program	0	40	44	48	52	56
<b>Departmental Data – For All Programs Within the Department</b>						
Total Department Faculty FTE ( <i>as reported in Faculty table above</i> )	58.2	58.8	59.3	59.9	60.5	61.1
Total Department Student FTE ( <i>Based on Fall Third Week</i> )	1,214	1,226	1,238	1,251	1,263	1,276
Student FTE per Faculty FTE ( <i>ratio of Total Department Faculty FTE and Total Department Student FTE above</i> )	21:1	21:1	21:1	21:1	21:1	21:1
<b>Program accreditation-required ratio of Student FTE/Faculty FTE, if applicable: (Provide ratio here: _____)</b>	N/A	N/A	N/A	N/A	N/A	N/A

**Expansion of Existing Program**

The AAS degree in Business Administration adds an additional option for SLCC students studying business-related fields. It packages existing courses into certificates, which stack to form an interdisciplinary AAS degree. The business courses required in the existing AAS degrees have been organized into stackable certificates of proficiency including a certificate in Business Basics and certificates in specialized essentials and advanced disciplines.

**Section III: Need**

**Program Need**

The need for the AAS in Business Administration is based on current student enrollment in existing AAS degree programs. There is also a national movement toward stackable certificates to align with the move toward building a skilled workforce and to increase the success of small businesses in the United States.

Departments within SLCC’s School of Business have worked with various employers to design a program that allows graduates to obtain certificates of proficiency for immediate employment or to specialize in combinations of certificates to earn an AAS in Business Administration. The PAC members in counsel with

other employers and program students have voiced their desire for stackable pathways in order to continue professional development and advancement toward developing a skilled workforce.

### Labor Market Demand

National employment trends for this occupational category will remain relatively stable through 2020. The skills acquired through this degree program will impact many different career fields. The most prominently affected career fields are listed in the table below. The AAS degree in Business Administration includes several specialized business-related disciplines combined with business management skills. The program is designed to allow students to adapt to future technology innovation as it impacts business and industry. Therefore, SLCC's proposed AAS degree in Business Administration represents a facile and stackable solution for employers who support accessible career advancement pathways for their incumbent workers, and for students in related occupations who desire advanced education. The table below provides labor market information for occupations that are representative of the credentials that can be earned through this proposed program.

SOC Code	Occupation Title	Hourly Median Wage	Annual Median Wage	Utah Avg Annual Openings	Star Rating
11-3011	Administrative Services Managers	\$ 37.57	\$ 78,135	60	5
11-2011	Advertising and Promotions Managers	\$ 41.90	\$ 87,153	10	3
41-3011	Advertising Sales Agents	\$ 23.10	\$ 48,054	50	4
13-1199	Business Operations Specialists, All Other	\$ 13.40	\$ 65,299	290	
13-1031	Claims Adjusters, Examiners, and Investigators	\$ 26.61	\$ 55,354	60	5
19-3011	Economists	\$ 34.51	\$ 71,781	15	
13-2051	Financial Analysts	\$ 35.02	\$ 72,845	90	5
13-2099	Financial Specialists, All Other	\$ 28.74	\$ 59,757	50	
43-1011	First-Line Supervisors of Office and Admin Support Workers	\$ 21.94	\$ 45,647	720	4
13-1131	Fundraisers	\$ 22.46	\$ 46,710	70	
11-1021	General and Operations Managers	\$ 35.50	\$ 73,823	1000	5
13-1071	Human Resources Specialists	\$ 24.44	\$ 50,831	160	
11-3051	Industrial Production Managers	\$ 43.12	\$ 89,692	50	4

41-3021	Insurance Sales Agents	\$ 20.24	\$ 42,098	170	4
13-2072	Loan Officers	\$ 27.55	\$ 57,299	180	5
11-9199	Managers, All Other	\$ 40.78	\$ 84,815	190	
11-2021	Marketing Managers	\$ 53.31	\$10,880	70	5
43-3051	Payroll and Timekeeping Clerks	\$ 17.93	\$ 37,293	70	4
13-2052	Personal Financial Advisors	\$ 29.87	\$ 62,135	50	4
43-3061	Procurement Clerks	\$ 18.30	\$ 38,053	40	3
13-1023	Purchasing Agents, Except Wholesale, Retail, & Farm Products	\$ 29.46	\$ 61,279	80	5
11-2022	Sales Managers	\$ 36.54	\$ 76,019	150	5
41-3099	Sales Representatives, Services, All Other	\$ 18.77	\$ 39,044	410	
41-4012	Sales Representatives, Wholesale and Manufacturing	\$ 26.24	\$ 54,595	520	5
41-3031	Securities, Commodities, and Financial Services Sales Agents	\$ 28.52	\$ 59,332	70	4
13-1022	Wholesale and Retail Buyers, Except Farm Products	\$ 23.09	\$ 48,040	60	5

*Data provided by Utah Department of Workforce Services Occupation and Wage Explorer.*

There are approximately 4,500 annual job openings in these combined job categories in Utah. The median salary range falls between \$12.49 at the low end for general sales workers to a high of \$41.52 for managers. Even at the lowest position pay the pay range for those with post-secondary education in business is significantly higher than minimum wage of \$7.25 per hour.

### **Similar Programs**

Utah Valley University, Snow College, Dixie State University, and SLCC all offer related traditionally-formatted AAS degrees in Business Management. That said, SLCC will be the only USHE institution that offers an Associate of Applied Science Degree in Business Administration comprised of stackable certificates of proficiency.

### **Collaboration with and Impact on Other USHE Institutions**

Chief academic officers as well as faculty in related departments from the USHE institutions have reviewed the proposal and have provided input. While the primary purpose of an AAS degree prepares people for employment, students who complete this degree will have options to transfer their credits and complete a baccalaureate degree at several USHE institutions within 120 credit hours.



## **Benefits**

By completing the program in short-term segments students are able to document specialized knowledge and progress towards an AAS degree. Program Advisory Committee members advised and support the structure of the stackable certificates as a way of distinguishing between students who complete a field of study in college, versus students who only take random classes. Program Advisory Committee members suggested that students who enter the program and do not complete the AAS degree but who earn one or more certificates of proficiency will appear more marketable and attractive to perspective employers than students who stopped attending college without completing a credential. The SLCC School of Business anticipates the stackable credential format will improve completion rates and contribute to the state's 66% by 2020 goal.

## **Consistency with Institutional Mission**

The certificates of proficiency, which lead to the AAS in Business Administration degree, are in harmony with SLCC's mission to "offer associate degrees, certificate programs, career and technical education, ... and workforce training to prepare individuals for career opportunities" and to provide students "opportunities to acquire knowledge."

## **Section IV: Program and Student Assessment**

### **Program Assessment**

The goals of the AAS degree in Business Administration are as follows:

- Acquire Substantive Knowledge: Students acquire substantive knowledge by learning and being evaluated on their understanding of business concepts and terminology.
- Communicate Effectively: Students demonstrate communication skills while presenting analyses on case studies and business scenarios and demonstrate the ability to prepare financial statements using generally accepted accounting principles.
- Develop Quantitative Literacies: Students demonstrate quantitative literacy by solving time value of money problems in order to perform net present value and internal rate of return results for capital budgeting projects.
- Think Critically: Demonstrate skills in planning, evaluation, and analysis of various components of a small business operation by developing a business plan.
- Civic Engagement and/or Working Professionally: Students demonstrate civic engagement by understanding the ethical considerations inherently involved in owning and operating a business.
- Develop the Knowledge and Skills to Work with Others in a Professional and Constructive Manner: By participating in human relations related group activities.
- Develop Computer and Information Literacy. Students demonstrate computer and information literacy as they utilize computer software in the course assignments and creating an e-portfolio for their general education classes.

### **Expected Standards of Performance**

The standards and competencies of the AAS degree are as follows:

- Communicate effectively in writing.
- Communicate effectively numerically.
- Extract relevant data from complex information, process it appropriately, and draw reasonable conclusions.
- Understand the ethical considerations inherently involved in owning or operating a business.

- Developing the knowledge and skills to be civically engaged
- Communicate effectively with others while working in groups.
- Proficiently use technology.

Student learning will be assessed in accordance with SLCC's process for learning outcomes assessment.

### Section V: Finance

#### Department Budget

Budget derived from Departments of Management, Marketing, Accounting, Economics, and Finance.

Salaries and wages include an estimated 2% cost of living increase per year, after year 1.

Benefits include an estimated 10% increase each year, after year 1.

Three-Year Budget Projection							
Departmental Data	Current Departmental Budget – Prior to New Program Implementation	Departmental Budget					
		Year 1		Year 2		Year 3	
		Addition to Budget	Total Budget	Addition to Budget	Total Budget	Addition to Budget	Total Budget
<b>Personnel Expense</b>							
Salaries and Wages	\$2,343,608	\$0	\$2,343,608	\$46,872	\$2,390,480	\$47,810	\$2,438,290
Benefits	\$888,383	\$0	\$888,383	\$88,838	\$977,221	\$97,722	\$1,074,944
<b>Total Personnel Expense</b>	\$3,231,991	0	\$3,231,991	\$135,710	\$3,367,702	\$145,532	\$3,513,233
<b>Non-Personnel Expense</b>							
Travel							
Capital							
Library							
Current Expense	\$91,666	\$0	\$91,666	\$0	\$91,666	\$0	\$91,666
Total Non-Personnel Expense	\$91,666	\$0	\$91,666	\$0	\$91,666	\$0	\$91,666
<b>Total Expense (Personnel + Current)</b>	\$3,323,657	\$0	\$3,323,657	\$135,710	\$3,520,477	\$145,532	\$3,666,008
<b>Departmental Funding</b>							
Appropriated Fund	\$3,231,991	0	\$3,231,991	\$135,710	\$3,367,702	\$145,532	\$3,513,233
Other:							
Special Legislative							

Appropriation							
Grants and Contracts							
Special Fees / Differential Tuition							
<b>Total Revenue</b>	\$3,231,991	0	\$3,231,991	\$135,710	\$3,367,702	\$145,532	\$3,513,233
<b>Difference</b>							
Revenue-Expense	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Departmental Instructional Cost / Student Credit Hour* <i>(as reported in institutional Cost Study for "current" and using the same Cost Study Definition for "projected")</i>	\$91	\$0	\$91	\$5	\$96	\$3	\$99

\* **Projected Instructional Cost/Student Credit Hour** data contained in this chart are to be used in the Third-Year Follow-Up Report and Cyclical Reviews required by R411.

**Funding Sources**

The funding source for this program is from Salt Lake Community College tuition and fees and appropriated E&G funds.

**Impact on Existing Budgets**

Since this is a new AAS degree utilizing current courses of existing programs, there is no change to the impact on existing budgets or other resources.

**Section VI: Program Curriculum**

**All Program Courses**

Stackable Certificates	Description	Credit Hours
Required Courses:		
General Education requirements	(See list below)	15
Cert. of Proficiency – Business Basics	(See requirements below)	18

Stackable Certificates	Description	Credit Hours
Cert. of Proficiency, Essentials - (choose one)	Accounting Essentials (16 cr.) Economics Essentials (19-22 cr.) Finance Essentials (16-17 cr.) Management Essentials (17-18 cr.) Marketing Essentials (16 cr.)	16-22
Cert of Proficiency, Essentials -OR- Cert. of Proficiency, Advanced – (choose one)	(choose a second Essentials Certificate)  Advanced Accounting (16 cr.) Advanced Marketing (16-18 cr.) Financial Management (16 cr.) Financial Services (17 cr.) Investments and Trading (20 cr.) Small Business Management (16 cr.)	16-22  16-20
	<b>Total Credits (minimum):</b>	<b>65*</b>

*\*Note: Careful planning will be required by students to ensure that prerequisites are satisfied without extending program length. Students who combine the appropriate certificates should be able to complete the program within 65-69 credits.*

### Program Schedule

Semester	Suggested Schedule	Credits
Fall Semester	ENGL 1010 – Intro to Writing (EN) BUS 1010 – Intro to Business ACCT 1110 – Financial Accounting FIN 1380 – Financial Math (QS) MKTG 1960 – Professionalism in Business (HR)	15
Spring Semester	BUS 2200 – Business Communications (CM) ECON 2020 – Microeconomics (SS) ACCT 2020 – Managerial Accounting MGT 1600 – Management Essentials MKTG 1030 – Intro to Marketing CSIS 2010 –or- MGT 2050	18
Fall Semester -AND- Spring Semester	Essentials Certificate #1 -AND- Essentials Certificate #2 -or- Advanced Certificate	16-22  16-22  (16-20)
	<b>Total Credits (minimum):</b>	<b>65*</b>

**PROGRAM COMPONENTS:**

**General Education Requirements**

General Education Courses	Credit Hours
ENGL 1010 Intro to Writing (EN)	3
FIN 1380 Financial Math (QS) – <i>prereq: MATH 0990 or appropriate placement test score</i>	3
BUS 2200 Business Communications (CM) – <i>prereq: ENGL 1010 w/C grade or better</i>	3
MKTG 1960 Professionalism in Business (HR)	3
Choose 3 credits from the following:	3
Biological Science (BS)	
Fine Arts (FA)	
Humanities (HU)	
Social Science (SS) – Recommended ECON 2020 <sup>†</sup>	
Interdisciplinary (ID) – Recommended FIN 1050 <sup>‡</sup>	
<b>Total Credits</b>	<b>15</b>

<sup>†</sup>counts toward the certificates of proficiency in Economics Essentials, Finance Essentials, and Management Essentials and satisfies a prerequisite for the Advanced Marketing certificate of proficiency  
<sup>‡</sup>recommended prerequisite for courses in the Financial Services and Investments & Trading certificates of proficiency

**CERTIFICATES:**

*Course prerequisites contained in other certificates or program components are noted as follows:*

- GE:** contained in General Education coursework
- BB:** contained in Business Basics Certification of Proficiency
- AE:** contained in Accounting Essentials Certification of Proficiency
- FE:** contained in Finance Essentials Certificate of Proficiency
- ME:** contained in Marketing Essentials Certificate of Proficiency

**Certificate of Proficiency – Business Basics**

Course Prefix and Number	Title	Credit Hours
Required Courses:		
ACCT 1110	Financial Accounting I	3
-OR-		
ACCT 2010	Survey of Financial Accounting	(3)
ACCT 2020	Managerial Accounting – <i>prereq: ACCT 1110 or 2010</i>	3
BUS 1010	Introduction to Business	3
CSIS 2010	Business Computer Proficiency	3
-OR-	-OR-	
MGT 2050	Legal Environment of Business	(3)
MGT 1600	Management Essentials	3
MKTG 1030	Introduction to Marketing	3
<b>Total Credits</b>		<b>18</b>

### Certificate of Proficiency – Accounting Essentials

Course Prefix and Number	Title	Credit Hours
Required Courses:		
ACCT 1120	Financial Accounting II – <i>prereq: ACCT 1110<sup>BB</sup></i>	3
ACCT 1290	Accounting Information Sys – <i>prereq: ACCT 1110<sup>BB</sup> or 2010<sup>BB</sup></i>	3
ACCT 2310	Intermediate Accounting I – <i>prereq: ACCT 1120 or 2010<sup>BB</sup></i>	4
ACCT 2520	Federal Income Tax – <i>prereq: ACCT 1120 or 2010<sup>BB</sup></i>	3
CSIS 2010	Business Computer Proficiency <sup>BB</sup>	3
<b>Total Credits</b>		<b>16</b>

### Certificate of Proficiency – Economics Essentials

Course Prefix and Number	Title	Credit Hours
Required Courses:		
BUS 1100	Business Calculus – <i>prereq: MATH 1050, 1090, or appropriate placement test score (add 3 credits if MATH 1050 or 1090 is needed)</i>	3-6
ECON 2010	Microeconomics	3
ECON 2020	Macroeconomics <sup>GE</sup>	3
MGT 2040	Business Statistics – <i>prereq: MATH 1010, FIN 1380, or appropriate placement test score</i>	4
<b>Sub-Total</b>		<b>13-16</b>
Choose 6 credits from the following:		
ECON 1600	Intro to Economic Systems	3
ECON 2100	Labor Economics – <i>prereq: ECON 2010</i>	3
ECON 2250	Environmental Economics	3
ECON 2400	International Economics – <i>prereq: ECON 2010 or 2020<sup>GE</sup></i>	3
<b>Sub-Total</b>		<b>6</b>
<b>Total Credits</b>		<b>19-22</b>

### Certificate of Proficiency – Finance Essentials

Course Prefix and Number	Title	Credit Hours
Required Courses:		
ACCT 2310	Intermediate Accounting I – <i>prereq: ACCT 1120 or 2010<sup>BB</sup></i> <i>w/ instructor approval</i>	4
CSIS 2010	Business Computer Proficiency <sup>BB</sup>	3
ECON 2020	Macroeconomics <sup>GE</sup>	3
FIN 1210	Principles of Banking	3

Course Prefix and Number	Title	Credit Hours
BUS 1100 -OR-	Business Calculus – <i>prereq: MATH 1050, 1090, or appropriate placement test score</i>	3
MGT 2040	Business Statistics – <i>prereq: MATH 1010, FIN 1380, or appropriate placement test score</i>	(4)
<b>Total Credits</b>		<b>16-17</b>

### Certificate of Proficiency – Management Essentials

Course Prefix and Number	Title	Credit Hours
Required Courses:		
ECON 2020	Macroeconomics <sup>GE</sup>	3
BUS 1100 -OR-	Business Calculus – <i>prereq: MATH 1050, 1090, or appropriate placement test score</i>	3
MGT 2040	Business Statistics – <i>prereq: MATH 1010, FIN 1380, or appropriate placement test score</i>	(4)
MGT 1100	Small Business Management	3
MGT 1020	Distribution Systems	3
MKTG 1300	Business Presentations	2
CSIS 2010 -OR-	Business Computer Proficiency <sup>BB</sup>	3
MGT 2050	Legal Environment of Business <sup>BB</sup>	(3)
<b>Total Credits</b>		<b>17-18</b>

### Certificate of Proficiency – Marketing Essentials

Course Prefix and Number	Title	Credit Hours
Required Courses:		
MGT 1020	Distribution Systems	3
MKTG 1010	Customer Service	2
MKTG 1050	Consumerism	3
MKTG 1070	Promotion	3
MKTG 1300	Business Presentations	2
MKTG 1480	Sales	3
<b>Total Credits</b>		<b>16</b>

### Certificate of Proficiency – Advanced Accounting

Note: Take in conjunction with Accounting Essentials Certificate of Proficiency

Course Prefix and Number	Title	Credit Hours
Required Courses:		
ACCT 2410	Intermediate Accounting II – <i>prereq: ACCT 2310<sup>AE</sup></i>	4
ACCT 2540	Accounting in Practice – <i>prereq: ACCT 2410<sup>AE</sup></i>	3
CSIS 2060	Decision Support – <i>prereq: CSIS 2010<sup>BB</sup></i>	3
<b>Sub-Total</b>		<b>10</b>
Choose 6 credits from the following:		
ACCT 2000	Accounting Co-Op	1-3
ACCT 2050	Governmental Accounting – <i>prereq: ACCT 1110<sup>BB</sup> or 2010<sup>BB</sup></i>	3
ACCT 2530	Cost Accounting – <i>prereq: ACCT 2020<sup>BB</sup></i>	3
FIN 2210	Principles of Business Credit	3
FIN 2220	Financial Statement Analysis – <i>prereq: ACCT 1110<sup>BB</sup> or ACCT 2010<sup>BB</sup>, and FIN 2210</i>	2
<b>Sub-Total</b>		<b>6</b>
<b>Total Credits</b>		<b>16</b>

### Certificate of Proficiency – Advanced Marketing

Note: Take in conjunction with Marketing Essentials Certificate of Proficiency

Course Prefix and Number	Title	Credit Hours
Required Courses:		
MKTG 2100	Marketing Information Management – <i>prereq: MKTG 1030<sup>BB</sup></i>	3
MKTG 2350	Retail Management – <i>prereq: MKTG 1030<sup>BB</sup></i>	3
MKTG 2400	International Marketing – <i>prereq: MKTG 1030<sup>BB</sup> and ECON 2020<sup>GE</sup></i>	3
MKTG 2500	Principles of Marketing – <i>prereq: MKTG 1070<sup>ME</sup>, 2100, and 2350</i>	3
MKTG 2810	Ecommerce Design & Implementation – <i>prereq: MKTG 1030<sup>BB</sup> and MKTG 1480<sup>ME</sup></i>	3
<b>Sub-Total</b>		<b>15</b>
Choose 1-3 credits from the following:		
MKTG 1900	Special Projects (DECA)	2
MKTG 1910	Event Marketing	3
MKTG 2000	Cooperative Education	1-3
MKTG 2990	Special Topics	1-3
<b>Sub-Total</b>		<b>1-3</b>
<b>Total Credits</b>		<b>16-18</b>



### Certificate of Proficiency – Financial Management

Note: Take in conjunction with Accounting Essentials or Finance Essentials Certificate of Proficiency

Course Prefix and Number	Title	Credit Hours
Required Courses:		
ACCT 2410	Intermediate Accounting II – <i>prereq: ACCT 2310<sup>AE,FE</sup></i>	4
FIN 2040	Financial Management – <i>prereq: ACCT 2020<sup>BB</sup></i>	3
FIN 2210	Credit & Collections	3
CSIS 2060	Decision Support – <i>prereq: CSIS 2010<sup>BB</sup></i>	3
<b>Sub-Total</b>		<b>13</b>
Choose 3 credits from the following:		
ACCT 2540	Accounting in Practice – <i>prereq (concurrent): ACCT 2410</i>	3
FIN 2100	Introduction to Investments – <i>recommended prereq: FIN 1050</i>	3
<b>Sub-Total</b>		<b>3</b>
<b>Total Credits</b>		<b>16</b>

### Certificate of Proficiency – Financial Services

Course Prefix and Number	Title	Credit Hours
Required Courses:		
ACCT 2520	Federal Income Tax – <i>prereq: ACCT 1110<sup>BB</sup> or 2010<sup>BB</sup></i>	3
FIN 2040	Financial Management – <i>prereq: ACCT 2020<sup>BB</sup></i>	3
FIN 2100	Introduction to Investments – <i>recommended prereq: FIN 1050</i>	3
FIN 2200	Personal Financial Planning – <i>recommended prereq: FIN 1050</i>	3
MKTG 1300	Business Presentations	2
MKTG 1480	Sales	3
<b>Total Credits</b>		<b>17</b>

### Certificate of Proficiency – Investments & Trading

Course Prefix and Number	Title	Credit Hours
Required Courses:		
CSIS 2040	Advanced Spreadsheets – <i>prereq: CSIS 2010<sup>BB</sup></i>	3
FIN 2100	Introduction to Investments – <i>recommended prereq: FIN 1050</i>	3
FIN 2150	Mutual Funds – <i>recommended prereq: FIN 1050</i>	3
FIN 2200	Personal Financial Planning – <i>recommended prereq: FIN 1050</i>	3
FIN 2210	Principles of Business Credit	3

Course Prefix and Number	Title	Credit Hours
FIN 2220	Financial Statement Analysis – <i>prereq: ACCT 1110<sup>BB</sup> or ACCT 2010<sup>BB</sup>, and FIN 2210</i>	2
FIN 2600	Securities Trading – <i>recommended prereq: FIN 1050</i>	3
<b>Total Credits</b>		<b>20</b>

### Certificate of Proficiency in Small Business Management

Course Prefix and Number	Title	Credit Hours
Required Courses:		
FIN 1050	Personal Finance	3
MKTG 2350	Retail Management – <i>prereq: MKTG 1030<sup>BB</sup></i>	3
MGT 1100	Small Business Management	3
MGT 2050	Business Law	3
MGT 2950	Entrepreneurship Forum	1
CSIS 2060	Decision Support Systems – <i>prereq: CSIS 2010<sup>BB</sup></i>	3
<b>Total Credits</b>		<b>16</b>

### Section VII: Faculty

Current full-time faculty at SLCC with expertise to support the proposed CPs and AAS program are listed below.

#### Business Management Faculty

Chelemes, Basil (1990)

Associate Professor, Business Management  
1990 - MBA, WESTMINSTER COLLEGE  
1988 - BS, WESTMINSTER COLLEGE

Engh, Edward (2000)

Assistant Professor, Business Management  
1984 - MBA, UNIVERSITY OF UTAH  
1981 - BS, UNIVERSITY OF UTAH

Gren, Donald (1988)

Professor, Business Management  
2004 - PhD, UNIVERSITY OF UTAH  
1988 - MBA, UNIVERSITY OF UTAH  
1985 - MS, BRIGHAM YOUNG UNIVERSITY  
1983 - BS, BRIGHAM YOUNG UNIVERSITY  
1980 - AS, RICKS COLLEGE

Killinger, Karen (1995)

Associate Professor, Business Management  
1992 - MBAA, EMBRY-RIDDLE AERONAUTICAL UNIVERSITY  
1982 - BBA, FT. VALLEY STATE COLLEGE

Lambert, Melodee (1985)

Associate Professor, Business Management  
1980 - MEd, UNIVERSITY OF UTAH  
1970 - BS, BRIGHAM YOUNG UNIVERSITY

LeDuc, Eric (2012)

Instructor, Business Management  
2005 - MS, ARIZONA STATE UNIVERSITY  
1995 - BA, BRIGHAM YOUNG UNIVERSITY

Lee, Roger (1991)

Professor, Business Management  
1980 - PhD, UNIVERSITY OF UTAH  
1977 - MBA, UTAH STATE UNIVERSITY  
1973 - MPA, BRIGHAM YOUNG UNIVERSITY  
1969 - BS, WEBERT STATE COLLEGE

Sahay, Amar (1992)

Professor, Business Management  
1991 - PhD, UNIVERSITY OF UTAH  
1986 - MS, UNIVERSITY OF UTAH  
1980 - BS, BIRLA INSTITUTE OF TECHNOLOGY  
1975 - AS, ST. XAVIER'S COLLEGE

Skousen, Don (1994)

Instructor, Business Management  
1980 - MS, UNIVERSITY OF UTAH  
1977 - BS, UNIVERSITY OF UTAH

### **Accounting Faculty**

Alldredge, Dave (2008)

Associate Professor, Accounting  
2006 - MBA, BOISE STATE UNIVERSITY  
1993 - BA, BOISE STATE UNIVERSITY

Burdette, Robert – CPA (2000)

Professor, Accounting  
1992 - MS, WASHINGTON SCHOOL OF LAW  
1979 - BA, UNIVERSITY OF UTAH

Gunn, Wendy – CPA (2010)

Instructor, Accounting

2000 - MPrA, UNIVERSITY OF UTAH  
1999 - BS, UNIVERSITY OF UTAH

Hatfield, Shauna (1998)  
Professor, Accounting  
1990 - MPAcc, WEBER STATE UNIVERSITY  
1989 - BS, WEBER STATE UNIVERSITY

Neeley, Tammie (2013)  
Assistant Professor, Accounting  
2005 - MBA, UNIVERSITY OF UTAH  
2001 - BS, UNIVERSITY OF UTAH

Paulsen, Paige – CPA (1991)  
Associate Professor, Accounting  
1983 – MAcc, BRIGHAM YOUNG UNIVERSITY  
1981 - BS, UNIVERSITY OF UTAH

Yerbury, Lynnette – CPA (1987)  
Professor, Accounting  
1987 - MBA, UNIVERSITY OF UTAH  
1982 - BS, SOUTHERN UTAH STATE COLLEGE

### **Economics & Finance Faculty**

Andrus, Marlon (1982)  
Professor, Finance & Credit  
1973 - MBA, UNIVERSITY OF WASHINGTON  
1963 - BA, BRIGHAM YOUNG UNIVERSITY

Howell, Joseph (1984)  
Professor, Finance & Credit  
1983 - JD, UNIVERSITY OF UTAH  
1978 - MBA, UNIVERSITY OF UTAH  
1976 - BS, UNIVERSITY OF UTAH  
1976 - BS, UNIVERSITY OF UTAH

Magnusson, Kjartan (1972)  
Professor, Economics  
1989 - EdD, BRIGHAM YOUNG UNIVERSITY  
1978 - MEd, UTAH STATE UNIVERSITY  
1968 - BA, BRIGHAM YOUNG UNIVERSITY

Schumacker, Heather (2011)  
Assistant Professor, Economics  
2001 - MBA, WESTMINSTER COLLEGE  
2000 - BS, WESTMINSTER COLLEGE

1997 - BA, COLORADO STATE UNIVERSITY

Suetorsak, Rungrudee (2007)

Associate Professor, Economics

2004 - PhD, UNIVERSITY OF UTAH

1999 - MA, UNIVERISTY OF UTAH

1995 - MS, CHULALONGKORN UNIVERSITY

Watson, Dennis (2006)

Assistant Professor, Economics

1983 - MA, PACIFIC COAST SCHOOL OF BANKING

1972 - MBA, UTAH STATE UNIVERSITY

1971 - BS, UNIVERSITY OF UTAH

Wilson, Dennis (1988)

Associate Professor, Economics

1986 - MS, BOISE STATE UNIVERSITY

1980 - BS, BRIGHAM YOUNG UNIVERSITY

### **Marketing Management Faculty**

Day, Rolayne (1976)

Professor, Marketing

1977 - MA, UTAH STATE UNIVERSITY

1973 - BS, UTAH STATE UNIVERSITY

Youngman, Curtis (1978)

Professor, Marketing

1977 - MS, UTAH STATE UNIVERSITY

1974 - BS, UTAH STATE UNIVERSITY

1972 - AAS, WEBER STATE