### Level I Program Form

#### I Summary of Proposed Changes

<table>
<thead>
<tr>
<th>Department/program</th>
<th>Business Technology – UM Missoula College</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Summary</strong></td>
<td>This form defines a new certificate in Entrepreneurship Business Start-up within the Business Technology Department, Management/Entrepreneurship Program. This certificate is designed for students who want short-term training to help them either start a business or advance in a current position in sales/marketing. In addition, this certificate will be available to students from other programs who are considering a business start-up.</td>
</tr>
</tbody>
</table>

#### II Endorsements and Approvals

Please obtain approval from the Program Chair/Director, the Dean and the Associate Provost.

<table>
<thead>
<tr>
<th>Requestor: Donna Bakke</th>
<th>Phone: 529-0484</th>
<th>Dean's Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Signature</strong></td>
<td>Date</td>
<td>3-2-2015</td>
</tr>
<tr>
<td>Program Chair/Director</td>
<td>Brian Larson</td>
<td>Initial Review in Provost's Office</td>
</tr>
<tr>
<td><strong>Signature</strong></td>
<td>Date</td>
<td>3-2-15</td>
</tr>
<tr>
<td>Other affected programs: Accounting Technology</td>
<td>Faculty Senate Review</td>
<td>Date</td>
</tr>
<tr>
<td><strong>Signature</strong></td>
<td>Date</td>
<td>Provost</td>
</tr>
</tbody>
</table>

**Are other departments/programs affected by this modification because of**
(a) required courses incl. prerequisites or corequisites,
(b) perceived overlap in content areas
(c) cross-listing of coursework

**Please obtain signature(s) from the Chair/Director of any such department/program (above) before submission**

#### III Type of Level I Proposal (please check the appropriate space)

- (a) Re-titling existing majors, minors, options, or certificates
- (b) Eliminating existing majors, minors, or options. (submit with BOR program termination checklist)
- (c) Adding new minors or certificates where there is a major *
- (d) Adding new minors or certificates where there is an option in a major *
- (e) Departmental mergers and name changes
- (f) Program revisions – for minor modifications use the program modification form *
- (g) Distance or online delivery of previously authorized degree or certificate program
- (h) Adding option within an existing major or degree *
- (i) Eliminating organizational units such as departments, divisions and colleges or schools *
- (j) Consolidating existing programs and/or degree *
- (k) New certificate of 29 or fewer credits

*Requires BOR Curriculum Proposal Form submitted to the Provost’s Office (refer to http://www.umt.edu/provost/faculty/curriculum/levelI/default.php)

#### IV Catalog Language

If you are proposing a change to an existing program or major, please cut and paste the requirements as they appear in the current catalog below. [www.umt.edu/catalog](http://www.umt.edu/catalog)

**Please provide the proposed copy as you wish it to appear in the catalog.**

**Certificate in Entrepreneurship – Business Startup**

The Entrepreneurship certificate provides students the tools and resources necessary to successfully start a business venture. Areas of study will include accounting, sales strategy, advertising and marketing issues.
Students will gain the skills to:
- develop a business plan
- find financing
- manage growth
- market their products
- provide customer service
- write budgets
- establish an LLC or other corporation
- apply for a business license

To obtain the Entrepreneurship certificate, a student must
1) Meet with the program chair
2) Complete the following courses: BMGT 299 (Entrepreneurship), BMKT 114 (Psychology of Selling), BMKT 240 (Advertising) and ACTG 101 (Accounting Procedures I) (each course must be completed with a C- or better)
3) Complete the Entrepreneurship-Business Startup application

Please explain/justify the new proposal or change.

The reason this proposal was not submitted in the fall of 2014 is that the courses were being updated and prepared for online offerings as they have traditionally been face to face courses. The decision to offer this as a professional certificate was made late in fall semester and quarterly reports and other grant activities delayed this proposal. Because we have current students in the pipeline for summer session, we need this certificate program approved for fall 2015.

The two catalysts for this certificate are the demand for short-term education/training for the workforce and the TAACCCT III grant. Entrepreneurship is a hot topic in our economy and many of our students can benefit from completing this collection of courses to develop their skills and knowledge in order to pursue business ventures.

The entrepreneurship certificate can serve as an important add-on to other courses of study, such as CDL, welding, diesel technology, or machining or for anyone interested in starting their own business.

Additionally, this training combines technical sales and promotional coursework as a foundation for people seeking middle to advanced positions in the sales and marketing field. Existing business owners who need to jump start their marketing would benefit from the courses in the Entrepreneurship certificate.

What other programs are affected by your proposal? Obtain signatures as requested below.

| Accounting Technology |

V Department Summary Required if several proposals are submitted. In a separate document list program title and proposed change for all proposals.

VI Copies and Electronic Submission After all signatures have been obtained submit the signed original, and electronic file to the Faculty Senate Office, UH 221.
Professional Certificate: Business Technology/Management - Entrepreneurship Quick Start

Missoula College

Catalog Year: 2015-2016

Certificate Specific Credits: 13

Required Cumulative GPA: 2.0

Note: See Program Director for scope and sequence advising. Please refer to online schedule for online course availability.

Core Certificate Courses

**Rule:** All courses are required

<table>
<thead>
<tr>
<th>Course</th>
<th>Credits</th>
</tr>
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<tbody>
<tr>
<td>BMGT 299 - Entrepreneurship</td>
<td>3 Credits</td>
</tr>
<tr>
<td>BMKT 114 - Psychology of Selling</td>
<td>3 Credits</td>
</tr>
<tr>
<td>BMKT 240 - Advertising</td>
<td>3 Credits</td>
</tr>
<tr>
<td>ACTG 101 - Accounting Procedures I</td>
<td>4 Credits</td>
</tr>
</tbody>
</table>

Minimum Required Grade: C-

13 Total Credits Required