

ITEM 113-1901-R1101 ATTACHMENT

**BOARD OF REGENTS
STATE OF MONTANA**

PROPOSAL

**TO INITIATE A NEW, EXPANDED, COOPERATIVE, OR
OFF-CAMPUS INSTRUCTIONAL PROGRAM**

Submitted By:

Helena College of Technology of The University of Montana
CAMPUS OF THE UNIVERSITY OF MONTANA

**A NEW, EXPANDED, COOPERATIVE, OR OFF-CAMPUS
INSTRUCTIONAL PROGRAM LEADING TO:**

Associate of Applied Science for Accounting
Technology

Add: Small Business Management
Technology Option and

Small Business Entrepreneurship
Certificate of Completion

Academic Specialty or Area

Spring Semester 2002
Proposed Starting Date

THIS PROPOSAL HAS BEEN APPROVED BY:

_____ Campus Fiscal Officer	_____ Date	_____ VP Administration and Finance	_____ Date
_____ Campus Chief Academic Officer	_____ Date	_____ Provost/VP Academic Affairs	_____ Date
_____ Campus Chief Executive Officer	_____ Date	_____ President	_____ Date

Brief Description

The AAS option for Small Business Management Technology and a Small Business Entrepreneurship Certificate of Completion are expansions of the Accounting Technology program. Having their base core from the accounting program supplemented with management and marketing courses will provide educational opportunities for students to develop the necessary skills to manage their own businesses. In addition, business owners in Montana, who take courses in these two options, will be able to enhance their effectiveness and efficiency in current business operations.

Needs Assessment

The needs assessment for an AAS degree for Small Business Management Technology and a Small Business Entrepreneurship Certificate of Completion was determined from assistance by the Small Business Administration (SBA) and the Helena Chamber of Commerce. According to representatives from the SBA the number of employer businesses grew by 3.1 percent and the self-employed by 9.7 percent last year. The admissions office at the Helena College of Technology fields six to ten calls per month inquiring about this program. Many students in the technology programs at the Helena College of Technology desire to start their own businesses when finished with their program. These include welding, auto mechanics, and construction students. The course work in this area would greatly benefit these students. Letters of support are included at the end of the proposal.

Relationship to the Role and Scope of the Institution

HCT has been committed to providing technical education for employment since it's founding in 1939 and has since expanded its mission to provide upward mobility for students through transferability of AAS degrees to Bachelors of Applied Science (BAS) degrees. The Small Business Entrepreneurship Certificate of Completion affords the student current technical education for beginning a small business while the AAS in Small Business Management Technology provides additional technical skills and transfer capability to the BAS.

Impact on Administrative Structure

The administrative structure of HCT will not change as a result of this proposal. It will impact current educational programs in Accounting Technology, Computer Technology, Office Technology and Related Instruction/General Education. Students will be required to complete four to seven Computer Technology courses; four Office Technology credits, nine to eleven Related Instruction/General Education credits, and fourteen to thirty-six accounting/business core credits. In addition, the student will select three to nine general electives to complete the certificate or degree option.

Similar Programs in Montana

The College of Technology of the University of Montana offers a two-year Management-Entrepreneurship option placing emphasis on merchandising and sales. Montana State University – College of Technology - Great Falls offers a one-year Fundamentals of Business certificate designed for students seeking employment in entry-level small business sales and record-keeping positions and a two-year Business Management/Entrepreneurship Concentration degree focusing on sales and advertising in a global environment. Montana State University- Bozeman is currently proposing a minor in Entrepreneurship and Small Business Management.

Program Accreditation

There are no accrediting agencies concerned with this educational program other than Northwest Association of Schools and Colleges. This proposal meets minimum standards for Northwest Association of Schools and Colleges.

Proposed Curriculum

SMALL BUSINESS ENTREPRENEURSHIP Certificate of Completion

Expected Program Outcomes

Upon successful completion of this program, the student will be able to:

1. Identify the fundamentals of launching and maintaining a small business
2. Describe how external forces of economic resources, legal constraints, and global competition relate to the small business environment
3. Demonstrate competency in computer applications in maintaining business records
4. Apply communication skills toward enhancing interpersonal business relationship

SMALL BUSINESS MANAGEMENT TECHNOLOGY Associates of Applied Science Option

Expected Program Outcomes

Upon successful completion of this program, the student will be able to:

1. Identify the dynamics of business and economics in the business environment
2. Describe challenges of technology changes, global competition, continuous improvement, external forces, etc. as they apply to current businesses
3. Demonstrate competency in computer applications in maintaining business records
4. Apply communication skills and problem-solving techniques to foster customer, vendor, and employee relationships in the business community
5. Use knowledge of financial systems, marketing strategies, managing resources, and entrepreneurial skills to produce a Business Plan for launching a venture

Current Faculty

Accounting Technology faculty who will be primarily responsible for the implementation of the new option include:

Prudence Wigen	Level II B.A.	C.P.A.
Barbara Yahvah	Level III	B.A. M.B.A.

New Faculty

The projected faculty needs for this degree will require a part-time faculty beginning in the second year for the Small Business Management Technology option for 17 credits of new classes. New faculty will be expected to have a broad business background in education and work experience.

Support Personnel

Additional support personnel will not be needed for this proposed degree.

Evaluation of Proposal

Business Department faculty, HCT management, and HCT Academic Affairs committee reviewed this proposal. The Accounting Technology Advisory Board, which consists of Helena area community members, assisted with the curriculum development. Members of the Small Business Administration and Helena Chamber of Commerce also reviewed the proposal.

Capital Outlay, Operating Expenses and Physical Facilities

Library Resources

Library resources will need to expand current holding on small business management. Suggested resources include business plan software, business videos and entrepreneurship magazines.

Clinical, Laboratory, and/or Computer Equipment
FISCAL IMPACT AND BUDGET INFORMATION

	FY 2002		FY 2003		FY 2004	
	First Year		Second Year		Third Year	
	<u>FTE</u>	<u>Headcount</u>	<u>FTE</u>	<u>Headcount</u>	<u>FTE</u>	<u>Headcount</u>
I. Planned Student Enrollment						
A. New enrollment			20	25	20	25
B. Shifting enrollment	10	15				
GRAND TOTAL PLANNED STUDENT ENROLLMENT	10	15	20	25	20	25

	FIRST YEAR		SECOND YEAR		THIRD YEAR	
	<u>FTE</u>	<u>COST</u>	<u>FTE</u>	<u>COST</u>	<u>FTE</u>	<u>COST</u>
II. EXPENDITURES						
A. Personnel Costs						
1. Faculty			.5	17,000	.5	17,000
2. Administrators						
3. Adjunct Faculty						
4. Graduate/Instruct. Asst.						
5. Research Personnel						
6. Support Personnel						
7. Fringe Benefits			.5	4,759	.5	4,759
8. Other						
Total Personnel FTE and Cost			.5	21,759	.5	21,759

B. Operating Expenditures						
1. Travel for Faculty Training						
2. Professional Services						
3. Other Services						
4. Communications						
5. Utilities						
6. Materials and Supplies				1,000		1,000
7. Rentals						
8. Repairs and Maintenance						
9. Materials – Resale						
10. Miscellaneous						
Total Operating Expenditure				1,000		1,000

C. Capital Outlay						
1. Library Resources						
2. Equipment - Computer				1,400		
Total Capital Outlay				1,400		

D. Physical Facilities

- 1. Construction/Renovation
- 2. Rental

E. Indirect Costs (overhead)

GRAND TOTAL EXPENDITURES	24,159	22,759
---------------------------------	---------------	---------------

III. REVENUES

A. Source of Funds

- 1. Appropriated Funds (Reallocation)
- 2. Appropriated Funds/New
- 3. Federal Funds
- 4. Other Grants
- 5. Fees
- 6. Other ()

Total Source of Funds

B. Nature of Funds

- | | | |
|--------------------------------------|--------|--------|
| 1. Recurring(Tuition @ 2350/student) | 47,000 | 47,000 |
| 2. Non-Recurring | | |

GRAND TOTAL REVENUES	47,000	47,000
-----------------------------	---------------	---------------

Proposed Curriculum

- **Program entry Prerequisites:** high school degree or equivalent
SMALL BUSINESS ENTREPRENEURSHIP
Certificate of Completion
35 semester credits

First Semester

Course Number	Title	Credits
BUS105	Introduction to Business	3
AC110	Accounting I	4
CT112	Introduction to Microcomputers	3
OT110	Keyboarding I	2
OT120	Word Processing	2
Math Requirement:		
	MAT120T Applied Business Math or MAT130T Fundamentals of Algebra or any math of MAT100T-MA130T	3
	Total Credits	17

Second Semester

AC205	Computerized Accounting	4
ENG107T	Technical Communication	3
CT137	Spreadsheets	2
BUS1XX*	Small Business Entrepreneurship	3
RI110	Career Development and Human Relations	3
		3
Electives		<u>3</u>

Total Credits

18

* = New Courses

Completion of the above two semesters results in the award of a Certificate of Completion in Small Business Entrepreneurship. Students may elect to take ENG101T in place of ENG107T Technical Communication.

SMALL BUSINESS MANAGEMENT TECHNOLOGY option
Associate of Applied Science
69 semester credits

The first two semesters are the same as the Small Business Entrepreneurship Certificate option with the exception of one added elective credit and CT145 Internet which are taken in the second semester. HR110 Career Development and Human Relations is moved to the fourth semester.

First Semester

Course Number	Title	Credits
BUS105	Introduction to Business	3
AC110	Accounting I	4
CT112	Introduction to Microcomputers	3
OT110	Keyboarding I	2
OT120	Word Processing	2
Math Requirement:		
	MAT120T Applied Business Math or MAT130T Fundamentals of Algebra or any math of MAT100T-MAT130T	3
Total Credits		17

Second Semester

AC205	Computerized Accounting	4
ENG107T	Technical Communication	3
CT137	Spreadsheets	2
CT145	Internet	2
BUS1XX*	Small Business Entrepreneurship	3
Electives		4
Total Credits		18

Third Semester

AC140	Payroll Accounting	4
BUS250	Contemporary Economics	3
BUS2XX*	Business Seminar~	3
BUS2XX*	Marketing	3
English Electives:		2
	ENG115T Business Correspondence or ENGXXXT Applied Principles of Communications or ENG113T Public Relations	
Electives		3
Total Credits		18

Fourth Semester

Course Number	Title	Credits
BUS2XX	Business Law	3
BUS265*	Business Plan	2
BUS2XX*	Management	3
BUS2XX*	Finance	3
HR110	Career Development and Human Relations	3
Electives		<u>2</u>
Total Credits		16

* = New Courses

~ = Examples of Business Seminar include: Ethics, Global Strategies, etc.

Class Descriptions:

Accounting Technology Courses:

Accounting I (4 credits)

Introduction to the basic accounting cycle, accounting transactions analysis preparation of journal entries, trial balance, work sheets and financial statements. Accounting for sole proprietorships is emphasized including special journal accounting procedures.

Payroll Accounting (4 credits, Prerequisites: Accounting I)

An introduction to payroll accounting emphasizes the process of accounting for payroll by employers and the rights of employees. Topics covered include the historical perspective of payroll accounting, the payroll accounting process from the legal issues surrounding hiring and maintaining records for employees, calculating gross pay, net pay, payroll taxes, employees deductions and benefits, recording payroll transactions, procedures for making payroll tax deposits and completing employment tax reports.

Computerized Accounting (4 credits, Prerequisites: Accounting I)

Introduction to accounting on microcomputers integrating basic accounting procedures and computer software. Maintenance, processing and reports are emphasized. Analysis of computerized accounting software is accomplished utilizing a business simulation. Contrasts and comparisons with manual accounting systems is studied.

Small Business Management Technology Courses:

Introduction to Business (3 credits)

This course introduces the nature of business and the trends that change the way business is conducted. Topics covered include the business environment, starting a business, management, human resources, marketing, and finances.

Business Law (3 credits, Prerequisites: Introduction to Business)

This course introduces the student to the basic concepts of business law. Current and relevant business law topics covered in this course include a brief history of law, contracts, commercial paper, personal property, sales, and other topics of interest.

Small Business Entrepreneurship (3 credits)

This course introduces the student to studying the entrepreneurial mind-set to discover opportunities for markets and situations in which a small business can be developed successfully. Topics covered include the nature of small business, seeking entrepreneurial opportunities, developing new ventures, marketing and managing a small business, and the social and legal environment of businesses.

Business Seminar (3 credits, Prerequisites: Introduction to Business)

This course is designed to study contemporary business topics, such as business ethics, global strategies, efficient advertising campaigns, Internet marketing, etc. utilizing current literature.

Marketing (3 credits, Prerequisites: Introduction to Business)

This course introduces the student to making marketing decisions. Topics covered include the marketplace and consumers, marketing plans, market analysis, the marketing mix, and global marketing.

Management (3 credits, Prerequisites: Introduction to Business)

Students learn efficient and effective use of resources in achieving organizational goals. Topics include the environment of management, the functions of planning, organizing, leading, and controlling, and decision-making for organizational leaders.

Finance (3 credits, Prerequisites: Introduction to Business, Accounting I, App. Business Math)

This course assists students in making effective financial business decisions. Topics include time value of money, cash flow, financial ratio analysis, long-term financing/equity decisions, and the influence of the economic environment on a business's financial considerations.

Business Plan (2 credits, Prerequisites: Accounting I, Computerized Accounting, Introduction to Microcomputers, consent of instructor)

This capstone course helps students synthesize the learning process with the production of a Business Plan for launching of a new small business venture. Students utilize communication skills, computer skills, accounting skills, and management problem-solving techniques toward the development of the culminating project.



U.S. SMALL BUSINESS ADMINISTRATION
FEDERAL OFFICE BUILDING,
301 SOUTH PARK, DRAWER 10054
HELENA, MONTANA 59626-0054

July 10,2001

Ms. Barbara Yahvah
Helena College of Technology of the University of Montana
1115 North Roberts
Helena, MT 59601

RE: Support of Small Business Management Technology and Small Business Entrepreneur Programs at HCT

Dear Ms. Yahvah:

This letter is written to support the need for a Small Business Management and Entrepreneurship program at the Helena College of Technology of the University of Montana.

In Montana, the number of employer businesses grew by 3.1 percent and the self-employed by 9.7 percent last year. Owning their own business is a dream of many Montanans and these programs are a very valuable vehicle, in helping to make their dreams a reality.

If we can be of assistance, please let us know. We are available to provide information and resources on small business startup, business plans, etc.

Sincerely,

Michelle F. Johnston
Acting District Director

SBA – "America's Small Business Resource"





Helena Area Chamber of Commerce

225 Cruse Avenue * Suite A * Helena, MT 59601
(406) 442-4120 Fax: (406) 447-1532
E-mail: info@helenachamber.com

05/14/01

Barbara Yahvah
Helena College of Technology
1115 North Roberts
Helena, MT 59601

Dear Barbara,

This letter is in support of the proposed Business degree that Helena College of Technology is considering adding to their curriculum. A hands-on business management degree and small business entrepreneurship are the perfect fit not only to the current class offerings and degree programs at Helena College of Technology, but for the economic development ideals for Helena and Montana.

What better place for students, traditional and non- traditional alike, to learn the basic foundation for what could be a future business success for themselves and for their community.

I applaud your efforts to bring this so-needed area of study to reality. In my short time as CEO of the Helena Chamber, I have seen the Helena College of Technology rise to the need in several areas and lead the way for other colleges. I most heartily support and hope to see this new degree and study course as part of the Helena College of Technology's catalog of degree programs to offer students.

Sincerely,

Cathy Burwell, Pres./CEO
Helena Area Chamber of Commerce





HELENA INDUSTRIES, INC.
SUB-CONTRACTING AND MANUFACTURING

1325 HELENA AVENUE, HELENA, MONTANA 59601
TELEPHONE 406-442-8632

WALLACE A. MELCHER
PRESIDENT / CEO

May 31, 2001

Ms. Barbara Yahvah
Helena College of Technology
1115 North Roberts
Helena, MT 59601

Dear Barbara,

It is with great enthusiasm and encouragement that I write this letter supporting The Helena College of Technology's proposal to expand its Accounting Option to include a one-year certificate in Small Business Entrepreneurship, and a two-year Associate of Applied Science degree in Small Business Management Technology.

The four years I served as instructor at The Helena College of Technology and the 21 years I have served in various management positions has given me a great appreciation of the need for formal education opportunities in the field of small business operations and management. The demands and complexity of today's small business environment requires a high level of knowledge in the areas of accounting, taxation, payroll, information technology and computers, management and marketing, human resources, economics and business law. The curriculum proposed by The Helena College of Technology offers the potential small business owner I manager the opportunity to acquire the knowledge and skills necessary to survive and grow in an ever changing business world. The flexibility of both a one-year certificate and two-year AAS degree provides the student the opportunity to pursue their career goals while meeting the demand for skilled managers in Montana's business organizations.

I fully support The Helena College of Technology's proposal to offer both a one-year certificate in Small Business Entrepreneurship and a two-year Associate of Applied Science degree in Small Business Management Technology.

Respectfully,

Bill Woon
Director of Finance

July 9, 2001

Barbara Yahvah
Helena College of Technology
1115 North Roberts
Helena, MT 59601

Dear Ms Yahvah:

In support of the proposed program in Small Business Management Technology and Small Business Entrepreneurship Technology as options in Accounting Technology, I am submitting the following information concerning frequency of inquiry about this degree in the Student Services offices.

An informal survey of the offices in Student Services indicates that inquiries are received several times a month, approximately 6-10, depending on the recruiting cycle. Many of our potential students are interested in a broad degree to prepare them for job entry in business or proprietorship. Combinations of this option as an extension to the Accounting Technology or Computer Technology degrees would also be appealing to our students. These options will serve this population very well.

Thank you.

Sincerely,

Myrna Doney, Ed.D.
Assistant Dean/Student Services