

CURRICULUM PROPOSALS

November 27, 2018 Curriculum Committee

December Faculty Senate

College of Arts and Humanities – Department of Behavioral Sciences

1. Modify the Minor in Rehabilitation Science, as follows: a) delete RS 3023: Principles and Techniques of Rehabilitation Science; b) add RS 3203: Interviewing Skills, and RS 4023: Case Management Strategies, to the required courses; c) change the RS Electives from 12 hours to 9 hours; and d) delete the reference: **To be taken after the student completes at least 12 hours of RS electives.

College of Arts and Humanities – Department of History and Political Science

1. Modify the Curriculum in International Studies, as follows: add SPAN 2033: Intermediate Spanish II for Heritage Speakers, as an option to SPAN 2023: Intermediate Spanish II.

College of Business – Department of Accounting and Finance

1. Add the following courses to the course descriptions:
BLAW 1033: Law for Life: Understanding the Law and Personal Legal Issues;
ECON 3023: Intermediate Macroeconomics;
ECON 4103: Economics Special Topics;
FIN 3023: Financial Markets and Institutions;
FIN 3033: Principles of Real Estate;
FIN 4033: Financial Modeling;
FIN 4083: Financial Institution Management;
FIN 4093: Advanced Financial Management;
2. Reconfigure the Curriculum in Economics and Finance, to create the new Curriculum in Finance; and
3. Modify the Minor in Economics, as follows: a) delete ACCT 2003 Accounting Principles I, ECON 2003: Principles of Economics I, and ECON 2013: Principles of Economics II; b) add ECON 3073: Intermediate Microeconomic Theory, and ECON 3093: Econometrics; and c) change 6 hours of upper division Economics electives to 9 hours of electives from the following:
ECON 3013: Economics of Labor Relationships;
ECON 3023: Intermediate Macroeconomics;
ECON 4003: Readings in Economic Theory;
ECON (FIN) 4093: International Economics and Finance;
ECON 4103: Special Topics;
BDA 3053: Business Data Analysis; and
FIN 2013: Personal Finance.

College of Business – Department of Management and Marketing

1. Add BUAD 4100: Business Experiential Learning Activity, to the course descriptions.

College of Education – Department of Health and Physical Education

1. Add PE 2533: Sports Officiating, to the course descriptions.

College of Engineering and Applied Sciences – Department of Parks, Recreation, & Hospitality Administration

1. Delete the following courses to the course descriptions:
CUL 1011: Sanitation Safety- cross listed with HA 1011- do not delete cross list;
CUL 1923: Introduction to Food and Beverage Management;
CUL 2003: Cost Controls;
CUL 2023: Hospitality Leadership and Ethics;
CUL 2053: Work Experience- cross listed with HA 2053 - do not delete cross list;
CUL 2063: Guest Service Management- cross listed with HA 2063- do not delete cross list;
CUL 2813: Basic Human Nutrition in Hospitality Management- cross list with HA 2913- do not delete cross list;
CUL 2903: Introduction to Garde Manger;
CUL 2914: Principles of Food Preparation- cross listed with HA 2914- do not delete cross list;
CUL 2923: Stocks, Sauces, and Soups;
CUL 2933: Advanced Food Preparation;
CUL 2943: Introduction to Baking and Pastry; and
CUL 2996: Externship; and
2. Remove the CUL major from prerequisites for HA 2053: Work Experience;
3. Remove the CUL cross list from prerequisites for HA 2914: Principles of Food Preparations; and
4. Modify the Minor in Hospitality Administration, as follows: a) delete HA 2053: Work Experience, HA 4093: Resort Management, and HA Elective (3 hours); and b) add HA 2063: Guest Service Management, HA 2133: Introduction to Travel and Tourism, and HA Elective (9 hours of 3000 or 4000 level).

College of eTech – Department of Professional Studies

1. Modify the Curriculum in Professional Studies – Agriculture Business Concentration, as follows:
a) delete AGBU 3133 Intermediate Agricultural Macroeconomics; and b) add AGBU 3233 International Agricultural Trade.

College of Natural and Health Sciences – Department of Biological Sciences

1. Delete the following courses to the course descriptions:
HIM 1001: Health Information Management Orientation; and
HIM 2003: Coding Principles Medical Office.

**Arkansas Tech University
PROPOSAL FOR CHANGE IN PROGRAM**

TO:	Curriculum Committee
FROM (Initiating Department):	Department of Behavioral Sciences
DATE SUBMITTED:	01/09/18

Title	Signature	Date
Department Head <i>David Ward</i>	<i>David Ward</i>	1/11/18
Dean	<i>[Signature]</i>	1-16-18
Teacher Education Council (if applicable)	NA	
Graduate Council (if applicable)	NA	
Registrar	<i>[Signature]</i>	1/19/18
Vice President for Academic Affairs		

Christine Austin, Assessment See email approval 9/13/18

Program Title: Minor in Rehabilitation Science	Requested changes will be effective Summer I for next catalog year
Outline change in program: <ol style="list-style-type: none"> 1) Delete RS 3023: Principles and Techniques of Rehabilitation Science; 2) Add RS 3203: Interviewing Skills, and RS 4023: Case Management Strategies, to the required courses and change the RS Electives from 12 hours to 9 hours; and 3) Delete the reference: **To be taken after the student completes at least 12 hours of RS electives. 4) Leave as is: RS 2003, Introduction to Rehabilitation Science as a requirement 	
What impact will the change have on staffing, on other programs and space allocation? No impact.	
Attach the Change in Program Assessment Form. The form is located on the Assessment & Institutional Effectiveness web page at http://www.atu.edu/assessment/	
If this course will affect other departments, a Departmental Support Form for each affected department must be attached. The form is located on the Curriculum forms web page at http://www.atu.edu/registrar/curriculum_forms.php .	

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Updated Content for Catalog

Rehabilitation Science

The rehabilitation science minor is designed primarily for psychology and sociology majors who want to add an applied dimension to their degree and are interested in working in a human services setting after completing degree requirements. It may also be of interest to business majors interested in working in human resources, nursing majors, education majors, and other degree programs. The minor in rehabilitation science requires 18 hours of courses:

- RS 2003 Introduction to Rehabilitation Sciences
- RS 3203 Interviewing Skills
- RS 4023 Case Management Strategies
- *RS Electives (9 hours)

**Students who choose to complete a minor in rehabilitation science should consult with a rehabilitation science faculty member to discuss course selection and how they want their RS minor to supplement their major.*

Tammy Weaver

From: Christine Austin
Sent: Thursday, September 13, 2018 2:21 PM
To: Tammy Weaver
Subject: RE: RS Minor

Tammy,

The assessment is fine with this proposal. You can write in my initials if you want.

Christine

From: Tammy Weaver
Sent: Thursday, September 13, 2018 2:10 PM
To: Christine Austin <caustin@atu.edu>
Subject: RS Minor

Christine:

Attached is a curriculum proposal to modify the RS minor left over from last year. CC didn't meet again after Christmas so I was holding the proposal. I covered it up.

Can you review and let me know if the assessment is satisfactory? I am going to see if CC will add this item and Dr. Hunter's BUAD 4100 to the agenda.

Thanks.

Tammy

Tammy Weaver, Registrar
Arkansas Tech University
Office of the Registrar
Brown Building, Suite 307
105 West O Street
Russellville, AR 72801-2222

Telephone: 479.968.0643
Fax: 479.968.0683
Email: tweaver@atu.edu

Please take a minute to complete this survey on the service you received.
<http://www.atu.edu/registrar/survey.php>



Arkansas Tech University
Proposal for Change in Program
Assessment Form

Our Mission

Arkansas Tech University, a state-supported institution of higher education, is dedicated to nurturing scholastic development, integrity, and professionalism. The University offers a wide range of traditional and innovative programs which provide a solid educational foundation for life-long learning to a diverse community of learners.

Provide an answer for each question. Your answers are to be typed single spaced.

Changes to Rehabilitation Science Program –Change the minor in Rehabilitation Science to reflect changes in the RS curriculum. (DELETE RS 3023, ADD RS 3203 and RS4023, CHANGE the RS electives from 12 hours to 9 hours, and DELETE the reference ** To be taken after the student completes at least 12 hours of RS electives. Leave as is: RS 2003 as a requirement)

- a. How does the program change fit with the university mission? The changes to the program facilitate scholastic development and rigor and professionalism.
- b. If this change in the program is mandated by an accrediting or certifying agency, include the directive. If not, state not applicable. N/A
- c. How will the program change impact learning for students enrolled in this program? Program changes increase rigor of the program, increase expectations of scholars, and provides knowledge to keep up with current trends in the field. RS 3203 and RS 4023 replaced RS 3023, which means that students are exposed to additional in-depth information regarding interviewing and case management competencies, and have increased assignments in regards to these areas as well.
- d. What will students demonstrate, represent, or produce to provide evidence of their learning once they complete the program? Students will demonstrate professional work skills, enhanced knowledge base, and competencies needed to work with people with disabilities. This will be evidenced by class projects, role playing, and case studies.
- e. Provide an example or examples of student learning assessment evidence which supports the changes in the program. Evidence exists for the value of increasing the understanding of case management and increased interviewing skills in provision of services to people with disabilities (Strauser, 2017). Feedback from graduate advisor surveys supports the minor as part of the valued training curriculum for students.
- f. How does this course fit in the current state of the discipline? Include Arkansas institutional comparisons. If Arkansas educational institutions do not have the course or program provide comparative examples from regional educational institutions. Suggested changes are consistent with national trends in minors in undergraduate rehabilitation programs.
- g. Attach a detailed assessment plan including three to five specific program student learning outcomes, means or instructional measures to assess each outcome, identify program

courses where learning will be assessed, and performance standards or criteria for success which demonstrate student learning for each outcome. (Examples for assessment plans/curriculum mapping can be found at the Office of Assessment and Institutional Effectiveness web page.)

Arkansas Tech University				
Continuous Improvement Plan				
Annual Assessment Cycle				
Academic Cycle: Change in Academic Program				
Program: Rehabilitation Science (Minor)				
Program Objectives/Standards (align with mission)	Learning Objectives/ Outcome Assessment (3-5)	Courses	Means of Assessment (direct and indirect measures)	Criteria for Success (performance Standard)
P01: Develop and promote appreciation and competencies connected with service provision to individuals with disabilities.	L01: 1. Students will develop an understanding of the multiple environments in which rehabilitation services may be delivered. 2. Students will describe key elements in the disability service paradigm. 3. Students will describe how services can benefit the community.	RS 2003 RS 4023	Varies among courses but may include role plays, case studies. Literature reviews, research papers, empirical research.	Individual students scoring below 70 % on all means of assessment will not meet competencies. Overall at least 90% of enrolled students must meet all competencies across assessments.
P02: Develop Case Management competencies.	L02: 1. Students will identify components of case management as it relates to the rehabilitation process. 2. Students will develop fundamental skills in case management, interviewing and interpersonal communication. 3. Students will develop an awareness of	RS 2003 RS 4023	Varies among courses but may include role plays, case studies. Literature reviews, research papers, empirical research.	Individual students scoring below 70 % on all means of assessment will not meet competencies. Overall at least 90% of enrolled students must meet all

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	personal values, attitudes and beliefs about persons with disabilities.			competencies across assessments.
P03: Develop interviewing skills and competencies to assist individuals with disabilities during the intake, service provision, and follow up process.	L04: 1. Students will identify components of active listening. 2. Students will understand how to demonstrate empathy. 3. Students will understand how to ask both direct and indirect questions to facilitate client progress,	RS 3203 RS 4023	Varies among courses but may include role plays, case studies. Literature reviews, research papers, empirical research	Individual students scoring below 70 % on all means of assessment will not meet competencies. Overall at least 90% of enrolled students must meet all competencies across assessments.



ARKANSAS TECH UNIVERSITY

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REQUEST FOR PROGRAM CHANGE

Registrar's Office

Department Initiating Proposal	Date
Department of History and Political Science	10/30/2018

Title	Signature	Date
Department Head		10/30/18
Dean		11/2/18
Assessment		11/8/18
Registrar		11/8/18
Graduate Dean (Graduate Proposals Only)		
Vice President for Academic Affairs		

Committee	Approval Date
General Education Committee (Undergraduate Proposals Only)	
Teacher Education Committee (Graduate or Undergraduate Proposals)	
Curriculum Committee (Undergraduate Proposals Only)	
Faculty Senate (Undergraduate Proposals Only)	
Graduate Council (Graduate Proposals Only)	

Program Title:
Bachelor of Arts in International Studies

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Outline change in program: (e.g., list changes in program such as (1) delete three hours of elective and (2) add three hours of approved major electives)

Add SPAN 2033: Intermediate Spanish II for Heritage Speakers, as an option to SPAN 2023: Intermediate Spanish II.

What impact will the change have on staffing, on other programs and space allocation?
N/A

Answer the following Assessment questions:

- a. How does the program change align with the university mission? N/A
- b. If this change in the program is mandated by an accrediting or certifying agency, include the directive. If not, state not applicable. N/A
- c. What is the rationale for this program change?
 1. How will the program change impact learning for students enrolled in this program?
The new course SPAN 2033 Intermediate Spanish II for Heritage Speakers will allow the Department of English and World Languages to track heritage and non-heritage speakers at the Intermediate II level. This tracking should permit instructors to focus their pedagogical practice more effectively. SPAN 2033 will also provide a better entry point for heritage speakers. Spanish instructors struggle to meet the divergent needs of heritage and non-heritage students. Despite more advanced verbal skills, heritage speakers often have poor understanding of grammar and proper usage. This proposed course would track heritage and non-heritage speakers at the Intermediate II level, permitting instructors to focus their pedagogical practice more effectively. The course will also provide a better entry point for heritage speakers who are taking advantage of our advanced placement policy.
 2. Provide an example or examples of student learning assessment evidence which supports the changes in the program. See the evidence provided by the Department of English and World Languages in the course addition proposal from August 20, 2018 Curriculum Committee.
- b. How does this program fit in the current state of the discipline? Include Arkansas institutional comparisons. If Arkansas educational institutions do not have the course or program provide comparative examples from regional educational institutions. N/A
- c. Attach a detailed assessment plan including three to five specific program student learning outcomes, means or instructional measures to assess each outcome, identify program courses where learning will be assessed, and performance standards or criteria for success which demonstrate student learning for each outcome. (Examples for assessment plans/curriculum mapping can be found at the Office of Assessment and Institutional Effectiveness web page.) N/A

If this course will affect other departments, a Departmental Support Form for each affected department must be attached. The form is located on the Curriculum forms web page at http://www.atu.edu/registrar/curriculum_forms.php.

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In the attached matrix, include requested changes in the matrix and include course numbers and titles.

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Curriculum Matrix for Catalog Curriculum in International Studies	
Freshman Fall Semester Add/Change: Delete: Total Hours:	Freshman Spring Semester Add/Change: Delete: Total Hours:
Sophomore Fall Semester Add/Change: Delete: Total Hours:	Sophomore Spring Semester Add/Change: FR/GER/JPN/SPAN 2023 to FR/GER/JPN/SPAN 2023 or SPAN 2033 Delete: Total Hours:
Junior Fall Semester Add/Change: Delete: Total Hours:	Junior Spring Semester Add/Change: Delete: Total Hours:
Senior Fall Semester Add/Change: Delete: Total Hours:	Senior Spring Semester Add/Change: Delete: Total Hours:

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ARKANSAS TECH UNIVERSITY

REQUEST FOR COURSE ADDITION

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Department Initiating Proposal	Registrar's Office
Accounting and Economics & Finance	10-1-18

Title	Signature	Date
Department Head Tracy Cole	<i>Tracy Cole</i>	10-2-18
Dean Lisa Toms	<i>Lisa Toms</i>	10-03-18
Assessment	<i>[Signature]</i>	10.03.18
Registrar	<i>[Signature]</i>	10/30/18
Graduate Dean (Graduate Proposals Only)		
Vice President for Academic Affairs		

Committee	Approval Date
General Education Committee (Undergraduate Proposals Only)	
Teacher Education Committee (Graduate or Undergraduate Proposals)	
Curriculum Committee (Undergraduate Proposals Only)	
Faculty Senate (Undergraduate Proposals Only)	
Graduate Council (Graduate Proposals Only)	

Course Subject: (e.g., ACCT, ENGL)	Course Number: (e.g., 1003)	Effective Term:
BLAW	1033	<input type="radio"/> Spring <input checked="" type="radio"/> Summer I
Official Catalog Title: (If official title exceeds 30 characters, indicate Banner Title below)		
Law for Life: Understanding the Law and Personal Legal Issues		
Banner Title: (limited to 30 characters, including spaces, capitalize all letters — this will display on the transcript)		
Law for Life		

Will this course be cross-listed with another existing course? If so, list course subject and number.

☐ Yes ☒ No

Will this course be cross-listed with a course currently not in the undergraduate or graduate catalog?

If so, list course subject and number. ☐ Yes ☒ No

Is this course repeatable for additional earned hours? ☐ Yes ☒ No How many total hours?

Grading: ☒ Standard Letter ☐ P/F ☐ Other

Mode of Instruction (check appropriate box):

- | | | |
|---|---|---|
| <input checked="" type="radio"/> 01 Lecture | <input type="radio"/> 02 Lecture/Laboratory | <input type="radio"/> 03 Laboratory only |
| <input type="radio"/> 05 Practice Teaching | <input type="radio"/> 06 Internship/Practicum | <input type="radio"/> 07 Apprenticeship/Externship |
| <input type="radio"/> 08 Independent Study | <input type="radio"/> 09 Readings | <input type="radio"/> 10 Special Topics |
| <input type="radio"/> 12 Individual Lessons | <input type="radio"/> 13 Applied Instruction | <input type="radio"/> 16 Studio Course |
| <input type="radio"/> 17 Dissertation | <input type="radio"/> 18 Activity Course | <input type="radio"/> 19 Seminar <input type="radio"/> 98 Other |

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Does this course require a fee? ☐ Yes ☒ No How Much? Select Fee Type

If selected other list fee type:

☒ Elective ☐ Major ☐ Minor

(If major or minor course, you must complete the Request for Program Change form to add course to program.)

If course is required by major/minor, how frequently will course be offered?

Will this course require any special resources such as unusual maintenance costs, library resources, special software, distance learning equipment, etc.? No

Will this course require a special classroom (computer lab, smart classroom, or laboratory)? No

Answer the following Assessment questions:

- If this course is mandated by an accrediting or certifying agency, include the directive. If not, state not applicable. Not applicable
- If this course is required for the major or minor, complete the following. Not required.
 - Provide the program level learning outcome(s) it addresses.
 - Provide tool or measure directly linked to each program learning outcome. (How will student learning in this outcome be measured?)
- What is the rationale for adding this course? What evidence demonstrates this need?

Law for Life provides an overview of common legal issues/questions with which everyone living in our society has to deal. Students will learn about the legal system itself, criminal law, torts, contracts, along with the legal implications in everyday transactions such as getting a job, buying or leasing a car, buying a house, renting an apartment, obtaining a loan, buying insurance, getting married and divorced, having children, and end of life issues like wills and trusts. Underlying all of these concepts will be the development of ethical and critical thinking skills which directly support ATU's learning outcomes.

For the proposed course, attach a syllabus in Word format that includes: **(Items a. through d. should be entered as they should appear in the catalog)**

- a. Course subject
- b. Course number
- c. Catalog course title
- d. Catalog description
 - 1. Arkansas Course Transfer System (ACTS) course number, if applicable
 - 2. Cross-listing
 - 3. Offered (e.g., Fall only, Spring only. Do not enter if offer course fall and spring)
 - 4. Prerequisites
 - 5. Co-requisites
 - 6. Description
 - 7. Notes (e.g., information not in description such as course may be repeated for credit)
 - 8. Contact Hours if different than lecture (e.g., Lecture three hours, laboratory three hours)
 - 9. Fees (e.g., \$36 art fee)
- e. Section for Name of instructor, office hours, contact information (telephone, email)
- f. Text required for course
- g. Bibliography (supplemental reading list)
- h. Justification/rationale for the course
- i. Course objectives
- j. Description of how course meets general education objectives (courses included in the general education component should show how the course meets one or more of the objectives contained in General Education Objectives listed in undergraduate catalog)
- k. Assessment methods (include grading policy with specific equivalents for A, B, C)
- l. Policy on absences, cheating, plagiarism, etc.
- m. Course content (outline of material to be covered in course).

If this course will affect other departments, a Departmental Support Form for each affected department must be attached. The form is located on the Curriculum forms web page at http://www.atu.edu/registrar/curriculum_forms.php.

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BLAW 1033
Law for Life: Understanding the Law and Personal Legal Issues

Course Description: This course is a survey of the basic framework of the American legal system and topics in law that many people encounter in both business and everyday life. Upon completion of this course, students should be able to explain the structure and function of the U.S. legal system and understand the basic principles of contracts, torts, crimes, property law, family law, and employment law, including the public policy and ethical issues relevant to these areas of the law.

Prerequisites/Co-requisites: None

Instructor Information:

Name and Title
Office location
Phone
email

Textbook: *Carper's Understanding the Law* (7th ed.), J.A. McKinsey & D. Burke, Cengage (2015).

Supplemental Reading: *18 and Life to Go: A Legal Handbook for Young Arkansans*, Arkansas Bar Association (2011). Available at <https://www.arkbar.com/arkbaryls/publications/18lifetogo>

Course Rationale: Everyone will be confronted with legal issues at some point in his or her life, but most people lack the knowledge or understanding of the legal system necessary to successfully manage these challenges. This course will give students a working knowledge of the most common legal issues affecting ordinary people to equip them to meet their legal obligations, become more effective citizens, and succeed in their personal and professional goals.

Course Objectives: Upon completion of this course, students will:

- Identify the four primary sources of American law
- Define the principles of *stare decisis* and precedent
- List the three branches of the United States federal government
- Identify at least four individual rights protected by the Bill of Rights
- Explain the purpose of tort law and personal liability
- Identify the four elements of negligence
- Identify common intentional torts affecting individuals and businesses
- Differentiate between civil law and criminal law
- Define the most common violent, property, and white-collar crimes affecting individuals and businesses
- Identify common defenses to criminal liability
- List the four elements of a valid contract
- Define the concept of breach of contract
- Understand the rule of *respondeat superior* and vicarious liability
- Identify protected characteristics under federal statutes prohibiting employment discrimination
- Differentiate between real estate, personal property, and intellectual property
- Explain basic principles of landlord-tenant law

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Assessment:

Students will be graded based upon individual examinations, quizzes, and assignments.

Grading Scale:

90-100%	A
80-89%	B
70-79%	C
60-69%	D
0-59%	F

Grades will be based upon your percentage of the total points possible.

Exam 1 =	100 points
Exam 2 =	100 points
Exam 3 =	100 points
Final Exam =	150 points
Quizzes/Assignments =	<u>150 points</u>
Total =	600 points

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Course Policies:

1. **Academic Honesty:** Academic misconduct will not be tolerated for any reason. Any student who compromises the integrity of the academic process is subject to disciplinary action by the University in addition to the assignment of a grade of "F" for this course. This includes cheating and plagiarism. Please consult your Student Handbook to familiarize yourself with your rights and responsibilities as a student at Arkansas Tech University.
2. **Attendance:** Discussion and participation in class are integral to effective learning. College students are expected to take charge of their education; therefore, students are expected to attend class.
 - a. Students who miss assignments, quizzes, or exams due to documented disabilities or official University-sponsored events will be allowed to make up missed work.
 - b. Students who miss more than 5 class periods may be dropped from the course unless excused by the instructor due to medical conditions, official University-sponsored events, or other legitimate reasons.
3. **Decorum:** Cell phones must be turned off during class. **No text-messaging during class.** Students who violate this policy may have points deducted from their grades.
4. **Disability Services:** Arkansas Tech University adheres to the requirements of the Americans with Disabilities Act in order to prevent barriers to academic accessibility. If you need an accommodation due to a disability, please contact the ATU Office of Disability Services, Doc Bryan Student Center, Suite 171, or visit <http://www.atu.edu/disabilities/index.php>.
5. **Nondiscrimination:** Arkansas Tech University does not discriminate on the basis of color, sex, sexual orientation, gender identity, race, age, national origin, religion, veteran status, genetic information, or disability in any of our practices, policies, or procedures. If you have experienced any form of discrimination or harassment, including sexual misconduct (e.g. sexual assault, sexual harassment, stalking, domestic or dating violence), we encourage you to report this to the institution. If you report such an incident of misconduct to a faculty or staff member, they are required by law to notify Arkansas Tech University's Title IX Coordinator and share the basic fact of your experience. The Title IX Coordinator will then be available to assist you in understanding all of your options and in connecting you with all possible resources on and off campus. For more information please visit: <http://www.atu.edu/titleix/index.php>.

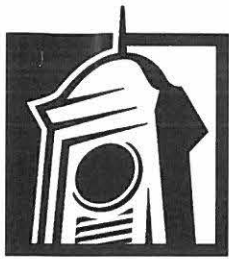
Course Content:

1. **Introduction to Law**
2. **The Constitution**
3. **The Court System**
4. **Criminal Liability**
5. **Tort Liability**
6. **Contracts**
7. **Real Estate**
8. **Personal Property**
9. **Landlords and Tenants**
10. **Employment Law and Discrimination**
11. **Family Law**
12. **Wills, Trusts, and Probate**

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ARKANSAS TECH UNIVERSITY

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OCT 05 2018

REQUEST FOR COURSE ADDITION

Registrar's Office

Department Initiating Proposal	Date
Finance and Economics (College of Business)	9/24/2018

Title	Signature	Date
Department Head Tracy Cole	<i>Tracy Cole</i>	10-4-18
Dean Lisa Toms	<i>Lisa Toms</i>	10/03/18
Assessment Christine Austin	<i>Christine Austin</i>	10.3.18
Registrar Tammy Weaver	<i>Tammy Weaver</i>	10/30/18
Graduate Dean (Graduate Proposals Only)		
Vice President for Academic Affairs Phillip Bridgmon		

Committee	Approval Date
General Education Committee (Undergraduate Proposals Only)	
Teacher Education Committee (Graduate or Undergraduate Proposals)	
Curriculum Committee (Undergraduate Proposals Only)	
Faculty Senate (Undergraduate Proposals Only)	
Graduate Council (Graduate Proposals Only)	

Course Subject: (e.g., ACCT, ENGL)	Course Number: (e.g., 1003)	Effective Term:
ECON	3023	<input type="radio"/> Spring <input checked="" type="radio"/> Summer I
Official Catalog Title: (If official title exceeds 30 characters, indicate Banner Title below)		
Intermediate Macroeconomics		
Banner Title: (limited to 30 characters, including spaces, capitalize all letters — this will display on the transcript)		

Will this course be cross-listed with another existing course? If so, list course subject and number.
☐ Yes ☒ No _____

Will this course be cross-listed with a course currently not in the undergraduate or graduate catalog?
 If so, list course subject and number. ☐ Yes ☒ No _____

Is this course repeatable for additional earned hours? ☐ Yes ☒ No How many total hours? _____

Grading: ☒ Standard Letter ☐ P/F ☐ Other _____

Mode of Instruction (check appropriate box):

<input checked="" type="radio"/> 01 Lecture	<input type="radio"/> 02 Lecture/Laboratory	<input type="radio"/> 03 Laboratory only
<input type="radio"/> 05 Practice Teaching	<input type="radio"/> 06 Internship/Practicum	<input type="radio"/> 07 Apprenticeship/Externship
<input type="radio"/> 08 Independent Study	<input type="radio"/> 09 Readings	<input type="radio"/> 10 Special Topics
<input type="radio"/> 12 Individual Lessons	<input type="radio"/> 13 Applied Instruction	<input type="radio"/> 16 Studio Course
<input type="radio"/> 17 Dissertation	<input type="radio"/> 18 Activity Course	<input type="radio"/> 19 Seminar <input type="radio"/> 98 Other

Does this course require a fee? ☐ Yes ☒ No How Much? _____ Select Fee Type _____

If selected other list fee type: _____

☐ Elective ☐ Major ☒ Minor

(If major or minor course, you must complete the Request for Program Change form to add course to program.)

If course is required by major/minor, how frequently will course be offered?

 Spring Semesters

Will this course require any special resources such as unusual maintenance costs, library resources, special software, distance learning equipment, etc.? **No**

Will this course require a special classroom (computer lab, smart classroom, or laboratory)? **No**

Answer the following Assessment questions:

- If this course is mandated by an accrediting or certifying agency, include the directive. If not, state not applicable. **Not Applicable**
- If this course is required for the major or minor, complete the following.
 - Provide the program level learning outcome(s) it addresses.
This course provides all economics minors with a more advanced understanding of macroeconomics. This applies to the second (2nd) program goal for economics minors which states that students will acquire a deeper understanding of economic decision making at the individual, corporate, and public policy making level. It also relates to the fifth (5th) COB goal relating to the business foundation knowledge expected for the economics minor.
 - Provide tool or measure directly linked to each program learning outcome. (How will student learning in this outcome be measured?) **Students will be required to take multiple quizzes, three mid-term exams and a final; they will also be required to submit various homework assignments, write a term paper, and present the term paper.**

- c. What is the rationale for adding this course? What evidence demonstrates this need? **This course (under various names) is required by most universities for economic minors; for example Northwestern, Florida State, the University of Arkansas, and Arkansas State University all require a macroeconomics course beyond the principles level.**

For the proposed course, attach a syllabus in Word format that includes: **(Items a. through d. should be entered as they should appear in the catalog) – SEE ATTACHMENT**

- a. Course subject - **ECON**
- b. Course number - **3023**
- c. Catalog course title – **Intermediate Macroeconomics**
- d. Catalog description - ***This course provides a systematic introduction to macroeconomic analysis. The fundamental theories and models concerning the functioning of the overall aggregate economy will be introduced. The course mainly focuses on analyzing the causes for long-run economic growth and short-run economic fluctuations. Emphasis will also be placed on the implications of various macroeconomic policies (fiscal, monetary, and other types of policies) based on theoretical models.***
 1. Arkansas Course Transfer System (ACTS) course number, if applicable – **N/A**
 2. Cross-listing – **N/A**
 3. Offered (e.g., Fall only, Spring only. Do not enter if offer course fall and spring) – **Spring Only**
 4. Prerequisites: **ECON 2003, ECON 2013 and Math 2243**
 5. Co-requisites – **N/A**
 6. Description – **see “d” above**
 7. Notes (e.g., information not in description such as course may be repeated for credit) – **N/A**
 8. Contact Hours if different than lecture (e.g., Lecture three hours, laboratory three hours) – **N/A**
 9. Fees (e.g., \$36 art fee) - **None**
- e. Section for Name of instructor, office hours, contact information (telephone, email) – **See Attachment**
- f. Text required for course – **See Attachment**
- g. Bibliography (supplemental reading list) – **See Attachment**
- h. Justification/rationale for the course – **see answer to assessment question “b” above**
- i. Course objectives – **See Attachment**
- j. Description of how course meets general education objectives (courses included in the general education component should show how the course meets one or more of the objectives contained in General Education Objectives listed in undergraduate catalog) – **N/A**
- k. Assessment methods (include grading policy with specific equivalents for A, B, C) – **See Attachment**
- l. Policy on absences, cheating, plagiarism, etc. – **See Attachment**
- m. Course content (outline of material to be covered in course). – **See Attachment**

If this course will affect other departments, a Departmental Support Form for each affected department must be attached. The form is located on the Curriculum forms web page at http://www.atu.edu/registrar/curriculum_forms.php.

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ECON 3023, Spring 20XX
Intermediate Macroeconomics
TR 9:30-10:50

Instructor: Wan Wei, Ph.D.
Office: 409 Rothwell
Phone: (479) 968-0494
Email: wwei@atu.edu
Office Hours: MTWR 2:00-3:30 and by appointment

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Course Description

This course provides a systematic introduction to macroeconomic analysis. The fundamental theories and models concerning the functioning of the overall aggregate economy will be introduced. The course mainly focuses on analyzing the causes for long-run economic growth and short-run economic fluctuations. Emphasis will also be placed on the implications of various macroeconomic policies (fiscal, monetary, and other types of policies) based on theoretical models. ***Prerequisites: Econ 2003, Econ 2013, and Math 2243***

Learning Objectives

By the end of this course, you should be able to

1. interpret the long-run and the short-run macroeconomic models.
2. Discriminate between different types of policies that aim at achieving stability and growth for an economy and evaluate the impacts of policies on macroeconomic variables.
3. analyze both the U.S. and foreign macroeconomic conditions by applying various macroeconomic models.
4. integrate the insights of neoclassical and Keynesian theories.

Textbook: *Macroeconomics*, 8th Edition, Gregory Mankiw, Worth Publishers.

Examinations

There are three midterms and one final. The final examination will be a **comprehensive examination**. Make-up examinations are given only for a reasonable excuse supported by legitimate documentation. Notification of your absence must be prior to the exam. Otherwise, a grade of zero will be given for any missed examination.

Quizzes

The quizzes will be given in classes during the semester. Each quiz is equally weighted. The lowest quiz score will be dropped. There are no make-up quizzes. A grade of zero will be given to any missed quiz.

Homework Assignments

The homework assignments are designed to help students better understand concepts and theories covered in class. If we have a discussion of an article in class, it could be counted as one assignment. Any late assignment will have the score reduced by 20% for each day after its due day.

Research Paper

You can analyze any domestic or international macroeconomic issues in your paper. I will provide you with a list of topics but you are also encouraged to develop your own topic. You need to apply the concepts, theory, and models learned in this course to explain and discuss the topic. You also need to use the factual evidence and data to support your topic. The length of the final paper should be at least 8 pages plus bibliography. The papers are collected on the date it is due. You may always submit your paper early. Any late paper will have the score reduced by 20% for each day after its due day.

You will be required to **make a presentation of your paper** in class at the end of this semester. The date for the presentation will be announced in advance.

Grading Weights

The highest midterm score:	15%
The medium midterm score:	12%
The lowest midterm score:	10%
Final exam score:	25%
Paper:	15%
Paper presentation:	6%
Quizzes:	7%
Homework assignments:	10%

Grading Scale

After the weighted-average score is calculated at the end of the semester, the 100-point scale score will be transformed into letter grades in the following way:

A=100%-90%

B=89%-80%

C=79%-70%

D=69%-60%

E=59% and below

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Course Expectations

I have several suggestions for this course:

- 1) Preview each chapter before we cover it in class. Spend time reviewing and digesting notes after each class.
- 2) Make sure you understand unclear topics and questions from exercise, quizzes, and exams.
- 3) Please do not hesitate to ask questions in class and during my office hours.
- 4) **The way to understand the abstract concepts and theory more deeply is to combine what you learn in class with real world issues.** *Wall Street Journal, BusinessWeek, The Economists*, and the online business news service like *Yahoo Finance* or *Google Business news* are wonderful sources that provide enormous real world examples related to this course. You are encouraged to be consulting these sources regularly.

Course Policies

Consistent attendance is essential for good performance in this course. If unable to attend a class session for reasons such as sanctioned college events, illness, family emergencies, etc., please support your excuse by legitimate documentation. Each unexcused absence beyond two reduces your course score by 1%.

Leaving one's seat during a class is disruptive and disrespectful. Out-of-seat behavior is defined as any incident in which a student leaves his or her seat without first getting permission from the professor.

Cell phone use is NOT permitted in class. Cell phone use—including texting, surfing, etc., — is disruptive and disrespectful to your instructor and fellow students.

Academic Dishonesty Policy

Cheating and other forms of academic dishonesty run contrary to the purpose of higher education and will not be tolerated in this course. Academic dishonesty includes (but is not limited to) plagiarism, copying answers or work done by others (either on an exam or on out-of-class assignments), allowing another student to copy from you, and using unauthorized materials during an exam. Academic dishonesty is a serious offense and could result in failure on the course.


Americans with Disabilities Act

ATU adheres to the requirements of the Americans with Disabilities Act to prevent barriers to academic accessibility. If you need an accommodation due to a disability, please contact the ATU Office of Disability Services, located in Doc Bryan Student Center, Suite 171, or visit <http://www.atu.edu/disabilities/index.php>

Tentative Course and Exams Outline

Part I. Introduction and Classical Theory: The Economy in the Long Run

Chapter 1: The science of macroeconomics
Chapter 2: The data of macroeconomics
Chapter 3: National income: where it comes from and where it goes
Chapter 4: The monetary system
Chapter 5: Inflation: its causes, effects, and social costs
Chapter 6: The open economy
Chapter 7: Unemployment
Midterm Exam I

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Part II. Growth Theory: The Economy in the Very Long Run

Chapter 8: Economic growth I: capital accumulation and population growth
Chapter 9: Economic growth II: technology, empirics, and policy
Midterm Exam II

Part III. Business Cycle Theory: The Economy in the Short Run

Chapter 10: Introduction to economic fluctuations
Chapter 11: Aggregate demand I: building the IS-LM model
Chapter 12: Aggregate demand II: applying the IS-LM model
Midterm Exam III

Part IV. Economic Growth and the World Economy

Chapter 13: the Mundell-Fleming model and the exchange-rate regime (depending on progress)
Chapter 14: Aggregate supply and the short-run tradeoff between inflation and unemployment (depending on progress)



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REQUEST FOR COURSE ADDITION

Registrar's Office

Department Initiating Proposal	Date
Finance and Economics (College of Business)	9/30/2018

Title	Signature	Date
Department Head Tracy Cole	<i>Tracy Cole</i>	10-4-18
Dean Lisa Toms	<i>Lisa Toms</i>	10/03/18
Assessment Christine Austin	<i>Christine Austin</i>	10.3.18
Registrar Tammy Weaver	<i>Tammy Weaver</i>	10/30/18
Graduate Dean (Graduate Proposals Only)		
Vice President for Academic Affairs Phillip Bridgmon		

Committee	Approval Date
General Education Committee (Undergraduate Proposals Only)	
Teacher Education Committee (Graduate or Undergraduate Proposals)	
Curriculum Committee (Undergraduate Proposals Only)	
Faculty Senate (Undergraduate Proposals Only)	
Graduate Council (Graduate Proposals Only)	

Course Subject: (e.g., ACCT, ENGL)	Course Number: (e.g., 1003)	Effective Term:
ECON	4103	<input type="radio"/> Spring <input checked="" type="radio"/> Summer I
Official Catalog Title: (If official title exceeds 30 characters, indicate Banner Title below)		
Economics Special Topics		
Banner Title: (limited to 30 characters, including spaces, capitalize all letters — this will display on the transcript)		

Will this course be cross-listed with another existing course? If so, list course subject and number.

☐ Yes ☒ No

Will this course be cross-listed with a course currently not in the undergraduate or graduate catalog?

If so, list course subject and number. ☐ Yes ☒ No

Is this course repeatable for additional earned hours? ☒ Yes ☐ No How many total hours? 6

Grading: ☒ Standard Letter ☐ P/F ☐ Other

Mode of Instruction (check appropriate box):

- | | | |
|---|---|---|
| <input type="radio"/> 01 Lecture | <input type="radio"/> 02 Lecture/Laboratory | <input type="radio"/> 03 Laboratory only |
| <input type="radio"/> 05 Practice Teaching | <input type="radio"/> 06 Internship/Practicum | <input type="radio"/> 07 Apprenticeship/Externship |
| <input type="radio"/> 08 Independent Study | <input type="radio"/> 09 Readings | <input checked="" type="radio"/> 10 Special Topics |
| <input type="radio"/> 12 Individual Lessons | <input type="radio"/> 13 Applied Instruction | <input type="radio"/> 16 Studio Course |
| <input type="radio"/> 17 Dissertation | <input type="radio"/> 18 Activity Course | <input type="radio"/> 19 Seminar <input type="radio"/> 98 Other |

Does this course require a fee? ☐ Yes ☒ No How Much? Select Fee Type

If selected other list fee type:

☒ Elective ☐ Major ☐ Minor

(If major or minor course, you must complete the Request for Program Change form to add course to program.)

If course is required by major/minor, how frequently will course be offered?

Spring Semesters

Will this course require any special resources such as unusual maintenance costs, library resources, special software, distance learning equipment, etc.? No

Will this course require a special classroom (computer lab, smart classroom, or laboratory)? No

Answer the following Assessment questions:

- If this course is mandated by an accrediting or certifying agency, include the directive. If not, state not applicable. **Not Applicable**
- If this course is required for the major or minor, complete the following.
 - Provide the program level learning outcome(s) it addresses.
 - This course provides students with the ability to engage in an experiential learning opportunity that allows them to interact with economics professionals for "some" versions of this course. Other versions of the course allows the instructor to teach about current "hot topics" to assess student interest in new developments in the field. This applies to the second (2nd) program goal for economics minors which states that students will be able to understand economic decision making issues at different levels within the economy.
 - This course also relates to the fifth (5th) learning goal for the COB relating to foundational knowledge – in this case, the course provides more depth to the foundation knowledge which is necessary for an economics minor.

2. Provide tool or measure directly linked to each program learning outcome. (How will student learning in this outcome be measured?) ***Assessment activities will vary based on the topic covered in any given semester. Typical assessments used will include exams, quizzes, homework assignments, and papers..***
- c. What is the rationale for adding this course? What evidence demonstrates this need? **This course is offered as an upper level elective economics class by many universities. All of our current programs in the COB have their own "Special Topics" class. Since we are splitting the current Econ/Finance major into a Finance major and an Economics minor, a separate special topics class for Economics is appropriate; note that we already have a stand-alone Finance special topics class.**

For the proposed course, attach a syllabus in Word format that includes: (Items a. through d. should be entered as they should appear in the catalog) – **SEE ATTACHMENT**

- a. Course subject - **ECON**
- b. Course number - **4103**
- c. Catalog course title - **Economics Special Topics**
- d. Catalog description - ***This course provides in-depth exploration of current economics topics. The primary topic will vary from offering to offering; thus, the course may be taken more than once.***
 1. Arkansas Course Transfer System (ACTS) course number, if applicable – **N/A**
 2. Cross-listing – **N/A**
 3. Offered (e.g., Fall only, Spring only. Do not enter if offer course fall and spring) – **Spring only**
 4. Prerequisites - **Junior standing, minimum 2.00 GPA, and permission of instructor**
 5. Co-requisites – **N/A**
 6. Description – **see "d" above**
 7. Notes (e.g., information not in description such as course may be repeated for credit) – **N/A**
 8. Contact Hours if different than lecture (e.g., Lecture three hours, laboratory three hours) – **N/A**
 9. Fees (e.g., \$36 art fee) - **None**
- e. Section for Name of instructor, office hours, contact information (telephone, email) – **See Attachment**
- f. Text required for course – **varies**
- g. Bibliography (supplemental reading list) - **varies**
- h. Justification/rationale for the course - **see answer to assessment question b above.**
- i. Course objectives - - **will vary based on the economics topic(s) covered**
- j. Description of how course meets general education objectives (courses included in the general education component should show how the course meets one or more of the objectives contained in General Education Objectives listed in undergraduate catalog) – **N/A**
- k. Assessment methods (include grading policy with specific equivalents for A, B, C) – **will vary based on the topics covered and whether the version of the class offered is more of an experiential learning course or a lecture-based course.**
- l. Policy on absences, cheating, plagiarism, etc. - - **See Attachment**
- m. Course content (outline of material to be covered in course). - **See Attachment**

If this course will affect other departments, a Departmental Support Form for each affected department must be attached. The form is located on the Curriculum forms web page at http://www.atu.edu/registrar/curriculum_forms.php.

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ECON 4103
Economics Special Topics: ???????
Spring 2019

Course Description:

Varies based on topics covered

Prerequisites:

Junior or senior standing, minimum GPA of 2.00, and permission of the instructor.

Instructor: Wan Wei, Ph.D.
Office: 409 Rothwell
Phone: (479) 968-0494
Email: wwei@atu.edu
Office Hours: MTWR 2:00-3:30 and by appointment

Textbook: Varies based on topics covered

Learning Objectives: Varies based on topics covered.

Evaluations: Varies based on topics covered/type of course offered (lecture vs. experiential learning)

Grading Scale

A=100%-90% B=89%-80% C=79%-70% D=69%-60% E=59% and below

Class Policies: Class activities are done during class meetings or as homework as assigned by the instructor. No make-up class activities are allowed unless approved by the instructor. A late penalty may be assessed for any work done after the due date at the discretion of the instructor.

ATU approved Extracurricular Activities and Religious Holidays: Students who miss a class assignment/quiz/discussion because of observance of a religious holiday shall have the opportunity to make up missed work. Students representing ATU at any official extracurricular activity shall have the opportunity to make up the classwork. It is the student's responsibility to notify the instructor of any upcoming holiday or extracurricular activity AT LEAST one week before the missed work.

Academic Honesty: All work done for assignments in this course must be done by the student. Plagiarism is prohibited. Failure to comply with these requirements will result in disciplinary action that can result in a lower grade or more serious action, at the instructor's discretion, as allowed under ATU policies.

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Americans with Disabilities Act: Arkansas Tech University values diversity and inclusion and is committed to a climate of mutual respect and full participation of all students. A student who needs special accommodations should notify the instructor of the condition. You may also contact the Office of Disability Services, located in Doc Bryan Student Center, Suite 141, or visit their website at <https://www.atu.edu/disabilities/index.php> in order to initiate a request for accommodations.

Course Outline: Varies based on topics covered in any semester

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REQUEST FOR COURSE ADDITION

Registrar's Office

Department Initiating Proposal	Date
Finance and Economics (College of Business)	9/24/2018

Title	Signature	Date
Department Head Tracy Cole	<i>Tracy Cole</i>	10-4-18
Dean Lisa Toms	<i>Lisa Toms</i>	10/03/18
Assessment Christine Austin	<i>Christine Austin</i>	10.3.18
Registrar Tammy Weaver	<i>Tammy Weaver</i>	10/30/18
Graduate Dean (Graduate Proposals Only)		
Vice President for Academic Affairs Phillip Bridgmon		

Committee	Approval Date
General Education Committee (Undergraduate Proposals Only)	
Teacher Education Committee (Graduate or Undergraduate Proposals)	
Curriculum Committee (Undergraduate Proposals Only)	
Faculty Senate (Undergraduate Proposals Only)	
Graduate Council (Graduate Proposals Only)	

Course Subject: (e.g., ACCT, ENGL)	Course Number: (e.g., 1003)	Effective Term:
FIN	3023	<input type="radio"/> Spring <input checked="" type="radio"/> Summer I
Official Catalog Title: (If official title exceeds 30 characters, indicate Banner Title below)		
Financial Markets and Institutions		
Banner Title: (limited to 30 characters, including spaces, capitalize all letters — this will display on the transcript)		
Fin Mkts & Institutions		

Will this course be cross-listed with another existing course? If so, list course subject and number.

☐ Yes ☒ No

Will this course be cross-listed with a course currently not in the undergraduate or graduate catalog?

If so, list course subject and number. ☐ Yes ☒ No

Is this course repeatable for additional earned hours? ☐ Yes ☒ No How many total hours?

Grading: ☒ Standard Letter ☐ P/F ☐ Other

Mode of Instruction (check appropriate box):

- | | | |
|---|---|---|
| <input checked="" type="radio"/> 01 Lecture | <input type="radio"/> 02 Lecture/Laboratory | <input type="radio"/> 03 Laboratory only |
| <input type="radio"/> 05 Practice Teaching | <input type="radio"/> 06 Internship/Practicum | <input type="radio"/> 07 Apprenticeship/Externship |
| <input type="radio"/> 08 Independent Study | <input type="radio"/> 09 Readings | <input type="radio"/> 10 Special Topics |
| <input type="radio"/> 12 Individual Lessons | <input type="radio"/> 13 Applied Instruction | <input type="radio"/> 16 Studio Course |
| <input type="radio"/> 17 Dissertation | <input type="radio"/> 18 Activity Course | <input type="radio"/> 19 Seminar <input type="radio"/> 98 Other |

Does this course require a fee? ☐ Yes ☒ No How Much? Select Fee Type

If selected other list fee type:

☐ Elective ☒ Major ☐ Minor

(If major or minor course, you must complete the Request for Program Change form to add course to program.)

If course is required by major/minor, how frequently will course be offered?

Spring Semesters

Will this course require any special resources such as unusual maintenance costs, library resources, special software, distance learning equipment, etc.? No

Will this course require a special classroom (computer lab, smart classroom, or laboratory)? Trading Lab or a computer classroom

Answer the following Assessment questions:

- If this course is mandated by an accrediting or certifying agency, include the directive. If not, state not applicable. **Not Applicable**
- If this course is required for the major or minor, complete the following.
 - Provide the program level learning outcome(s) it addresses.

- This course provides all finance majors with the theory and practices employed in financial markets and institutions. This applies to the third (3rd) program goal for finance majors which states that students will be able to identify the interaction of different types of financial markets on a domestic and global level.
- The coverage of interest rates and the impact of those rates on financial asset pricing applies to the fourth (4th) program goal for finance majors which states that students can analyze (and price) financial securities on a macro and micro level.

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2. Provide tool or measure directly linked to each program learning outcome. (How will student learning in this outcome be measured?) **Students will be required to take multiple quizzes, two mid-term exams and a final; they will also be required to submit various homework assignments.**
- c. What is the rationale for adding this course? What evidence demonstrates this need? **This course is required by most universities for all finance majors; for example, UCA, SAU, UALR, University of Arkansas, the University of Texas and the UNC – Chapel Hill all require this course for finance majors.**

For the proposed course, attach a syllabus in Word format that includes: **(Items a. through d. should be entered as they should appear in the catalog) – SEE ATTACHMENT**

- a. Course subject - **FIN**
- b. Course number - **3023**
- c. Catalog course title – **Financial Markets and Institutions**
- d. Catalog description - ***Course coverage includes an analysis of financial markets and institutions; regulation, money market operations, global impact of central banking principles and monetary policy, and determinants of interest rates with financial asset pricing.***
 - 1. Arkansas Course Transfer System (ACTS) course number, if applicable – **N/A**
 - 2. Cross-listing – **N/A**
 - 3. Offered (e.g., Fall only, Spring only. Do not enter if offer course fall and spring) – **Fall Only**
 - 4. Prerequisites: **ECON 2003, ECON 2013 and Junior standing or above.**
 - 5. Co-requisites – **N/A**
 - 6. Description – see “d” above”
 - 7. Notes (e.g., information not in description such as course may be repeated for credit) – **N/A**
 - 8. Contact Hours if different than lecture (e.g., Lecture three hours, laboratory three hours) – **N/A**
 - 9. Fees (e.g., \$36 art fee) - **None**
- e. Section for Name of instructor, office hours, contact information (telephone, email) – **See Attachment**
- f. Text required for course – **See Attachment**
- g. Bibliography (supplemental reading list) – **See Attachment**
- h. Justification/rationale for the course – **see answer to assessment question “b” above**
- i. Course objectives – **See Attachment**
- j. Description of how course meets general education objectives (courses included in the general education component should show how the course meets one or more of the objectives contained in General Education Objectives listed in undergraduate catalog) – **N/A**
- k. Assessment methods (include grading policy with specific equivalents for A, B, C) – **See Attachment**
- l. Policy on absences, cheating, plagiarism, etc. – **See Attachment**
- m. Course content (outline of material to be covered in course). – **See Attachment**

If this course will affect other departments, a Departmental Support Form for each affected department must be attached. The form is located on the Curriculum forms web page at http://www.atu.edu/registrar/curriculum_forms.php.

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Instructor: Dr. Peng Haung**Phone:** 479-968-0688**Office Hours:** Six hours per week as posted and by appointment**Office:** Rothwell 416**Email:** phaung3@atu.edu**Required Materials:** Financial Markets and Institutions, by Frederic S. Mishkin and Stanley G. Eakins (ISBN: 9780133423624)**Optional:** Newspapers, The Wall Street Journal (WSJ) and Financial Times. BAI Plus Professional Calculator (BAI Plus highly recommended)**Course Description:**

Course coverage includes an analysis of financial markets and institutions; regulation, money market operations, global impact of central banking principles and monetary policy, and determinants of interest rates with financial asset pricing. **Prerequisites:** ECON 2003, ECON 2013 and Junior standing or above.

Websites Used: Blackboard**Electronic Device Usage:** Computers or tablets are required to complete the course.**Learning Objectives:**

By the end of this course, the students will be able to:

- Discuss the role of financial institutions and markets and their fundamental role in business
- Describe the central banking system and how the latter conducts its monetary policy
- Compare and contrast the similarities, differences, advantages, and disadvantages of various types of financial organizations
- Calculate interest rate changes and their impact on financial asset pricing

Instructional Methodology:

Lectures may be supplemented by class discussion, handouts, questions and answer sessions, computer presentations and videos. Students are responsible for checking updated materials and reading articles as mentioned by the professor in class.

Performance Evaluation and Grading:

Typically, two midterm tests and a final exam will be given.

Grades may be assigned based on the following weights:

2 Midterm exams (25 points each)	RECEIVED	50 points
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Final exam (comprehensive)	OCT 05 2018	30 points
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Homework assignments		10 points
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Quizzes		10 points
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TOTAL POINTS	Registrar's Office	100 points
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A letter grade will be determined based on the percentage earned of total points possible, as follows:
A: 90-100%, B: 80-89%, C: 70-79%, D: 60-69%, F: 0-59%.

Academic Integrity/Plagiarism

University students are expected to conduct themselves in accordance with the highest standards of academic honesty. Academic misconduct for which a student is subject to penalty includes all forms of cheating, such as illicit possession of examinations or

examination materials, falsification, forgery, complicity or plagiarism. (Plagiarism is the presentation of the work of another as one's own work.) In this class, academic misconduct or complicity in an act of academic misconduct on an assignment or test will result in a zero the first time and failing the course for any additional offence.

Dropping a Class

I hope that you never find it necessary to drop this or any other class. However, events can sometimes occur that make dropping a course necessary or wise. Please consult with me before you decide to drop to be sure it is the best thing to do. Should dropping the course be the best course of action, you must initiate the process to drop the course by going to the Student Services Center and filling out a course drop form. Just stopping attendance and participation WILL NOT automatically result in your being dropped from the class. November **20** is the last day to drop a class with an automatic grade of "W" this term.

Preferred methods of scholarly citations

APA style is the only accepted method used for citations and referencing during this class. All work should be paraphrased rather than copied directly. Material used from sources other than the text should use APA style citations and references.

Attendance Policy:


Students are held responsible for class attendance and are advised that excessive absences may adversely affect their grades. The attendance policy per the instructor, is that any student with four (4) or more absences will receive a failing grade for the course. Being absent is not being present in the class during the scheduled lecture times. To be present, the student must sign-in at the beginning of each lecture and sign-out at the end of each lecture. However, students can leave the class to use the restroom or for any other emergency/medical reason, given that the time is out of class is not excessive.

Classroom/professional behavior

Arkansas Tech University, as an academic community, requires that each individual respect the needs of others to study and learn in a peaceful atmosphere. Under Article III of the Student Code of Conduct, classroom behavior that interferes with either (a) the instructor's ability to conduct the class or (b) the ability of other students to profit from the instructional program may be considered a breach of the peace and is subject to disciplinary sanction outlined in article VII of the Student Code of Conduct. Students engaging in unacceptable behavior may be instructed to leave the classroom. This prohibition applies to all instructional forums, including classrooms, electronic classrooms, labs, discussion groups, field trips, etc.

Americans with Disabilities Act:

ATU adheres to the requirements of the Americans with Disabilities Act to prevent barriers to academic accessibility. If you need an accommodation due to a disability, please contact the ATU Office of Disability Services, located in Doc Bryan Student Center, Suite 171, or visit <http://www.atu.edu/disabilities/index.php>. If you are a returning veteran and are experiencing cognitive and/or physical access issues in the classroom or on campus, please contact the Disability Services office for assistance.

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Statement of Academic Continuity

In the event of an unforeseen adverse event, such as a major hurricane and classes could not be held on the campus of Arkansas Tech University; this course would continue through the use of Blackboard and/or email. In addition, the syllabus and class activities may be modified to allow continuation of the course. Ideally, University facilities (i.e., emails, web sites, and Blackboard) will be operational within two days of the closing of the physical campus. However, students need to make certain that the course instructor has a primary and a secondary means of contacting each student.

<u>Summary of Topical Coverage:*</u>	<u>Hours</u>
Topic 1 : Overview of the Financial System	2.0
Topic 2 : What Do Interest Rates Mean and What Is Their Role in Valuation.....	3.5
Topic 3 : Why Do Interest Rates Change?.....	3.5
Topic 4 : How Do Risk and Term Structure Affect Interest Rates?	4.0
Topic 5 : Why Do Financial Institutions Exist?.....	5.0
Topic 6 : Why Do Financial Crises Occur and Why Are They So Damaging to the Economy?	4.5
Topic 7 : Central Banking and the Conduct of Monetary Policy	4.5
Topic 8 : Conduct of Monetary Policy: Tools, Goals, Strategy and Tactics.....	3.5
Topic 9 : The Money Markets	3.0
Topic 10: The Bond Market	3.5
Topic 11: The International Financial System	4.5
Topic 12: Financial Regulation	3.5
Total	45.0

*These coverage hours may vary based on the pace of the class.

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REQUEST FOR COURSE ADDITION

Registrar's Office

Department Initiating Proposal	Date
Finance and Economics (College of Business)	9/24/2018

Title	Signature	Date
Department Head Tracy Cole	<i>Tracy Cole</i>	10-4-18
Dean Lisa Toms	<i>Lisa Toms</i>	10/03/18
Assessment Christine Austin	<i>Christine Austin</i>	10.3.18
Registrar Tammy Weaver	<i>Tammy Weaver</i>	10/30/18
Graduate Dean (Graduate Proposals Only)		
Vice President for Academic Affairs Phillip Bridgmon		

Committee	Approval Date
General Education Committee (Undergraduate Proposals Only)	
Teacher Education Committee (Graduate or Undergraduate Proposals)	
Curriculum Committee (Undergraduate Proposals Only)	
Faculty Senate (Undergraduate Proposals Only)	
Graduate Council (Graduate Proposals Only)	

Course Subject: (e.g., ACCT, ENGL)	Course Number: (e.g., 1003)	Effective Term:
FIN	3033	<input type="radio"/> Spring <input checked="" type="radio"/> Summer I
Official Catalog Title: (If official title exceeds 30 characters, indicate Banner Title below)		
Principles of Real Estate		
Banner Title: (limited to 30 characters, including spaces, capitalize all letters — this will display on the transcript)		

Will this course be cross-listed with another existing course? If so, list course subject and number.

☐ Yes ☒ No

Will this course be cross-listed with a course currently not in the undergraduate or graduate catalog?

If so, list course subject and number.

☐ Yes ☒ No

Is this course repeatable for additional earned hours?

☐ Yes ☒ No

How many total hours?

Grading: ☒ Standard Letter

☐ P/F

☐ Other

Mode of Instruction (check appropriate box):

☒ 01 Lecture

☐ 02 Lecture/Laboratory

☐ 03 Laboratory only

☐ 05 Practice Teaching

☐ 06 Internship/Practicum

☐ 07 Apprenticeship/Externship

☐ 08 Independent Study

☐ 09 Readings

☐ 10 Special Topics

☐ 12 Individual Lessons

☐ 13 Applied Instruction

☐ 16 Studio Course

☐ 17 Dissertation

☐ 18 Activity Course

☐ 19 Seminar

☐ 98 Other

Does this course require a fee?

☐ Yes

☒ No

How Much?

Select Fee Type

If selected other list fee type:

☒ Elective

☐ Major

☐ Minor

(If major or minor course, you must complete the Request for Program Change form to add course to program.)

If course is required by major/minor, how frequently will course be offered?

Spring Semesters

Will this course require any special resources such as unusual maintenance costs, library resources, special software, distance learning equipment, etc.? **No**

Will this course require a special classroom (computer lab, smart classroom, or laboratory)? **No**

Answer the following Assessment questions:

a. If this course is mandated by an accrediting or certifying agency, include the directive. If not, state not applicable. **Not Applicable**

b. If this course is required for the major or minor, complete the following.

1. Provide the program level learning outcome(s) it addresses.

- This course provides all finance majors with both theory and skills relating to the real estate market (both residential and commercial markets). This applies to the third (3rd) program goal for finance majors which states that students will be able to discuss the interaction of different types of financial markets on a domestic and global level.
- The course expands students exposure to real estate law and accounting which provides more depth in their business foundational knowledge – the fifth (5th) learning goal for the COB.

2. Provide tool or measure directly linked to each program learning outcome. (How will student learning in this outcome be measured?) **Students will be required to take multiple quizzes, two mid-term exams and a final; they will also be required to submit a project report and various homework assignments.**

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- c. What is the rationale for adding this course? What evidence demonstrates this need? **This course is offered as one of a select group of finance electives by most universities; for example, the course is offered as a finance elective by UCA, SAU, UALR, University of Arkansas, the University of Texas, and UNC – Chapel Hill.**

For the proposed course, attach a syllabus in Word format that includes: **(Items a. through d. should be entered as they should appear in the catalog) – SEE ATTACHMENT**

- a. Course subject - **FIN**
- b. Course number - **3033**
- c. Catalog course title - **Principles of Real Estate**
- d. Catalog description - ***This course provides an overview of real estate real estate investment and financing. The topics of this course include mortgage loans, residential property and income-producing property investing and financing, financing real estate development, alternative real estate financing, and investment vehicles. The goal of this course is to teach students the fundamental factors that affect the real estate markets. The course will also teach students the role of valuation, tax, law, and accounting related to real estate investing and financing as well as applications of the above knowledge to the real world real estate markets.***
 - 1. Arkansas Course Transfer System (ACTS) course number, if applicable – **N/A**
 - 2. Cross-listing – **N/A**
 - 3. Offered (e.g., Fall only, Spring only. Do not enter if offer course fall and spring) – **Spring only**
 - 4. Prerequisites - **FIN 3063**
 - 5. Co-requisites – **N/A**
 - 6. Description – **see “d” above**
 - 7. Notes (e.g., information not in description such as course may be repeated for credit) – **N/A**
 - 8. Contact Hours if different than lecture (e.g., Lecture three hours, laboratory three hours) – **N/A**
 - 9. Fees (e.g., \$36 art fee) - **None**
- e. Section for Name of instructor, office hours, contact information (telephone, email) – **See Attachment**
- f. Text required for course – **See Attachment**
- g. Bibliography (supplemental reading list) – **See Attachment**
- h. Justification/rationale for the course - **See answer to Assessment question “b” above**
- i. Course objectives - – **See Attachment**
- j. Description of how course meets general education objectives (courses included in the general education component should show how the course meets one or more of the objectives contained in General Education Objectives listed in undergraduate catalog) – **N/A**
- k. Assessment methods (include grading policy with specific equivalents for A, B, C) – **See Attachment**
- l. Policy on absences, cheating, plagiarism, etc. – **See Attachment**
- m. Course content (outline of material to be covered in course). – **See Attachment**

If this course will affect other departments, a Departmental Support Form for each affected department must be attached. The form is located on the Curriculum forms web page at http://www.atu.edu/registrar/curriculum_forms.php.

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Instructor: Adjunct Instructor
Office: Rothwell ***
Phone: 479-968-****
Email:
Office Hours: Six hours per week as posted and by appointment

Required Textbook:

Real Estate Finance & Investments, 14e, by William Brueggeman and Jeffrey Fisher, The McGraw-Hill/Irwin Series in Finance, Insurance, and Real Estate, ISBN 978-0073377339

Course Description:

This course provides an overview of real estate real estate investment and financing. The topics of this course include mortgage loans, residential property and income-producing property investing and financing, financing real estate development, alternative real estate financing, and investment vehicles. The goal of this course is to teach students the fundamental factors that affect the real estate markets. The course will also teach students the role of valuation, tax, law, and accounting related to real estate investing and financing as well as applications of the above knowledge to the real world real estate markets. *Prerequisite: FIN 3063*

Course Objectives:

By the end of this semester, you should be able to

1. Discuss fundamental concepts related to the real estate industry
2. Analyze and evaluate real estate investment projects
3. Identify and use the tools and methods that can be used to finance real estate development
4. Differentiate the different types of real estate investment vehicles
5. Identify and evaluate various factors that affect real estate investments

Examinations

There are two midterms and one final. The final exam will be a comprehensive exam. No make-up exams will be allowed without Instructor approval. **Make-up examinations are given only for a reasonable excuse supported by legitimate documentation. Notification of your absence must be prior to the exam.** Otherwise, a grade of zero will be given for any missed examination.

Quizzes

Quizzes will be given in classes throughout the semester. Each quiz is equally weighted. The lowest quiz score will be dropped. There are no make-up quizzes. A grade of zero will be given to any missed quiz.

Homework Assignments

The homework assignments are designed to help students better understand concepts and theories covered in class. If we have a discussion of an article in class, it could be counted as one assignment. Any late homework assignment will **have the score reduced by 20% for each day after its due day.**

Grading Weights

The highest midterm score:	RECEIVED	16%
The lowest midterm score:	OCT 05 2018	10%
Final exam score:		24%
Project report	Registrar's Office	30%
Quizzes:		8%
Homework Assignments:		12%

Grading Scale

Each assignment, quiz and discussion is equally weighted when your course grade is calculated. The assignment, quiz and exam scores are calculated based on percentage numbers instead of points. For example, if you get 8 points out of a quiz with a full point of 10, your score in this quiz will be 80%. The gradebook in the Blackboard will show both your percentage and point scores. After the weighted-average score is calculated at the end of the semester, the 100-percent scale will be transformed into letter grades in the following way:

90-100	A
80-89	B
70-79	C
60-69	D
below 60	F

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Course Expectations

- 1) The course requires the frequent use of **statistical concepts and formulas**, with which you need to be very familiar.
- 2) Preview what we are going to study in advance and bring your questions to class. Spend time reviewing and digesting notes after each class.
- 3) Make sure you understand every question from assignments and quizzes.
- 4) You should follow the financial news through sources such as *Bloomberg.com*, *the Economists*, *BusinessWeek*, *Yahoo Finance*, etc on the daily basis.

Course Policies

1. **Consistent attendance is essential for good performance in this course.** If unable to attend a class session for reasons such as sanctioned college events, illness, family emergencies, etc., please support your excuse by legitimate documentation. Each unexcused absence beyond two reduces your course score by 1%.
2. **Leaving one's seat during a class is disruptive and disrespectful.** Out-of-seat behavior is defined as any incident in which a student leaves his or her seat without first getting permission from the professor.
3. **Cell phone use is NOT permitted in class.** Cell phone use—including texting, surfing, etc., — is disruptive and disrespectful to your instructor and fellow students.

When using email, you are required to communicate with me using your ATU email. All correspondence emails from me including announcement, grades, etc. **will be sent ONLY to your atu.edu (@atu.edu) address.** Do not send emails using a private email address. When emailing me, **the Subject Line should include: "Real Estate Principles – Your Name"**. I teach several different classes and need to know your class so I can respond to you more efficiently.

The College Policy on Academic Honesty

You are expected to know and follow the College's academic integrity policy (in the *Student Handbook*, under General Regulations), which prohibits plagiarism and other cheating. You may discuss the concepts and methods of individual assignments with each other before submitting them, but not the details of your answers to the specific questions.

Americans with Disabilities Act

A student who has a learning or other disability or who requires special consideration in taking exams or performing other required activities should notify the instructor of the condition and should document the disability with the university's disabilities coordinator at Doc Bryan 141 (479-968-0302).

Tentative Course and Exams Outline

Part I

Chapter 1: Real Estate Investment: Basic Legal Concepts

Chapter 2: Real Estate Financing: Notes and Mortgages

Chapter 3: Mortgage Loan Foundations: The Time Value of Money

Chapter 4: Fixed Interest Rate Mortgage Loans

Chapter 6: Mortgages: Additional Concepts, Analysis, and Applications

Mid-Term Exam I

Part II

Chapter 7: Single Family Housing: Pricing, Investment, and Tax Considerations

Chapter 8: Underwriting and Financing Residential Properties

Chapter 9: Income-Producing Properties: Leases, Rents, and the Market for Space

Chapter 10: Valuation of Income Properties: Appraisal and the Market for Capital

Chapter 11: Investment Analysis and Taxation of Income Properties

Chapter 12: Financial Leverage and Financing Alternatives

Mid-Term Exam II

Part III

Chapter 16: Financing Project Development

Chapter 17: Financing Land Development Projects

Chapter 15: Financing Corporate Real Estate

Chapter 18: Structuring Real Estate Investments: Organizational Forms and Joint Ventures

Final

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REQUEST FOR COURSE ADDITION

Registrar's Office

Department Initiating Proposal	Date
Finance and Economics (College of Business)	9/28/2018

Title	Signature	Date
Department Head Tracy Cole	<i>Tracy Cole</i>	10-4-18
Dean Lisa Toms	<i>Lisa Toms</i>	10/03/18
Assessment Christine Austin	<i>Christine Austin</i>	10.3.18
Registrar Tammy Weaver	<i>Tammy Weaver</i>	10/30/18
Graduate Dean (Graduate Proposals Only)		
Vice President for Academic Affairs Phillip Bridgmon		

Committee	Approval Date
General Education Committee (Undergraduate Proposals Only)	
Teacher Education Committee (Graduate or Undergraduate Proposals)	
Curriculum Committee (Undergraduate Proposals Only)	
Faculty Senate (Undergraduate Proposals Only)	
Graduate Council (Graduate Proposals Only)	

Course Subject: (e.g., ACCT, ENGL)	Course Number: (e.g., 1003)	Effective Term:
FIN	4033	<input type="radio"/> Spring <input checked="" type="radio"/> Summer I
Official Catalog Title: (If official title exceeds 30 characters, indicate Banner Title below)		
Financial Modeling		
Banner Title: (limited to 30 characters, including spaces, capitalize all letters — this will display on the transcript)		

Will this course be cross-listed with another existing course? If so, list course subject and number.
☐ Yes ☒ No _____

Will this course be cross-listed with a course currently not in the undergraduate or graduate catalog?
 If so, list course subject and number. ☐ Yes ☒ No _____

Is this course repeatable for additional earned hours? ☒ Yes ☐ No How many total hours?

Grading: ☒ Standard Letter ☐ P/F ☐ Other _____

Mode of Instruction (check appropriate box):

<input type="radio"/> 01 Lecture	<input type="radio"/> 02 Lecture/Laboratory	<input type="radio"/> 03 Laboratory only
<input type="radio"/> 05 Practice Teaching	<input type="radio"/> 06 Internship/Practicum	<input type="radio"/> 07 Apprenticeship/Externship
<input type="radio"/> 08 Independent Study	<input type="radio"/> 09 Readings	<input checked="" type="radio"/> 10 Special Topics
<input type="radio"/> 12 Individual Lessons	<input type="radio"/> 13 Applied Instruction	<input type="radio"/> 16 Studio Course
<input type="radio"/> 17 Dissertation	<input type="radio"/> 18 Activity Course	<input type="radio"/> 19 Seminar <input type="radio"/> 98 Other

Does this course require a fee? ☐ Yes ☒ No How Much? _____ Select Fee Type _____

If selected other list fee type: _____

☒ Elective ☐ Major ☐ Minor

(If major or minor course, you must complete the Request for Program Change form to add course to program.)

If course is required by major/minor, how frequently will course be offered?

Will this course require any special resources such as unusual maintenance costs, library resources, special software, distance learning equipment, etc.? **No**

Will this course require a special classroom (computer lab, smart classroom, or laboratory)? **No**

Answer the following Assessment questions:

- If this course is mandated by an accrediting or certifying agency, include the directive. If not, state not applicable. **Not Applicable**
- If this course is required for the major or minor, complete the following.
 - Provide the program level learning outcome(s) it addresses.
 - This course provides students with the ability to engage in an experiential learning opportunity that allows them to interact with economics professionals for "some" versions of this course. Other versions of the course allows the instructor to teach about current "hot topics" to assess student interest in new developments in the field. This applies to the second (2nd) program goal for economics minors which states that students will be able to understand economic decision making issues at different levels within the economy.
 - This course also relates to the fifth (5th) learning goal for the COB relating to foundational knowledge – in this case, the course provides more depth to the foundation knowledge which is necessary for an economics minor.

is required (or offered as one of a group of limited electives) by the University of Arkansas, the University of Texas - Austin, and the University of North Carolina - Chapel Hill.

For the proposed course, attach a syllabus in Word format that includes: (Items a. through d. should be entered as they should appear in the catalog) – SEE ATTACHMENT

- a. Course subject - **FIN**
- b. Course number - **4033**
- c. Catalog course title - **Financial Modeling**
- d. Catalog description - ***This is an application based course, where students will have learn how to apply financial concepts and theories to real world applications. Students will obtain knowledge on financial functions and commands of Excel for financial calculations. Students will also be able to perform data combing techniques. Students will gain hands-on knowledge of how to customize financial analysis for different situations. Furthermore, students will develop, analyze, update, and reevaluate an investment portfolio consisting of different asset classes.***
 1. Arkansas Course Transfer System (ACTS) course number, if applicable – **N/A**
 2. Cross-listing – **N/A**
 3. Offered (e.g., Fall only, Spring only. Do not enter if offer course fall and spring) – **Fall only**
 4. Prerequisites – **FIN 4023**
 5. Co-requisites – **N/A**
 6. Description – **see “d” above**
 7. Notes (e.g., information not in description such as course may be repeated for credit) – **N/A**
 8. Contact Hours if different than lecture (e.g., Lecture three hours, laboratory three hours) – **N/A**
 9. Fees (e.g., \$36 art fee) - **None**
- e. Section for Name of instructor, office hours, contact information (telephone, email) – **See Attachment**
- f. Text required for course – **See Attachment**
- g. Bibliography (supplemental reading list) – **See Attachment**
- h. Justification/rationale for the course - **See answer to Assessment question “b” above**
- i. Course objectives - - **See Attachment**
- j. Description of how course meets general education objectives (courses included in the general education component should show how the course meets one or more of the objectives contained in General Education Objectives listed in undergraduate catalog) – **N/A**
- k. Assessment methods (include grading policy with specific equivalents for A, B, C) – **See Attachment**
- l. Policy on absences, cheating, plagiarism, etc. – **See Attachment**
- m. Course content (outline of material to be covered in course). – **See Attachment**

If this course will affect other departments, a Departmental Support Form for each affected department must be attached. The form is located on the Curriculum forms web page at http://www.atu.edu/registrar/curriculum_forms.php.

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Financial Modeling

COURSE SYLLABUS

Course Number: FIN 4033
Course Name: Financial Modeling
Semester: Fall 2019;
Instructor: Dr. Ahmed Elkassabgi
Office: Rothwell 443
Phone: 479-356-6204
Email: aelkassabgi@atu.edu
Office Hours: Six hours per week as posted and by appointment

Required Benninga, Simon, *Financial Modeling*, 4th Edition (2014), The MIT Press

Course Objectives

This is an application based course, where students will learn how to apply financial concepts and theories to real world applications. Students will learn how to use financial functions and commands in Excel for financial calculations. Students will also be able to perform data combining techniques. Students will gain hands-on knowledge of how to customize financial analysis for different situations. Furthermore, students will develop, analyze, update, and reevaluate an investment portfolio consisting of different asset classes. **Prerequisite:** FIN 4023: Portfolio Management

Examinations

There are two midterms and one final. The final exam will be given on **Monday, May 7, 8:00-10:00 am**. The final exam will be a comprehensive exam. No make-up exams will be allowed without Instructor approval. **Make-up examinations are given only for a reasonable excuse supported by legitimate documentation. Notification of your absence must be prior to the exam.** Otherwise, a grade of zero will be given for any missed examination.

Quizzes

The quizzes will be given in classes throughout the semester. Each quiz is equally weighted. The lowest quiz score will be dropped. There are no make-up quizzes. A grade of zero will be given to any missed quiz.

Homework Assignments

The homework assignments are designed to help students better understand concepts and theories covered in class. If we have a discussion of an article in class, it could be counted as one assignment. Any late homework assignment will **have the score reduced by 20% for each day after its due day**.

Grades

Grades will be based on the following weights:

Attendance/Participation	100
Homework/Quizzes	250
Term exam	250
Final Term Project	400
Total	1000 points

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Grading Scale

After the weighted-average score is calculated at the end of the semester, the 100-percent scale score will be transformed into letter grades in the following way:

90-100	A
80-89	B
70-79	C
60-69	D
below 60	F

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Course Expectations

I have several suggestions for this course:

- 1) The course requires the frequent use of **statistical concepts and formulas**, with which you need to be very familiar.
- 2) Preview what we are going to study in advance and bring your questions to class. Spend time reviewing and digesting notes after each class.
- 3) Make sure you understand every question from assignments and quizzes.
- 4) You should follow the financial news through sources such as *Bloomberg.com*, *the Economists*, *BusinessWeek*, *Yahoo Finance*, *etc* on the daily basis.
- 5) **Be active in managing your portfolio in your simulation account!** Don't be afraid to try something you don't fully understand. You will learn to swim fast if you are thrown in the deep end.

Course Policies

1. **Consistent attendance is essential for good performance in this course.** If unable to attend a class session for reasons such as sanctioned college events, illness, family emergencies, etc., please support your excuse by legitimate documentation. Each unexcused absence beyond two reduces your course score by 1%.
2. **Leaving one's seat during a class is disruptive and disrespectful.** Out-of-seat behavior is defined as any incident in which a student leaves his or her seat without first getting permission from the professor.
3. **Cell phone use is NOT permitted in class.** Cell phone use—including texting, surfing, etc., — is disruptive and disrespectful to your instructor and fellow students.
4. When using email, you are required to communicate with me using your ATU email. All correspondence emails from me including announcements, grades, etc. **will be sent ONLY to your atu.edu (@atu.edu) address.** Do not send emails using a private email address. When emailing me, **the Subject Line should include: "Financial Modeling – Your Name"**. I teach several different classes and need to know your class so I can respond to you more efficiently.

The College Policy on Academic Honesty

I expect you to know and follow the College's academic integrity policy (in the *Student Handbook*, under General Regulations), which prohibits plagiarism and other cheating. You may discuss the concepts and methods of individual assignments with each other before turning them in, but not the details of your answers to the specific questions.

Americans With Disabilities Act

A student who has a learning or other disability or who requires special consideration in taking exams or performing other required activities should notify the instructor of the condition and should document the disability with the university's disabilities coordinator at Doc Bryan 141 (479-968-0302).

Class Schedule

The following topics will be covered. Additional topics will be discussed if time permits.

- Introduction, Excel functions, and Excel hints
- Data collection and cleansing
- Financial Statement Modeling
- Portfolio Models
- Option-Pricing Models
- Event Studies
- Visual Basic for Applications (VBA)
 - User-defined Functions
 - Types and Loops
 - Macros and User Interactions
 - Information from the Web
- Monte Carlo Methods

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REQUEST FOR COURSE ADDITION

Registrar's Office

Department Initiating Proposal	Date
Finance and Economics (College of Business)	9/28/2018

Title	Signature	Date
Department Head Tracy Cole	<i>Tracy Cole</i>	10-4-18
Dean Lisa Toms	<i>Lisa Toms</i>	10/03/18
Assessment Christine Austin	<i>Christine Austin</i>	10.3.18
Registrar Tammy Weaver	<i>Tammy Weaver</i>	10/30/18
Graduate Dean (Graduate Proposals Only)		
Vice President for Academic Affairs Phillip Bridgmon		

Committee	Approval Date
General Education Committee (Undergraduate Proposals Only)	
Teacher Education Committee (Graduate or Undergraduate Proposals)	
Curriculum Committee (Undergraduate Proposals Only)	
Faculty Senate (Undergraduate Proposals Only)	
Graduate Council (Graduate Proposals Only)	

Course Subject: (e.g., ACCT, ENGL)	Course Number: (e.g., 1003)	Effective Term:
FIN	4083	<input type="radio"/> Spring <input checked="" type="radio"/> Summer I
Official Catalog Title: (If official title exceeds 30 characters, indicate Banner Title below)		
Financial Institution Management		
Banner Title: (limited to 30 characters, including spaces, capitalize all letters — this will display on the transcript)		

Will this course be cross-listed with another existing course? If so, list course subject and number.

☐ Yes ☒ No

Will this course be cross-listed with a course currently not in the undergraduate or graduate catalog?

If so, list course subject and number. ☐ Yes ☒ No

Is this course repeatable for additional earned hours? ☐ Yes ☒ No How many total hours?

Grading: ☒ Standard Letter ☐ P/F ☐ Other

Mode of Instruction (check appropriate box):

- | | | |
|---|---|---|
| <input checked="" type="radio"/> 01 Lecture | <input type="radio"/> 02 Lecture/Laboratory | <input type="radio"/> 03 Laboratory only |
| <input type="radio"/> 05 Practice Teaching | <input type="radio"/> 06 Internship/Practicum | <input type="radio"/> 07 Apprenticeship/Externship |
| <input type="radio"/> 08 Independent Study | <input type="radio"/> 09 Readings | <input type="radio"/> 10 Special Topics |
| <input type="radio"/> 12 Individual Lessons | <input type="radio"/> 13 Applied Instruction | <input type="radio"/> 16 Studio Course |
| <input type="radio"/> 17 Dissertation | <input type="radio"/> 18 Activity Course | <input type="radio"/> 19 Seminar <input type="radio"/> 98 Other |

Does this course require a fee? ☐ Yes ☒ No How Much? Select Fee Type

If selected other list fee type:

☒ Elective ☐ Major ☐ Minor

(If major or minor course, you must complete the Request for Program Change form to add course to program.)

If course is required by major/minor, how frequently will course be offered?

Fall Semesters only

Will this course require any special resources such as unusual maintenance costs, library resources, special software, distance learning equipment, etc.? **No**

Will this course require a special classroom (computer lab, smart classroom, or laboratory)? **No**

Answer the following Assessment questions:

- If this course is mandated by an accrediting or certifying agency, include the directive. If not, state not applicable. **Not Applicable**
- If this course is required for the major or minor, complete the following.
 - Provide the program level learning outcome(s) it addresses.
 - This course provides finance majors with the ability to discuss the important role played by financial institutions and the types of risks these organizations face. This adds to the business foundation skills required by the fifth (5th) COB learning goal as those skills relate to a finance major.
 - This course also instructs students on how financial institutions manage risk which impacts the organization's financial performance. This relates to the fifth (5th) finance major learning goal requiring students to assess a firm's performance.
 - Provide tool or measure directly linked to each program learning outcome. (How will student learning in this outcome be measured?) **Students will take multiple quizzes and an exam; they will also be required to submit a term project and various homework assignments.**
- What is the rationale for adding this course? What evidence demonstrates this need? **This course is offered as one of a required group of finance courses by most universities; for example, the course**

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is required or offered as one of a group of limited electives by UCA, SAU, UALR, the University of Arkansas, the University of Texas - Austin, and the University of North Carolina - Chapel Hill.

For the proposed course, attach a syllabus in Word format that includes: (Items a. through d. should be entered as they should appear in the catalog) – SEE ATTACHMENT

- a. Course subject - **FIN**
- b. Course number - **4083**
- c. Catalog course title - **Financial Institution Management**
- d. Catalog description - *A study of major financial institutions and the markets in which they operate, with emphasis on financial decision making and risk management. Topics include financial intermediation theory; measurement and management of interest rate risk, credit risk, off-balance-sheet risk, foreign exchange risk, country risk, and liquidity risk; capital adequacy; and product/market diversification.*
 1. Arkansas Course Transfer System (ACTS) course number, if applicable – **N/A**
 2. Cross-listing – **N/A**
 3. Offered (e.g., Fall only, Spring only. Do not enter if offer course fall and spring) – **Fall only**
 4. Prerequisites – **FIN 3023**
 5. Co-requisites – **N/A**
 6. Description – **see "d" above**
 7. Notes (e.g., information not in description such as course may be repeated for credit) – **N/A**
 8. Contact Hours if different than lecture (e.g., Lecture three hours, laboratory three hours) – **N/A**
 9. Fees (e.g., \$36 art fee) - **None**
- e. Section for Name of instructor, office hours, contact information (telephone, email) – **See Attachment**
- f. Text required for course – **See Attachment**
- g. Bibliography (supplemental reading list) – **See Attachment**
- h. Justification/rationale for the course - **See answer to Assessment question "b" above**
- i. Course objectives - - **See Attachment**
- j. Description of how course meets general education objectives (courses included in the general education component should show how the course meets one or more of the objectives contained in General Education Objectives listed in undergraduate catalog) – **N/A**
- k. Assessment methods (include grading policy with specific equivalents for A, B, C) – **See Attachment**
- l. Policy on absences, cheating, plagiarism, etc. – **See Attachment**
- m. Course content (outline of material to be covered in course). – **See Attachment**

If this course will affect other departments, a Departmental Support Form for each affected department must be attached. The form is located on the Curriculum forms web page at http://www.atu.edu/registrar/curriculum_forms.php.

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Course Number: FIN 4083 **Course Name:** Financial Institution Management
Semester: Fall 20**;
Office: Rothwell 443 **Instructor:** Dr. Ahmed Elkassabgi
Email: aekassabgi@atu.edu **Phone:** 479-356-6204
Office Hours: Six hours/week and by appointment

Required Materials: Financial Institutions Management, A Risk Management Approach, by Anthony Saunders and Marcia Millon Cornett, current edition, McGraw Hill Education; internet access for accessing databases; and The Wall Street Journal and the Financial Times

Optional: Newspapers, The Wall Street Journal (WSJ) and Financial Times. BAII Plus Professional Calculator (BAII Plus highly recommended)

Course Description: A study of major financial institutions and the markets in which they operate, with emphasis on financial decision making and risk management. Topics include financial intermediation theory; measurement and management of interest rate risk, credit risk, off-balance-sheet risk, foreign exchange risk, country risk, and liquidity risk; capital adequacy; and product/market diversification.
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Registrar's Office **Prerequisites:** FIN 3023 Financial Institutions and Markets.

Websites Used: Blackboard <https://bb9.tamucc.edu/>

Learning Objectives:

By the end of this course, the students will be able to:

- Discuss the importance of financial institutions
- Recognize the various types of risks financial institution face and how the risks are measured
- Analyze how financial institutions manage risk

Instructional Methodology:

Lectures may be supplemented by class discussion, handouts, questions and answer sessions, computer presentations and videos.

Performance Evaluation and Grading:

Grades may be assigned based on the following weights:

3 Exams, (250 points each)	750 points
Homework, Quizzes, Attendance	250 points
Final Exam	Replaces Lowest Exam Grade
TOTAL POINTS	1000 points

A letter grade will be determined based on the percentage earned of total points possible, as follows: A: 90-100%, B: 80-89%, C: 70-79%, D: 60-69%, F: 0-59%.

Academic Integrity/Plagiarism

University students are expected to conduct themselves in accordance with the highest standards of academic honesty. Academic misconduct for which a student is subject to penalty includes all forms of cheating, such as illicit possession of examinations or examination materials, falsification, forgery, complicity or plagiarism. (Plagiarism is the presentation of the work of another as one's own work.) In this class, academic misconduct or complicity in an act of academic misconduct on an assignment or test will result in a zero the first time and failing the course for any additional offence.

Dropping a Class

I hope that you never find it necessary to drop this or any other class. However, events can sometimes occur that make dropping a course necessary or wise. Please consult with me before you decide to drop to be sure it is the best thing to do. Should dropping the course be the best course of action, you must initiate the process to drop the course by going to the Student Services Center and filling out a course drop form. Just stopping attendance and participation **WILL NOT** automatically result in your being dropped from the class. April 5, 20?? is the last day to drop a class with an automatic grade of "W" this term.

Preferred methods of scholarly citations

APA style is the only accepted method used for citations and referencing during this class. All work should be paraphrased rather than copied directly. Material used from sources other than the text should use APA style citations and references.

Classroom/professional behavior

Arkansas Tech University, as an academic community, requires that each individual respect the needs of others to study and learn in a peaceful atmosphere. Under Article III of the Student Code of Conduct, classroom behavior that interferes with either (a) the instructor's ability to conduct the class or (b) the ability of other students to profit from the instructional program may be considered a breach of the peace and is subject to disciplinary sanction outlined in article VII of the Student Code of Conduct. Students engaging in unacceptable behavior may be instructed to leave the classroom. This prohibition applies to all instructional forums, including classrooms, electronic classrooms, labs, discussion groups, field trips, etc.

Attendance Policy:

Students are held responsible for class attendance and are advised that excessive absences may adversely affect their grades. The attendance policy per the instructor, is that any student with 4 or more absences will receive failing grade for the course. Being absent is not being present in the class during the scheduled lecture times. To be present, the student must sign-in at the beginning of each lecture and sign-out at the end of each lecture. However, students can leave the class to use the restroom or for any other emergency/medical reason, given that the time is left is not excessive.

Americans with Disabilities Act

A student who has a learning or other disability or who requires special consideration in taking exams or performing other required activities should notify the instructor of the condition and should document the disability with the university's disabilities coordinator at Doc Bryan 141 (479-968-0302).

Summary of Topical Coverage:

	Hours
Topic 1 : Why Are Financial Institutions Special?.....	2.5
Topic 2 : Interest Rate Risk.....	6.0
Topic 3 : Credit Risk-Individual and Loan Portfolio	6.0
Topic 4 : Liquidity Risk.....	6.0
Topic 5 : Foreign Exchange Risk.....	5.0
Topic 6 : Sovereign Risk.....	4.5
Topic 7 : Off-Balance-Sheet Risk.....	4.5
Topic 8 : Liability and Liquidity Management.....	4.5
Topic 9 : Capital Adequacy.....	4.0
Topic 10: Product and Geographic Expansion.....	2.0
Total	45.0

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REQUEST FOR COURSE ADDITION

Registrar's Office

Department Initiating Proposal	Date
Finance and Economics (College of Business)	9/24/2018

Title	Signature	Date
Department Head Tracy Cole	<i>Tracy Cole</i>	10-4-18
Dean Lisa Toms	<i>Lisa Toms</i>	10/03/18
Assessment Christine Austin	<i>Christine Austin</i>	10.3.18
Registrar Tammy Weaver	<i>Tammy Weaver</i>	10/30/18
Graduate Dean (Graduate Proposals Only)		
Vice President for Academic Affairs Phillip Bridgmon		

Committee	Approval Date
General Education Committee (Undergraduate Proposals Only)	
Teacher Education Committee (Graduate or Undergraduate Proposals)	
Curriculum Committee (Undergraduate Proposals Only)	
Faculty Senate (Undergraduate Proposals Only)	
Graduate Council (Graduate Proposals Only)	

Course Subject: (e.g., ACCT, ENGL)	Course Number: (e.g., 1003)	Effective Term:
FIN	4093	<input type="radio"/> Spring <input checked="" type="radio"/> Summer I
Official Catalog Title: (If official title exceeds 30 characters, indicate Banner Title below)		
Advanced Financial Management		
Banner Title: (limited to 30 characters, including spaces, capitalize all letters — this will display on the transcript)		

Will this course be cross-listed with another existing course? If so, list course subject and number.

☐ Yes ☒ No

Will this course be cross-listed with a course currently not in the undergraduate or graduate catalog?

If so, list course subject and number.

☐ Yes ☒ No

Is this course repeatable for additional earned hours?

☐ Yes ☒ No

How many total hours?

Grading: ☒ Standard Letter

☐ P/F

☐ Other

Mode of Instruction (check appropriate box):

☒ 01 Lecture

☐ 02 Lecture/Laboratory

☐ 03 Laboratory only

☐ 05 Practice Teaching

☐ 06 Internship/Practicum

☐ 07 Apprenticeship/Externship

☐ 08 Independent Study

☐ 09 Readings

☐ 10 Special Topics

☐ 12 Individual Lessons

☐ 13 Applied Instruction

☐ 16 Studio Course

☐ 17 Dissertation

☐ 18 Activity Course

☐ 19 Seminar

☐ 98 Other

Does this course require a fee?

☐ Yes ☒ No

How Much?

Select Fee Type

If selected other list fee type:

☐ Elective

☒ Major

☐ Minor

(If major or minor course, you must complete the Request for Program Change form to add course to program.)

If course is required by major/minor, how frequently will course be offered?

Spring Semesters

Will this course require any special resources such as unusual maintenance costs, library resources, special software, distance learning equipment, etc.? **No**

Will this course require a special classroom (computer lab, smart classroom, or laboratory)? **No**

Answer the following Assessment questions:

a. If this course is mandated by an accrediting or certifying agency, include the directive. If not, state not applicable. **Not Applicable**

b. If this course is required for the major or minor, complete the following.

Provide the program level learning outcome(s) it addresses.

- This course provides all finance majors with an advanced understanding of financial management that applies to the fifth (5th) program goal for finance majors which states that students will be able to analyze the financial performance of a firm.
- This course also relates to the fifth (5th) learning goal for the COB relating to foundational knowledge – in this case, the course provides more depth to the foundation knowledge which is necessary for a finance major.

2. Provide tool or measure directly linked to each program learning outcome. (How will student learning in this outcome be measured?) **Students will be required to take two mid-term exams and a final; they will also be required to submit a project report and to attend/participate in all classroom discussions.**

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- c. What is the rationale for adding this course? What evidence demonstrates this need? **This course is offered as a required finance class by many universities and as an upper level finance elective at other universities. For example, the course is required by UCA, SAU, UAFS, UALR, Henderson State University, and the University of Texas – Austin while the University of Arkansas and the University of North Carolina - Chapel Hill use it as one of their upper-level finance elective courses.**

For the proposed course, attach a syllabus in Word format that includes: **(Items a. through d. should be entered as they should appear in the catalog) – SEE ATTACHMENT**

- a. Course subject - **FIN**
- b. Course number - **4093**
- c. Catalog course title - **Advanced Financial Management**
- d. Catalog description - ***This is an advanced survey of financial management issues. The course emphasizes planning and decision making. It covers specific topics such as discounted cash flow analysis, stock and bond valuation, financial intermediation, organizing, raising and managing capital, capital investment, risk analysis, and financial statement analysis. Lectures and class discussion are heavily supplemented with sample problems, and outside readings. Quantitative techniques are introduced to facilitate analysis.***
 - 1. Arkansas Course Transfer System (ACTS) course number, if applicable – **N/A**
 - 2. Cross-listing – **N/A**
 - 3. Offered (e.g., Fall only, Spring only. Do not enter if offer course fall and spring) – **Spring only**
 - 4. Prerequisites - **FIN 3063 and Junior standing**
 - 5. Co-requisites – **N/A**
 - 6. Description – **see “d” above**
 - 7. Notes (e.g., information not in description such as course may be repeated for credit) – **N/A**
 - 8. Contact Hours if different than lecture (e.g., Lecture three hours, laboratory three hours) – **N/A**
 - 9. Fees (e.g., \$36 art fee) - **None**
- e. Section for Name of instructor, office hours, contact information (telephone, email) – **See Attachment**
- f. Text required for course – **See Attachment**
- g. Bibliography (supplemental reading list) - **See Attachment**
- h. Justification/rationale for the course - **see answer to assessment question b above.**
- i. Course objectives - - **See Attachment**
- j. Description of how course meets general education objectives (courses included in the general education component should show how the course meets one or more of the objectives contained in General Education Objectives listed in undergraduate catalog) – **N/A**
- k. Assessment methods (include grading policy with specific equivalents for A, B, C) - **See Attachment**
- l. Policy on absences, cheating, plagiarism, etc. - - **See Attachment**
- m. Course content (outline of material to be covered in course). - **See Attachment**

If this course will affect other departments, a Departmental Support Form for each affected department must be attached. The form is located on the Curriculum forms web page at http://www.atu.edu/registrar/curriculum_forms.php.



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Instructor: Dr. Ahmed Elkassabgi**Office:** Rothwell 443**Phone:** 479-356-6204**Email:** aelkassabgi@atu.edu**Office Hours:** Six hours per week as posted and by appointment**Course Description:**

This is an advanced survey of financial management issues. The course emphasizes planning and decision making. It covers specific topics such as discounted cash flow analysis, stock and bond valuation, financial intermediation, organizing, raising and managing capital, capital investment, risk analysis, and financial statement analysis. Lectures and class discussion are heavily supplemented with sample problems, and outside readings. Quantitative techniques are introduced to facilitate analysis.

Prerequisite: FIN 3063. Additionally, you must have a minimum GPA of 2.0 on 54 or more earned hours.

Required Materials:

- Textbook: **Corporate Finance, 10th edition**, by Stephen Ross; Randolph Westerfield; Jeffery Jaffe.
- Textbook: **Financial Theory and Corporate Policy**, Thomas E Copeland, J. Fred Weston.
- Financial Calculator (Texas Instrument's BA II Plus only or any other financial calculator - no other type of calculator or phone/phone app will be allowed)

Learning Objectives:

Students are expected to already know how to:

- Construct a company's financial statements, calculate financial ratios and make inferences about its financial characteristics and position.
- Calculate the present and future values of a lump sum or a series of cash flows.

By the end of this course, the students should be able to:

- Differentiate the characteristics of stocks and bonds and estimate the prices of bonds and stocks.
- Discuss the implications and applications of the Capital Asset Pricing Model (CAPM), the Security Market Line (SML), and the relationship between risk and return.
- Develop capital budgeting and apply various criteria to determine if an investment is acceptable.

Major Course Requirements:

Two midterm tests and a final exam will be given. The final exam will be cumulative. Test materials will come from lecture notes, discussions in class, the text, assigned readings, homework, and class discussion. Test format is primarily multiple choice; questions will emphasize the theory and application of concepts and topics covered. All tests are closed books, closed notes. Only a formula sheet provided by the professor will be allowed during examinations. To facilitate student mastery of financial concepts, homework problems will be assigned following the discussion of each major topic area. All homework problems will be taken online. Students are required to prepare a formal written project for the semester. Students are required to use computer applications, computer databases, and online information services for this project. Written presentation must be prepared with word processing software. Students should prepare for class meetings by studying the assigned text materials and preparing problems and other assignments prior to class.

Grades will be assigned based on the following weights:

2 Tests, (200 points each)	400 points
Final Exam (Cumulative)	400 points
50% Participation / 50% Attendance	100 points
Final Project	100 points
Total points	1000 points

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Letter Grades Assignments (tentative)

If your points are

at least 900	A
800 to 899	B
700 to 799	C
600 to 699	D
below 600	F

Material for the class come from professor presentation and notes, text books assigned, powerpoint slides, supplemental readings given by professor and any other related study items. Exams are closed books. A formula sheet provided by the professor is allowed, but it will be collected after the exam. To protect the integrity of the test banks employed, exams will not be returned, if banks are used. However, exams are available for review in my office during scheduled office hours for two weeks after the exam is graded. Students are responsible for all material in the assigned readings, handouts, homework, and class presentations.

Course Policies

- **Attendance/Tardiness:** Experience has shown that regular attendance is essential to successful completion of any course. Attendance will be taken at every class meeting.
- **Late Work and Make-Up Exams:** No make-up exams will be administered. If you must miss an exam, notify me in advance and provide written documentation that the absence was an excused University activity, a severe illness, or a dire emergency. Otherwise a zero will be assigned for the exam. All assignments are to be turned in at the beginning of the class on their due date unless otherwise instructed. Late assignments will not be accepted.
- **Cell Phone/Electronic Device Usage:** I expect everyone to follow all rules of common courtesy during classroom lecture and discussion. The presence of cell phones and pagers as well as other disruptive items or actions are prohibited in the classroom. Laptops used for any purpose other than class work is prohibited.
- **Academic Integrity/Plagiarism:** University students are expected to conduct themselves in accordance with the highest standards of academic honesty. Academic misconduct for which a student is subject to penalty includes all forms of cheating, such as illicit possession of examinations or examination materials, falsification, forgery, complicity or plagiarism. (Plagiarism is the presentation of the work of another as one's own work.) In this class, academic misconduct or complicity in an act of academic misconduct on an assignment or test will result in a disciplinary action.
- **Dropping a Class/Missing Classes:** If you miss more than 25% of the scheduled class meetings, you will be barred from entering the final exam and this will be reflected in your transcript.
- **Classroom/professional behavior:** ATU, as an academic community, requires that each individual respect the needs of others to study and learn in a peaceful atmosphere. Classroom behavior that interferes with either (a) the instructor's ability to conduct the class or (b) the ability of other students to profit from the instructional program may be considered a breach of the peace and is subject to disciplinary sanction. Students engaging in unacceptable behavior may be instructed to leave the classroom.
- **Students with Disabilities:**

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Tentative Schedule

Dates	Chapter Topic
Week 1	Syllabus
Week 2	Risk Analysis, Real Options, and Capital Budgeting
Week 3	Risk Analysis, Real Options, and Capital Budgeting, Interest Rates and Bond Valuation
Week 4	Stock Valuation
Week 5	Risk and Return: Lessons from Market History
Week 6	Return and Risk: The Capital Asset Pricing Model (CAPM)
Week 7	An Alternative View of Risk and Return: The Arbitrage Pricing Theory
Week 8	Midterm 1 (theoretical and quantitative)
Week 9	Risk, Cost of Capital, and Valuation
Week 10	Efficient Capital Markets and Behavioral Challenges
Week 11	Long-Term Financing: An Introduction
Week 12	Big project – Due date, Options and Corporate Finance
Week 13	Options and Corporate Finance: Extensions and Applications
Week 14	Warrants and Convertibles, Hedging Risk and Derivatives
Week 15	International Corporate Finance
Final Exam	Midterm Exam #2 (theoretical and quantitative)
	Final Exam (comprehensive) – Tentatively Scheduled to be the first day of Final Exams Week.

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RECONFIGURATION OF EXISTING DEGREE PROGRAM (Consolidation or Separation of Degrees to Create New Degree) ADHE LETTER OF NOTIFICATION – 11

Department Initiating Proposal	Date
Accounting and Economics	10/29/18

Title	Signature	Date
Department Head	Tracy Cole	10-29-18
Dean	Loa Long	10/29/18
Assessment	Chris Am-2	11/5/18
Registrar	Shawen	10/30/18
Graduate Dean (Graduate Proposals Only)		
Vice President for Academic Affairs		

Committee	Approval Date
General Education Committee (Undergraduate Proposals Only)	
Teacher Education Committee (Graduate or Undergraduate Proposals)	
Curriculum Committee (Undergraduate Proposals Only)	
Faculty Senate (Undergraduate Proposals Only)	
Graduate Council (Graduate Proposals Only)	

Program Title:

(old) BSBA with major in Economics and Finance (new) BSBA with major in Finance

LETTER OF NOTIFICATION – 11

RECONFIGURATION OF EXISTING DEGREE PROGRAMS (Consolidation or Separation of Degrees to Create New Degree)

1. Institution submitting request:

Arkansas Tech University

2. Contact person/title:

3. Title(s) of degree programs to be consolidated/reconfigured:

BSBA/Economics and Finance

4. Current CIP Code(s)/Current Degree Code(s):

52.0601

5. Proposed title of consolidated/reconfigured program:

BSBA/Finance

6. Proposed CIP Code for new program:

52.0801

7. Proposed Effective Date:

Fall 2019

8. Reason for proposed program consolidation/reconfiguration:

[Indicate student demand, (projected enrollment) for the proposed program and document that the program meets employer needs]

The College of Business proposes to reconfigure the existing major into a major in finance. The new major will allow students to gain more depth of knowledge in the field of finance, with 30 hours in the major coursework rather than the current 15.

In a survey of employer needs, 70% of hiring managers preferred to hire students with a finance major rather than an economics major. Additionally, more jobs currently exist in the field of finance than in economics in Arkansas. When questioned about the appropriate content of a finance major, respondents ranked the following subject matter (in rank order) as most important:

**Financial statement analysis
Banking
Corporate finance
Real Estate principles and appraisal
Investments**

The proposed curriculum includes all of these in the course content.

According to the Bureau of Labor Statistics, jobs in the finance industry (Appraisers and Assessors of Real Estate, Budget Analysts, Financial Analysts, and Loan Officers) will all grow faster than average between 2016 and 2026.

9. Provide current and proposed curriculum outline by semester. Indicate total semester credit hours required for the proposed program. Underline new courses and provide new course descriptions. (If existing courses have been modified to create new courses, provide the course name/description for the current/existing courses and indicate the related new/modified courses.) Identify required general education core courses with an asterisk.

See attached

10. Provide program budget. Indicate amount of funds available for reallocation.

Because this is a reconfiguration, no additional budget funds will be required.

11. Provide current and proposed organizational chart.
12. Institutional curriculum committee review/approval date:

13. Are the existing degrees offered off-campus or via distance delivery

While several of the courses within the degree are offered online, the complete program is not available online.

14. Will the proposed degree be offered on-campus, off-campus, or via distance delivery? If yes, indicate mode of distance delivery.

The proposed degree will be offered on-campus.

15. Provide documentation that proposed program has received full approval by licensure/certification entity, if required. (A program offered for teacher/education administrator licensure must be reviewed/approved by the Arkansas Department of Education prior to consideration by the Coordinating Board; therefore, the Education Protocol Form also must be submitted to ADHE along with the Letter of Notification).

Not applicable

16. Provide copy of e-mail notification to other institutions in the area of the proposed program and their responses; include your reply to the institutional responses.

Dear Colleagues,

This email is to officially notify you that Arkansas Tech University will be submitting a Letter of Notification/Program Reconfiguration to the Arkansas Department of Higher Education to reconfigure the Economics and Finance major within the Bachelor of Science in Business Administration degree to be just a finance major. An economics minor will be submitted in a separate proposal.

These changes are indicated by the needs of employers in the region. This modification is expected to require very few additional resources.

****No responses were received.**

17. List institutions offering similar program and identify the institution(s) used as a model to develop the proposed program.

ASU – Major in Finance – 27 hours – emphases in Banking and Financial Management

HSU – Major in Finance – 21 hours

UCA – major in Finance – 24 hours

SAU – major in Finance – 24 hours – emphases in Entrepreneurial Finance, Financial Planning and Financial Analysis

UA Fayetteville – major in Finance with five areas of concentration – 27 hours

UAFS – major in Finance – 18 hours

UALR – major in Finance, Real Estate, and Financial Services and Risk Management – 24-27 hours

UAM – major in finance

The new finance major at ATU will be a broad major, but it will be focused on the analytical aspects of the field.

18. Provide scheduled program review date (within 10 years of program implementation).

Arkansas Tech University is accredited by AACSB. The next Continuous Improvement Review Peer Review Team visit is scheduled for October 8-9, 2019.

19. Provide additional program information if requested by ADHE staff.

President/Chancellor Approval Date:

Board of Trustees Notification Date:

Chief Academic Officer:

Date:

Question #9

ATU College of Business
Comparison of old Economics and Finance Major and Proposed Finance Major
To be effective 2019-20 Catalog

Old Economics and Finance Major

23 hours of General Education

64 or 67 hours of Business Core – depending on math requirement

15 hours of electives

18 hours of Economics and Finance Major including:

ECON 3073 Econometrics

FIN 3043 Investments I

3 hrs upper division economics course

3 hrs upper division finance course

6 hours upper division either economics or finance course

Proposed Finance Major

23 hours of General Education

64 or 67 hours of Business Core – depending on math requirement

0 or 3 hours of Electives – depending on math requirement

30 hours of Finance Major courses including:

FIN 3023 Financial Institutions and Markets (new course)

Econ 3093 Econometrics

FIN 3043 Investments

FIN 4033 Financial Modeling (new course)

FIN 4023 Portfolio Management (new course)

FIN 4093 Advanced Financial Management (new course)

ACCT 3003 Intermediate Accounting I

Plus nine hours selected from:

FIN 2013 Personal Finance

FIN 3033 Principles of Real Estate (new course)

FIN 4083 Financial Institution Management (new course)

ECON 4093 International Economics and Finance

ECON 3073 Intermediate Microeconomics Theory

FIN 4053 Internship in Finance

ACCT 3013 Intermediate Accounting II

ACCT 3043 Federal Tax I

BDA 3053 Business Data Analysis

Course Descriptions for Proposed Finance Courses

FIN 3023: Financial Markets and Institutions

Course coverage includes an analysis of financial markets and institutions; regulation, money market operations, global impact of central banking principles and monetary policy, and determinants of interest rates with financial asset pricing. Prerequisites: ECON 2003, ECON 2013 and junior standing or above.

FIN 3033: Principles of Real Estate

This course provides an overview of real estate investment and financing. The topics of this course include mortgage loans, residential property and income-producing property investing and financing, financing real estate development, alternative real estate financing, and investment vehicles. The goal of this course is to teach students the fundamental factors that affect the real estate markets. The course will also teach students the role of valuation, tax, law, and accounting related to real estate investing and financing as well as applications of the above knowledge to the real world real estate markets. *Prerequisite: FIN 3063*

FIN 4033: Financial Modeling

This is an application based course, where students will learn how to apply financial concepts and theories to real world applications. Students will learn how to use financial functions and commands in Excel for financial calculations. Students will also be able to perform data combining techniques. Students will gain hands-on knowledge of how to customize financial analysis for different situations. Furthermore, students will develop, analyze, update, and reevaluate an investment portfolio consisting of different asset classes. *Prerequisite: FIN 4023: Portfolio Management*

FIN 4083: Financial Institution Management

A study of major financial institutions and the markets in which they operate, with emphasis on financial decision making and risk management. Topics include financial intermediation theory; measurement and management of interest rate risk, credit risk, off-balance-sheet risk, foreign exchange risk, country risk, and liquidity risk; capital adequacy; and product/market diversification. *Prerequisites: FIN 3023 Financial Institutions and Markets.*

FIN 4093: Advanced Financial Management

This is an advanced survey of financial management issues. The course emphasizes planning and decision making. It covers specific topics such as discounted cash flow analysis, stock and bond valuation, financial intermediation, organizing, raising and managing capital, capital investment, risk analysis, and financial statement analysis. Lectures and class discussion are heavily supplemented with sample problems, and outside

Proposed Finance Major

Required Core (21 hours)

FIN 3023: Financial Markets and Institutions
FIN 3043: Investments
FIN 4023: Portfolio Management
FIN 4033: Financial Modeling
FIN 4093: Advanced Financial Management
ECON 3093: Econometrics
ACCT 3003: Intermediate Accounting I

Elective (Choose any 9 hours from the courses listed below)

FIN 2013: Personal Finance
FIN 3023: Real Estate
FIN 4083: Financial Institution Management
ECON/FIN 4093: International Finance & Economics
FIN 4103: Special Topics in Finance
ECON 3073: Intermediate Microeconomic Theory
FIN 4053: Internship in Finance
ACCT 3013: Intermediate Accounting II
ACCT 3043: Federal Tax I
BDA 3053: Business Data Analysis

8-Semester Guaranteed Program

Rev. 03/31/2017

2017-2018 Degree Map-Bachelor of Science in Business Administration-Economics and Finance

This map is a term-by-term sample course schedule. The milestones listed to the right of each term are designed to keep you on course to graduate in four years. The Sample Schedule serves as a general guideline to help you build a full schedule each term. See course descriptions and prerequisites at <http://www.atu.edu/academics/catalog/>.

Employment Information: Economist, Management Consultant, Internal Auditor, Financial Analyst, Government Service Executive, Environmental Economist, Banking Services, Financial Services and Insurance Underwriter.

#Prerequisite Courses: ENGL 0303 _____ ENGL 0404 _____ READ 0103 _____ MATH 0803 _____ MATH 1003 _____ MATH 0903 _____ MATH 0900 _____ MATH 1110 _____

Sample Schedule
Milestones/Notes

Semester 1	Hrs.	Grade	Semester 1
ENGL 1013-Comp I (ACTS=ENGL 1013)	3	#	
Science with lab	4		
MATH 1113-College Algebra (ACTS=MATH 1103)	3	#	May omit MATH 1113, if Math ACT is 22+. If omitted, must complete an additional 3 hrs of electives.
BUAD 1111-Intro to Business	1		
BUAD 2003-Business Information Systems	3	#	
General Elective	1		
Total hours	15	GPA	

Semester 2	Hrs.	Grade	Semester 2
ENGL 1023-Comp II (ACTS=ENGL 1023)	3	#	
Science with lab	4		
MATH 2223-Quantitative Business Analysis	3	#	
COMM 2173-Business & Professional Speaking	3		COMM 2003 may substitute.
General Elective	3		
Total hours	16	GPA	

Semester 3	Hrs.	Grade	Semester 3
*ECON 2003-Principles of Economics I (ACTS=ECON 2103)	3		
*BDA 2003-Business Problem Solving	3		
MATH 2243-Calculus for Bus & Econ (ACTS=MATH 2203)	3		
ACCT 2000-Accounting Principles I Lab	0		Co-Requisite for ACCT 2003
*ACCT 2003-Accounting Principles I (ACTS=ACCT 2003)	3		
General Elective	3		
Total hours	15	GPA	

Semester 4	Hrs.	Grade	Semester 4
*ECON 2013-Principles of Economics II (ACTS=ECON 2203)	3		*Must complete 18 hrs of COB foundation courses to enroll in 3000-4000 level business courses
US History & Government	3		
*BUAD 2053-Business Statistics (ACTS=BUSI 2103)	3		
*ACCT 2013-Accounting Principles II (ACTS=ACCT 2013)	3		
*BLAW 2033-Legal Environment of Business	3		
Total hours	15	GPA	ECON ADVISOR ASSIGNED

The Arkansas Course Transfer System (ACTS) is designed to assist in planning the academic progress of students. This system contains information about the transferability of courses within Arkansas public colleges and universities. The Arkansas Course Transfer System can be accessed at <http://acts.adhe.edu/>

Fine Arts and Humanities	U.S. History & Government
ART 2123 Experiencing Art (ACTS=ART1003)	HIST 1903 Survey of American History
MUS 2003 Introduction to Music (ACTS=MUSC1003)	HIST 2003 United States History to 1877 (ACTS=HIST2113)
TH 2273 Introduction to Theatre (ACTS=DRAM 1003)	HIST 2043 Honors United States History to 1877
ENGL 2173 Introduction to Film	HIST 2013 United States History from 1877 (ACTS=HIST2123)
JOUR 2173 Introduction to Film	POLS 2003 American Government (ACTS=PLSC2003)
ENGL 2003 Introduction to World Literature (ACTS=ENGL2113)	Science with Lab
ENGL 2013 Intro. to American Literature (ACTS=ENGL2653)	BIOL 1014- Intro. to Biological Science (ACTS= BIOL1004)
ENGL 2023 Honors World Literature	BIOL/PHSC 1004- Principles of Environmental Science
PHIL 2003 Introduction to Philosophy (ACTS=PHIL1103)	GEOL 1014- Physical Geology (ACTS= GEOL 1114)
PHIL 2043 Honors Introduction to Philosophy	PHSC 1013/1021- Physical Sci/Lab (ACTS= PHSC 1004)

Sample Schedule
Milestones/Notes

Semester 5	Hrs.	Grade	Semester 5
ACCT 3063-Managerial Acct or ACCT 4023-Cost Acct (Spring Only)	3		
BUAD 3023-Business Communications	3		Must complete a min of 54 hrs & cumulative GPA of 2.00 to enroll in COB 3000-4000 level courses
ECON 3003-Money & Banking	3		
FIN 3043-Investments I	3		
MGMT 3003-Management & Organizational Behavior	3		
Total hours	15	GPA	50% of COB courses must be completed at Tech.

Semester 6	Hrs.	Grade	Semester 6
Fine Arts & Humanities	3		
Fine Arts & Humanities	3		
MGMT 4013-Management Information Systems	3		
MKT 3043-Principles of Marketing	3		
FIN 3063-Business Finance	3		
Total hours	15	GPA	APPLY FOR GRADUATION

Semester 7	Hrs.	Grade	Semester 7
ECON 3073-Intermediate Microeconomic Theory	3		
MGMT 3103-Operations Management	3		
**FIN Elective (3000-4000 Level)	3		
**ECON/FIN Elective (3000-4000 Level)	3		
General Elective	3		
Total hours	15	GPA	

Semester 8	Hrs.	Grade	Semester 8
MGMT 4083-Business Policy	3		
**ECON Elective (3000-4000 Level)	3		Graduation Requirements:
**ECON/FIN Elective (3000-4000 Level)	3		Min. hours 3000-4000 level courses: 40
General Elective	3		No more than 4 PE activity hours
General Elective	2		Min. hours required:120
Total hours	14	GPA	2.00+ GPA

General Electives: 15 hours (1000-4000 level)

COB = College of Business

**Only 3 hrs of ECON/FIN internship will apply to this requirement.

indicates a "C" or better is required

Social Sciences
HIST 1503 World Civilization to 1500 (ACTS=HIST1113)
HIST 1513 World Civilization since 1500 (ACTS=HIST1123)
HIST 1543 Honors World Civilization to 1500
HIST 2003 U.S. History to 1877 (ACTS=HIST2113)
HIST 2013 U.S. History since 1877 (ACTS=HIST2123)
HIST 2043 Honors U.S. History to 1877
HIST 1903 Survey of American History
POLS 2003 American Government (ACTS=PLSC2003)
ECON 2003 Principles of Economics I (ACTS=ECON2103)
ECON 2103 Honors Principles of Economics I
ECON 2013 Principles of Economics II (ACTS=ECON2203)
SOC 1003 Introductory Sociology (ACTS=SOCI1013)
PSY 2003 General Psychology (ACTS=PSYC1103)
ANTH 1213 Intro. to Anthropology (ACTS=ANTH1013)
ANTH 2003 Cultural Anthropology (ACTS=ANTH2013)
GEOG 2013 Regional Geography of the World (ACTS=GEOG2103)
AMST 2003 American Studies
Speech Courses
COMM 1003 Intro to Speech Comm
COMM 2003 Public Speaking
COMM 2173 Business and Professional Speaking

Arkansas Tech University
2019 – 2020 BSBA – Finance Major
Eight semester Degree Plan

Year One Fall Semester	Year One Spring Semester
ENGL 1013 Composition I	ENGL 1023 Composition II
MATH 1113 College Algebra	MATH 2223 Quantitative Business Analysis
BUAD 1111 Introduction to Business	COMM 2173 Business and Professional Speaking
BUAD 2003 Business Information Systems	US History/Government
FINE ART/ HUMANITIES	FINE ART/HUMANITIES
General Elective (3 hours)	
TOTAL 16 HOURS	TOTAL 15 HOURS

Year Two Fall Semester	Year Two Spring Semester
ACCT 2003 Prin of Accounting I	ACCT 2013 Prin of Accounting II
ECON 2003 Prin of Economics I	ECON 2013 Prin of Economics II
Science with Lab	Science with Lab
BDA 2003 Business Program Solving	BUAD 2053 Business Statistics
BLAW 2033 Legal Environment of Business	BUAD 3023 Business Communication
TOTAL 16 HOURS	TOTAL 16 HOURS

Year Three Fall Semester	Year Three Spring Semester
ACCT 3063 Managerial Accounting	FIN 3023 Financial Institutions and Markets
ECON 3003 Money and Banking	ECON 3093 Econometrics
ACCT 3003 Intermediate Acct I	MGMT 3103 Operations Management
FIN 3063 Business Finance	FIN 3043 Investments
MGMT 3003 MOB	Finance major elective
TOTAL 15 HOURS	TOTAL 15 HOURS

Year Four Fall Semester	Year Four Spring Semester
MGMT 4013 Management Information Systems	MGMT 4083 Business Policy
FIN 4033 Financial Modeling	FIN 4093 Advanced Financial Management
FIN 4023 Portfolio Management	Finance Major Elective
MKT 3043 Principles of Marketing	General Elective
General Elective	
TOTAL 15 HOURS	TOTAL 12 HOURS

RECEIVED

OCT 05 2018

Registrar's Office



ARKANSAS TECH UNIVERSITY

RECEIVED

OCT 05 2018

REQUEST FOR PROGRAM CHANGE

Registrar's Office

Department Initiating Proposal	Date
Accounting and Economics	10/01/18

Title	Signature	Date
Department Head	Tracy Cole	10-4-18
Dean	Lisa Loms	10/03/18
Assessment	Ph. Ch. L.	10.03.18
Registrar	Wreaner	10/30/18
Graduate Dean (Graduate Proposals Only)		
Vice President for Academic Affairs		

Committee	Approval Date
General Education Committee (Undergraduate Proposals Only)	
Teacher Education Committee (Graduate or Undergraduate Proposals)	
Curriculum Committee (Undergraduate Proposals Only)	
Faculty Senate (Undergraduate Proposals Only)	
Graduate Council (Graduate Proposals Only)	

Program Title:
Economics Minor

OCT 05 2018

Registrar's Office

Outline change in program: (e.g., list changes in program such as (1) delete three hours of elective and (2) add three hours of approved major electives)

Reconfigure the existing Economics minor. The old and proposed curriculum lists are attached. Additionally, the Economics minor will now be available for all majors, including business majors.

What impact will the change have on staffing, on other programs and space allocation?

The change will have little impact on staffing. With a prudent course rotation plan, the three current Economics and Finance faculty members and one Finance faculty member should be able to teach all existing and proposed courses.

Answer the following Assessment questions:

- a. How does the program change align with the university mission?
This change requires students to have 15 (Business majors) to 18 (non-business majors) hours of upper level economics classes which provides more depth in the field. This aligns with "Arkansas Tech University is dedicated to student success, access, and excellence...."

Note that if students have not previously taken Econ 2003 and 2013 (Principles I & II) as part of the business core (business majors) or as a General Education Social Science elective (non-business major), they will be required to take those six hours as prerequisites to the minor courses.
- b. If this change in the program is mandated by an accrediting or certifying agency, include the directive. If not, state not applicable. **Not applicable**
- c. What is the rationale for this program change?
 1. How will the program change impact learning for students enrolled in this program?
In a survey completed by 18 employers in the region, the employers indicated that graduates need better critical thinking skills. This program is designed to help students examine economics theories in multiple environments and apply those theories to real life situations.
 2. Provide an example or examples of student learning assessment evidence which supports the changes in the program.
There is no student learning assessment evidence for this program. However, the Economics and Finance program has not been revised in many years, and it is understood that it is currently shallow in depth of knowledge taught and needs to be improved and updated.
- d. How does this program fit in the current state of the discipline? Include Arkansas institutional comparisons. If Arkansas educational institutions do not have the course or program provide comparative examples from regional educational institutions.
ASU, UALR, and UCA offer a minor in Economics that includes six hours of Principles of Economics (I & II) and 12 hours of upper division economics courses for a total of 18 hours. Because we intend to allow our Business majors to minor in Economics, our Business majors will only have to take 15 hours to complete the minor since ECON 3003 - Money & Banking is part of the business core curriculum while non-business majors will take 18 hours.
- e. Attach a detailed assessment plan including three to five specific program student learning outcomes, means or instructional measures to assess each outcome, identify program

courses where learning will be assessed, and performance standards or criteria for success which demonstrate student learning for each outcome. (Examples for assessment plans/curriculum mapping can be found at the Office of Assessment and Institutional Effectiveness web page.)

Economics Minor Learning Goals:

- Apply problem-solving skills to economic issues: Econ 3093 - Econometrics
- Discuss issues associated with economic decision making at the individual, corporate, and public policy levels: Econ 3003 – Money & Banking
- Use critical thinking skills to evaluate global economic problems: Econ 3073 – Intermediate Microeconomic Theory
- Apply quantitative skills to analyze economic activities: Econ 3093 - Econometrics

The College of Business is not required to have an assessment plan for a minor. We are required to assess at the program level.

Economics Minor - requirements

Required Courses (9 hours)

- ECON 3003 – Money & Banking; offered every fall and spring
- ECON 3073 – Intermediate Microeconomic Theory; offered in spring
- ECON 3093 – Econometrics; offered in fall

Elective Courses (choose 9 hours)

- ECON 3013 – Economics of Labor Relationships; offered in spring
- ECON 3023 – Intermediate Macroeconomics**; offered in fall
- ECON 4003 – Readings in Economic Theory; as needed
- ECON/FIN 4093 – International Economics and Finance; as needed
- ECON 4103 – Special Topics**; as needed
- BDA 3053 – Business Data Analysis; offered in spring
- FIN 2013 – Personal Finance; as needed

** New course proposals are attached for these two courses.

If this course will affect other departments, a Departmental Support Form for each affected department must be attached. The form is located on the Curriculum forms web page at http://www.atu.edu/registrar/curriculum_forms.php.

Economics (as listed in the 2018-2019 Catalog)

The minor in Economics is available to students who wish to add to their knowledge of business for personal edification or for professional purposes, but not open to College of Business majors.

Please note that for non-business majors, no more than 30 hours of courses offered by the College of Business may be counted toward completion of degree requirements.

The minor in Economics requires 18 hours of courses:

- ACCT 2003 Accounting Principles I
- ECON 2003 Principles of Economics I*
- ECON 2013 Principles of Economics II
- ECON 3003 Money and Banking**
- 6 hours of 3-4000 level Economics electives**

**for many majors ECON 2003 Principles of Economics I can be used to satisfy 3 hours of the general education social science requirement.*

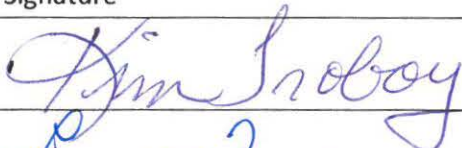
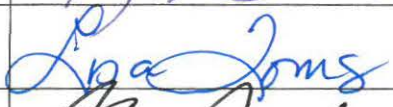

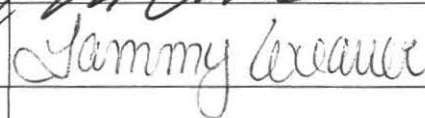
***in order to take the upper division (3000-4000 level) ECON courses, a non-business major must have completed 54 hours including all 2000 level courses listed above, have a cumulative GPA of at least 2.0 and permission from the Dean of Business.*



ARKANSAS TECH UNIVERSITY

REQUEST FOR COURSE ADDITION

Department Initiating Proposal	Date
Management and Marketing	8/25/2018

Title	Signature	Date
Department Head Dr. Kim Troboy		9/11/18
Dean Dr. Lisa Toms		9/11/18
Assessment Dr. Christine Austin		9/12/18
Registrar Ms. Tammy Weaver		9/13/18
Graduate Dean (Graduate Proposals Only) Dr. Jeff Robertson		
Vice President for Academic Affairs Dr. Phillip Bridgmon		

Committee	Approval Date
General Education Committee (Undergraduate Proposals Only)	
Teacher Education Committee (Graduate or Undergraduate Proposals)	
Curriculum Committee (Undergraduate Proposals Only)	
Faculty Senate (Undergraduate Proposals Only)	
Graduate Council (Graduate Proposals Only)	

Course Subject: (e.g., ACCT, ENGL)	Course Number: (e.g., 1003)	Effective Term:
BUAD	4100	<input checked="" type="radio"/> Spring <input type="radio"/> Summer I
Official Catalog Title: (If official title exceeds 30 characters, indicate Banner Title below)		
Business Experiential Learning Activity		
Banner Title: (limited to 30 characters, including spaces, capitalize all letters — this will display on the transcript)		
Business Experiential Learning		

Will this course be cross-listed with another existing course? If so, list course subject and number.

☐ Yes ☒ No

Will this course be cross-listed with a course currently not in the undergraduate or graduate catalog?

If so, list course subject and number. ☐ Yes ☒ No

Is this course repeatable for additional earned hours? ☒ Yes ☐ No How many total hours? 5

Grading: ☐ Standard Letter ☒ P/F ☐ Other

Mode of Instruction (check appropriate box):

- | | | |
|--|--|---|
| <input type="radio"/> 01 Lecture | <input type="radio"/> 02 Lecture/Laboratory | <input type="radio"/> 03 Laboratory only |
| <input type="radio"/> 05 Practice Teaching | <input checked="" type="radio"/> 06 Internship/Practicum | <input type="radio"/> 07 Apprenticeship/Externship |
| <input type="radio"/> 08 Independent Study | <input type="radio"/> 09 Readings | <input type="radio"/> 10 Special Topics |
| <input type="radio"/> 12 Individual Lessons | <input type="radio"/> 13 Applied Instruction | <input type="radio"/> 16 Studio Course |
| <input type="radio"/> 17 Dissertation Research | <input type="radio"/> 18 Activity Course | <input type="radio"/> 19 Seminar <input type="radio"/> 98 Other |

Does this course require a fee? ☐ Yes ☒ No How Much? Select Fee Type

If selected other list fee type:

☒ Elective ☐ Major ☐ Minor

(If major or minor course, you must complete the Request for Program Change form to add course to program.)

If course is required by major/minor, how frequently will course be offered? **BUAD 4100 is not required; it will be offered every semester.**

Will this course require any special resources such as unusual maintenance costs, library resources, special software, distance learning equipment, etc.? **No**

Will this course require a special classroom (computer lab, smart classroom, or laboratory)? **No**

Answer the following Assessment questions:

- If this course is mandated by an accrediting or certifying agency, include the directive. If not, state not applicable. **N/A**
- If this course is required for the major or minor, complete the following. **Not required**
 - Provide the program level learning outcome(s) it addresses. **N/A**
 - Provide tool or measure directly linked to each program learning outcome. (How will student learning in this outcome be measured?) **N/A**
- What is the rationale for adding this course? What evidence demonstrates this need?

The rationale for this course is to equip students with practical professional skills. The College of Business mission states that the College is dedicated to providing students with experiential learning opportunities because these activities provide students with "real life" experiences which enhance their academic learning, build their skills, and allows them to learn about work expectations for various professions.

For the proposed course, attach a syllabus in Word format that includes: (Items a. through d. should be entered as they should appear in the catalog)

- Course subject: **BUAD**
- Course number: **4100.**

- c. Catalog course title: **Business Experiential Learning Activity**
- d. Catalog description: *This non-credit course indicates student completion of one or more experiential learning activities during the semester taken. Examples of experiential learning include activities that allow students to engage: 1) with external entities such as a business or non-profit organization to work on or solve business problems; 2) in business decision making activities; and 3) in work related activities. The pre-requisite for the course is completion of at least 60 credit hours. The course can be repeated up to 5 times: once each fall, spring or summer term. The course will be pass (P)/fail (F) and is offered each semester.*
1. Arkansas Course Transfer System (ACTS) course number, if applicable (N/A)
 2. Cross-listing (N/A)
 3. Offered (e.g., Fall only, Spring only. Do not enter if offer course fall and spring)
 4. Prerequisites - **See above**
 5. Co-requisites (N/A)
 6. Description – **See above**
 7. Notes (e.g., information not in description such as course may be repeated for credit) – **See above**
 8. Contact Hours if different than lecture (e.g., Lecture three hours, laboratory three hours) - **Varies**
 9. Fees (e.g., \$36 art fee) – **None**
- e. Section for Name of instructor, office hours, contact information (telephone, email): **Coordinator of Student Engagement - COB, Rothwell 419; phone: 479-880-4347 (ext. 2902); office hours from 8:00 am – 5:00 pm Monday through Friday**
- f. Text required for course: **None required**
- g. Bibliography (supplemental reading list) **N/A**
- h. Justification/rationale for the course: **To prepare students with practical professional skills, the College of Business is dedicated to providing students with experiential learning opportunities. Experiential learning activities provide students with “real life” experiences which also enhance their academic learning. When hiring potential employees, employers value graduates who have practical experience(s). As such, BUAD 4100 will enhance all existing business programs. Resources needed: BUAD 4100 will not require any new costs or resources. The course has no credit hours and there is no cost to the student, nor does the course affect financial aid or scholarships and faculty/staff are not compensated for the course.**
- i. Course objectives: **To prepare business students for professional careers by giving students “real life” experiences which enhance their academic learning and build practical business skills.**
- j. Description of how course meets general education objectives (courses included in the general education component should show how the course meets one or more of the objectives contained in General Education Objectives listed in undergraduate catalog) **N/A**
- k. Assessment methods (include grading policy with specific equivalents for A, B, C): **Periodically, the Office of Student Engagement is charged with producing a report for the Assurance of Learning Committee to document experimental learning outcomes. These results are to be used to ensure the College’s experiential learning goal is being met. The results may also be used for marketing purposes; this course will show that students have opportunities to engage in experiential learning along with the both the percentage of graduates who complete experiential learning activities and the average number of experiential learning activities COB graduates obtain during their academic career.**

Lead Indicators

The Office of Student Engagement will gather and document the following outcomes:

- **The number of class and club projects that offer experiential learning activities each semester and academic year.**

Lag Indicators

The Office of Student Engagement will gather and document the following outcomes:

- **The number of students who obtain experiential learning experiences each semester.**
- **The average number of experiential learning activities that students earn during their academic career.**

- l. Policy on absences, cheating, plagiarism, etc. **Course Implementation/Policy:** BUAD 4100 is a closed capacity class (i.e., 0 capacity), therefore, only those with INB (software) access can register students into BUAD 4100. When the Office of Student Engagement receives names of students who are participating in experiential learning activities during a given semester, the Coordinator of Student Engagement will enroll appropriate students into BUAD 4100.

To minimize instances that require recording a “W” for students who are unable to complete an experiential learning, it is recommended that BUAD 4100 be offered (i.e., posted in Banner) during the last 5 weeks of a given semester. In this way, the Student Engagement Office can enroll students into BUAD 4100 up to the 11th week of a given semester. This allows for the inclusion of situations when a student takes on service project in mid-semester. Also, by the 11th week of a semester, the faculty and administration will likely know if a given student has completed or will complete an experiential learning activity during that semester. Offering BUAD 4100 late during a given semester also reduces the need to drop students from BUAD 4100 for the given semester, thus reducing administrative tasks.

However, if a student enrolled into BUAD 4100 does not fully participate/perform in their experiential learning activity, the designated faculty member notifies the Office of Student Engagement that the student should be administratively withdrawn from the class no later than the final drop date for that semester.

- m. Course content (outline of material to be covered in course). **The types of experiential learning activities offered include:**
- Internships
 - Business-based service learning volunteer projects classes and/or student organizations. This includes Small Business Technology Development Center cases with local small businesses
 - Business plan competitions
 - Faculty research projects conducted jointly with students
 - Marketing plan development
 - Investment activities - student management of the Student Managed Investment Fund
 - Globus Business Simulation
 - Tax Return Completion Service for the community
 - Research analytic activities that relate to economic policy recommendations
 - Certain travel experiences (foreign or domestic).
 - Others as approved by the Student Engagement Committee


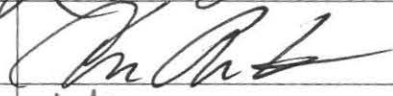
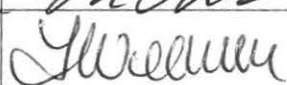
If this course will affect other departments, a Departmental Support Form for each affected department must be attached. The form is located on the Curriculum forms web page at http://www.atu.edu/registrar/curriculum_forms.php.



ARKANSAS TECH UNIVERSITY

REQUEST FOR COURSE ADDITION

Department Initiating Proposal	Date
Health and Physical Education	07/09/2018

Title	Signature	Date
Department Head		07/09/2018
Dean		7/25/18
Assessment		7/30/18
Registrar		10/30/18
Graduate Dean (Graduate Proposals Only)		
Vice President for Academic Affairs		

Committee	Approval Date
General Education Committee (Undergraduate Proposals Only)	
Teacher Education Committee (Graduate or Undergraduate Proposals)	
Curriculum Committee (Undergraduate Proposals Only)	
Faculty Senate (Undergraduate Proposals Only)	
Graduate Council (Graduate Proposals Only)	

Course Subject: (e.g., ACCT, ENGL)	Course Number: (e.g., 1003)	Effective Term:
PE	2533	<input checked="" type="radio"/> Spring <input type="radio"/> Summer I
Official Catalog Title: (If official title exceeds 30 characters, indicate Banner Title below)		
Sports Officiating		
Banner Title: (limited to 30 characters, including spaces, capitalize all letters — this will display on the transcript)		
Sports Officiating		

Will this course be cross-listed with another existing course? If so, list course subject and number.

☐ Yes ☒ No

Will this course be cross-listed with a course currently not in the undergraduate or graduate catalog?

If so, list course subject and number.

☐ Yes ☒ No

Is this course repeatable for additional earned hours?

☐ Yes ☒ No

How many total hours?

Grading: ☒ Standard Letter

☐ P/F

☐ Other

Mode of Instruction (check appropriate box):

☐ 01 Lecture

☒ 02 Lecture/Laboratory

☐ 03 Laboratory only

☐ 05 Practice Teaching

☐ 06 Internship/Practicum

☐ 07 Apprenticeship/Externship

☐ 08 Independent Study

☐ 09 Readings

☐ 10 Special Topics

☐ 12 Individual Lessons

☐ 13 Applied Instruction

☐ 16 Studio Course

☐ 17 Dissertation

☐ 18 Activity Course

☐ 19 Seminar

☐ 98 Other

Does this course require a fee?

☐ Yes

☒ No

How Much?

Select Fee Type

If selected other list fee type:

☒ Elective

☐ Major

☐ Minor

(If major or minor course, you must complete the Request for Program Change form to add course to program.)

If course is required by major/minor, how frequently will course be offered?

NA

Will this course require any special resources such as unusual maintenance costs, library resources, special software, distance learning equipment, etc.?

Will this course require a special classroom (computer lab, smart classroom, or laboratory)?

No

Answer the following Assessment questions:

- If this course is mandated by an accrediting or certifying agency, include the directive. If not, state not applicable.
NA
- If this course is required for the major or minor, complete the following.
 - Provide the program level learning outcome(s) it addresses.
 - Provide tool or measure directly linked to each program learning outcome. (How will student learning in this outcome be measured?)
- What is the rationale for adding this course? What evidence demonstrates this need?

Traditional officiating courses simply provide students with the rules and basic mechanics necessary to officiate sports contests. There is a need to develop and implement a more sophisticated program. By combining the resources of our recreation and physical education departments, we have involved our student officials in a course emphasizing the psychological aspects of officiating. The decision-making requirements inherent in sports officiating provide an exciting setting for teaching self-confidence concepts and form the basis for "Psychology of Sports Officiating." This

course emphasizes a transfer of the self confidence necessary in successful officiating to the non-officiating adventures of everyday life. Initially the course focuses on developing a positive officiating attitude in students, as opposed to conventional approaches mainly concerned with the memorization of rules and mechanics. Special efforts are made to cultivate student appreciation for positive verbal and nonverbal communication with their officiating partners as well as with players, coaches, and spectators.

This course would be an elective course and would be for students who are interested in sports officiating, e.g., football, basketball, volleyball and softball. The emphasis will be given to proper mechanics and techniques of an empire, referee, scorer, and linesman for these sports. This course may also be a teaching course at a high school.

For the proposed course, attach a syllabus in Word format that includes: **(Items a. through d. should be entered as they should appear in the catalog)**

- a. Course subject
- b. Course number
- c. Catalog course title
- d. Catalog description
 - 1. Arkansas Course Transfer System (ACTS) course number, if applicable
 - 2. Cross-listing
 - 3. Offered (e.g., Fall only, Spring only. Do not enter if offer course fall and spring)
 - 4. Prerequisites
 - 5. Co-requisites
 - 6. Description
 - 7. Notes (e.g., information not in description such as course may be repeated for credit)
 - 8. Contact Hours if different than lecture (e.g., Lecture three hours, laboratory three hours)
 - 9. Fees (e.g., \$36 art fee)
- e. Section for Name of instructor, office hours, contact information (telephone, email)
- f. Text required for course
- g. Bibliography (supplemental reading list)
- h. Justification/rationale for the course
- i. Course objectives
- j. Description of how course meets general education objectives (courses included in the general education component should show how the course meets one or more of the objectives contained in General Education Objectives listed in undergraduate catalog)
- k. Assessment methods (include grading policy with specific equivalents for A, B, C)
- l. Policy on absences, cheating, plagiarism, etc.
- m. Course content (outline of material to be covered in course).

If this course will affect other departments, a Departmental Support Form for each affected department must be attached. The form is located on the Curriculum forms web page at http://www.atu.edu/registrar/curriculum_forms.php.

Course Number: PE 2533 (01)

Course Title: Sports Officiating

Instructor Information:

Name: Pete Kelly

Office Hours: 8:00am-11:00a.m, 1:00pm – 5:00pm M-F

Office:

Phone: 968-0388, 968-0239

E-Mail: pete.kelly@mail.atu.edu

Academic Credit: 3 hours

Prerequisites: None

Catalog Description: An in-depth study of the rules and mechanics involved in officiating sports. The sports to be included are basketball, football, volleyball, and softball.

Required Text:

1. National Federation of State High School Association Football Rule Book
2. National Federation of State High School Association Basketball Rule Book
3. National Federation of State High School Association Volleyball Rule Book
4. National Federation of State High School Association Softball Rule Book

Cost of Texts: \$7.23 per book / \$28.92 total.

Bibliography:

Clegg, Richard and William A. Thompson. Modern Sports Officiating. 2nd Edition. 1979. Dubuque, Iowa. Wm. C. Brown Co.

NFSHA, Basketball Case Book, Current Edition. KC, Mo. NFSHA.

NFSHA, Basketball Official's Manual, Current Edition. KC, Mo. NFSHA.

NFSHA, Football Case Book, Current Edition. KC, Mo. NFSHA.

NFSHA, Football Official's Manual, Current Edition. KC, Mo. NFSHA.

Justification/rationale: Course is designed to provide knowledge of rules and mechanics of officiating for prospective coaches and physical education teachers. The laboratory experience provides an opportunity for students to put the knowledge of rules and mechanics of officiating to practical use.

Competencies:

The course is structured to ensure that the student will be able to:

1. know and utilize the rules of football and basketball;
2. have an understanding of the rules of volleyball and softball;
3. explain and demonstrate the proper mechanics and techniques of a plate umpire, a base umpire, and scorer for softball;
4. explain and demonstrate the proper mechanics and techniques of a referee, umpire, scorer, and linesman for volleyball;
5. demonstrate the proper mechanics for four-man football officiating;
6. demonstrate the mechanics for two- and three-man basketball officiating;
7. score at least 70% on written tests of rules and officiating techniques for softball, volleyball, basketball, and football; and
8. develop an appreciation for officiating.

Educational Opportunities:

1. Lecture
2. Laboratory

Assessment Methods:

Evaluation

Written mini-quizzes and comprehensive tests are given for each sport.
Officiating performance is evaluated during laboratory experience.

Grading

Mini-quizzes for each sport

Comprehensive test for each sport

Evaluation of mechanics and techniques for each sport during lab

Lab - 50%

Test - 40%

Quiz - 10%

Grade Ranges:

100% - 90% = A

89% - 80% = B

79% - 70% = C

69% - 60% = D

Below 60% = F

Policy on Absences, Cheating, Plagiarism, etc. When participation in some TECH-related function requires missing class(es), courtesy would require the student's notifying her/his instructor(s) prior to the absence. Absences due to sickness, accident or death in the family should be explained to each instructor by the student. For absences of more than five successive days that by their nature (such as an emergency) make it difficult for the student to contact her/his instructors, she/he may contact the Student Services Office, Student Services Building, Room 233.

For lab days, students are only allowed to miss for special emergencies. In which case, the instructor should be notified. Students are **required** to attend **all lab hours assigned to them.**

Course Content:

1. Official rules of football, basketball, volleyball and softball.
2. Mechanics and techniques of officiating.



ARKANSAS TECH UNIVERSITY

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REQUEST FOR COURSE DELETION

Registrar's Office

Department Initiating Proposal	Date
Parks, Recreation, and Hospitality Administration	10/29/18

Title	Signature	Date
Department Head	Cathi McMahon	10/29/18
Dean	Dr. L. L.	11/2/18
Assessment	[Signature]	11/8/18
Registrar	[Signature]	11/8/18
Graduate Dean (Graduate Proposals Only)		
Vice President for Academic Affairs		

Committee	Approval Date
General Education Committee (Undergraduate Proposals Only)	
Teacher Education Committee (Graduate or Undergraduate Proposals)	
Curriculum Committee (Undergraduate Proposals Only)	
Faculty Senate (Undergraduate Proposals Only)	
Graduate Council (Graduate Proposals Only)	

Course Subject: (e.g., ACCT, ENGL)	Course Number: (e.g., 1003)
CUL	
Official Catalog Title:	
See List on Page 2	

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Registrar's Office

<p>Is this course cross-listed with another existing course? If so, list course subject and number.</p> <p><input checked="" type="checkbox"/> Yes <input type="checkbox"/> No</p> <p>_____</p> <p>Will the cross-listed course be deleted? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No</p>
<p>(NOTE: If major or minor course, you must complete the Request for Program Change form to delete course from program.)</p>
<p>Answer the following Assessment questions:</p> <p>a. If this course is mandated by an accrediting or certifying agency, include the directive. If not, state not applicable.</p> <p>Not applicable</p> <p>b. If this course was required for the major or minor, complete the following.</p> <p>1. How will <u>program level learning outcome(s) previously addressed</u> by this course now be addressed?</p> <p>Not applicable</p> <p>c. What is the rationale for deleting this course? What evidence supports this action?</p> <p>Associate of Applied Sciences in Culinary Management in Fall 2017</p>
<p>If this course will affect other departments, a Departmental Support Form for each affected department must be attached. The form is located on the Curriculum forms web page at http://www.atu.edu/registrar/curriculum_forms.php.</p>
<p>NOTE: This deletion will be effective at the end of the spring term of the current catalog year.</p>

CUL 1011: Sanitation Safety – cross listed with HA 1011 – do not delete cross list
 CUL 1923: Introduction to Food and Beverage Management
 CUL 2003: Cost Controls
 CUL 2023: Hospitality Leadership and Ethics
 CUL 2053: Work Experience – cross listed with HA 2053 – do not delete cross list
 CUL 2063: Guest Service Management – cross listed with HA 2063 – do not delete cross list
 CUL 2813: Basic Human Nutrition in Hospitality Management – cross list with HA 2913 – do not delete cross list
 CUL 2903: Introduction to Garde Manger
 CUL 2914: Principles of Food Preparation – cross listed with HA 2914 – do not delete cross list
 CUL 2923: Stocks, Sauces, and Soups
 CUL 2933: Advanced Food Preparation
 CUL 2943: Introduction to Baking and Pastry
 CUL 2996: Externship
 HA 2053 remove CUL major from pre-requisites
 HA 2914 remove CUL cross list from pre-requisites

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ARKANSAS TECH UNIVERSITY

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Registrar's Office

REQUEST FOR PROGRAM CHANGE

Department Initiating Proposal	Date
Parks, Recreation, and Hospitality Administration	1/19/2018

Title	Signature	Date
Department Head	Cathi McMahon	1/19/18
Dean	W Powell	1/19/18
Assessment	Chad Smith	1/5/18
Registrar	G. Weaver	1/19/18
Graduate Dean (Graduate Proposals Only)		
Vice President for Academic Affairs		

Committee	Approval Date
General Education Committee (Undergraduate Proposals Only)	
Teacher Education Committee (Graduate or Undergraduate Proposals)	
Curriculum Committee (Undergraduate Proposals Only)	
Faculty Senate (Undergraduate Proposals Only)	
Graduate Council (Graduate Proposals Only)	

Program Title:
Hospitality Administration Minor

Outline change in program: (e.g., list changes in program such as (1) delete three hours of elective and (2) add three hours of approved major electives)

Delete HA 2053 Work Experience **HA/CUL**

Delete HA 4093 Resort Management **HA/RP**

Delete HA Elective (3 hours)

Add HA 2063 Guest Service Management **HA/CUL**

Add HA 2133 Introduction to Travel and Tourism **HA/RP**

HA Elective (9 hours of 3000 or 4000 level)

What impact will the change have on staffing, on other programs and space allocation?

This change will have no impact on staffing or space allocation.

Answer the following Assessment questions:

- a. How does the program change align with the university mission?
This change will allow the student that completes a minor in HA to develop a broader understanding of the HA industry and to have better access to a position in the hospitality industry. It will also help to best prepare graduates for the demands of the industry.
- b. If this change in the program is mandated by an accrediting or certifying agency, include the directive. If not, state not applicable.
Not applicable
- c. What is the rationale for this program change?
 1. How will the program change impact learning for students enrolled in this program?
As stated previously this change will better prepare those that minor in HA for jobs in the hospitality industry. Students will have a better educational foundation in hospitality, which in turn better prepares them for an entry level position in the industry.
 2. Provide an example or examples of student learning assessment evidence which supports the changes in the program.
This program change came in the form of feedback from the HA Advisory Committee; not necessarily from student learning assessment.
- b. How does this program fit in the current state of the discipline? Include Arkansas institutional comparisons. If Arkansas educational institutions do not have the course or program provide comparative examples from regional educational institutions.
This program change fits the current state of the discipline as derived from feedback from the HA advisory Committee. The minor in HA is aligned similar to other programs (in-state and out-of-state) that offer a minor in HA.
- c. Attach a detailed assessment plan including three to five specific program student learning outcomes, means or instructional measures to assess each outcome, identify program courses where learning will be assessed, and performance standards or criteria for success which demonstrate student learning for each outcome. (Examples for assessment plans/curriculum mapping can be found at the Office of Assessment and Institutional Effectiveness web page.)

If this course will affect other departments, a Departmental Support Form for each affected department must be attached. The form is located on the Curriculum forms web page at http://www.atu.edu/registrar/curriculum_forms.php.

Program Change in HA Minor

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The Hospitality Administration minor is designed for students of any major who want to learn about the hospitality profession. The minor in Hospitality Administration consists of 18 hours of coursework.

HA 1043 Introduction to Hospitality Administration

KVL
HA 2063 Guest Service Management

JRP
HA 2133 Introduction to Travel and Tourism

HA Elective (9 hours of 3000 and 4000 level)

JAN 19 2018

Registrar's Office

Table 1

At the conclusion of the program, students will be able to exhibit professional hospitality administration knowledge, skills, and abilities.					
Program/Course Specific Learning Outcomes	Evidence of Learning Opportunities	Performance Measures or Tools	Performance Levels (metrics)	Assessment Results	Evidence of Curricular and/or Programmatic Changes
Identify entry level knowledge of the hospitality industry and profession.	Syllabi and Computerized Exam (HA 1043)	Computerized Exam (HA 1043)	70% of students will earn a 75% or higher on related educational/learning outcome questions on the computerized exam		
	Syllabi and Research paper (HA 1043)	Research Paper (HA 1043)	70% of students will earn a 75% or higher on related educational/learning outcome questions which includes the Research paper		
	Syllabi and Verbal Presentation (HA 1043)	Verbal Presentation (HA 1043)	70% of students will earn a 75% or higher on related educational/learning outcome questions which includes the Verbal Presentation		
	Syllabi and Role Play Assignment (HA 2023)	Role Play Assignment (HA 2023)	70% of students will earn a 75% or higher on related educational/learning outcome questions which includes the Role Play Assignment		
	Syllabi and Case Study (HA 2023)	Case Study (HA 2023)	70% of students will earn a 75% or higher on related educational/learning outcome questions which includes the Case Study		
Demonstrate entry level skills of the hospitality industry and profession.	Syllabi and Course Exam (HA 2063)	Course Exam Questions (HA 2063)	70% of students will earn a 70% or higher on related educational/learning outcome questions on the course exam		
	Syllabi and Lab Reports (HA 2063)	Lab Reports (HA 2063)	70% of students will earn a 75% or higher on related educational/learning outcome which includes lab reports		

	Syllabi/Work Experience Manual (HA 2053)	Agency Final Evaluation and Final Report (HA 2053)	70% of students will earn a 75% or higher on related educational/learning outcome which includes agency final evaluation and final report		
Apply entry level abilities of the hospitality industry and profession.	Syllabi and Course Exam (HA 2003)	Course Exam Questions (HA 2003)	70% of students will earn a 75% or higher on related educational/learning outcome questions on the course exam		
	Syllabi and Course Exam (HA 1063)	Course Exam Questions (HA 1063)	70% of students will earn a 75% or higher on related educational/learning outcome questions on the course exam		
	Syllabi and Case Study (HA 1063)	Case Study (HA 1063)	70% of students will earn a 75% or higher on related educational/learning outcome which includes case studies		
Support advanced knowledge of hospitality industry and profession.	Syllabi and Course Exam (HA 4013)	Course Exam Questions (HA 4013)	70% of students will earn a 75% or higher on related educational/learning outcome questions on the course exam		
	Syllabi and Special Project (HA 4013)	Special Project (HA 4013)	70% of students will earn a 75% or higher on related educational/learning outcome which includes the Special Project		
	Syllabi and Course Exam (HA 4033)	Course Exam Questions (HA 4033)	70% of students will earn a 75% or higher on related educational/learning outcome questions on the course exam		
	Syllabi and Case Studies (HA 4033)	Case Studies (HA 4033)	70% of students will earn a 75% or higher on related educational/learning outcome which includes case studies		

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Registrar's Office

	Syllabi and Case Studies (HA 4073)	Case Studies (HA 4037)	70% of students will earn a 75% or higher on related educational/learning outcome which includes case studies		
	Syllabi and Course Exam (HA 4073)	Course Exam (HA 4073)	70% of students will earn a 75% or higher on related educational/learning outcome questions on the course exam		
	Syllabi and Ethical Dilemma (HA 4113)	Ethical Dilemma Assignment (HA 4113)	70% of students will earn a 75% or higher on related educational/learning outcome which includes the Ethical Dilemma assignment		
Execute advanced skills of the hospitality profession and industry.	Syllabi and Presentation (HA 4023)	Presentation (HA 4023)	70% of students will earn a 75% or higher on related educational/learning outcome which includes class presentation		
	Syllabi and Course Exam (HA 4023)	Course Exam (HA 4023)	70% of students will earn a 75% or higher on related educational/learning outcome questions on the course exam		
	Syllabi and Agency Final Evaluation (HA 4116)	Agency Final Evaluation (HA 4116)	70% of students will earn a 75% or higher on related educational/learning outcome which includes Agency Final Evaluation		
	Syllabi and Final Report (HA 4116)	Final Report (HA 4116)	70% of students will earn a 75% or higher on related educational/learning outcome which includes Final Report		
Incorporate advanced abilities of the hospitality industry and profession.	Syllabi and Project Management Assignment (HA 4023)	Project Management Assignment (HA 4023)	70% of students will earn a 75% or higher on related educational/learning outcome which includes Project Management Assignment		
	Syllabi and Research Project (HA 4203)	Research Project (HA 4203)	70% of students will earn a 75% or higher on related educational/learning outcome which includes the Research Project		

	Syllabi and Agency Final Evaluation (HA 4116)	Agency Final Evaluation (HA 4116)	70% of students will earn a 75% or higher on related educational/learning outcome which includes Agency Final Evaluation		
	Syllabi and Final Report (HA 4116)	Final Report (HA 4116)	70% of students will earn a 75% or higher on related educational/learning outcome which includes Final Report		

Execute core management concepts in the areas of hospitality accounting, finance, human resources, marketing, operations, and technology.

Program/Course Specific Learning Outcomes	Evidence of Learning Opportunities	Performance Measures or Tools	Performance Levels (metrics)	Assessment Results	Evidence of Curricular and/or Programmatic Changes
Develop management concepts in hospitality accounting.	Syllabi and Course Exam (HA 2003)	Course Exam (HA 2003)	70% of students will earn a 75% or higher on related educational/learning outcome questions on the course exam		
	Syllabi (HA 4073)	Course Exam (HA 4073)	70% of students will earn a 75% or higher on related educational/learning outcome which includes the course exam and case study		
		Case Study (HA 4073)			
Develop management concepts in hospitality finance.	Syllabi (HA 4073)	Course Exam (HA 4073)	70% of students will earn a 75% or higher on related educational/learning outcome which includes the course exam and case study		
		Case Study (HA 4073)			
	Syllabi (HA 4023)	Project Budget Assignment (HA 4023)	70% of students will earn a 75% or higher on related educational/learning outcome which includes the Project Budget Assignment		
Develop management concepts in human resources.	Syllabi (HA 4113)	Course Exam	70% of students will earn a 75% or higher on related educational/learning outcome which includes the listed course assignments		
		Case Study			
		Ethical Dilemma			
	Syllabi and Course Exams (HA 4033)	Course Exams (HA 4033)	70% of students will earn a 75% or higher on related educational/learning outcome questions on the course exam		

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Develop management concepts in hospitality marketing.	Syllabi (HA 4013)	Course Exam (HA 4013)	70% of students will earn a 75% or higher on related educational/learning outcome which includes the listed course assignment and exam		
		Marketing Plan Assignment (HA 4013)			
Produce management concepts in hospitality accounting.	Syllabi (HA 4073)	Course Exams (HA 4073)	70% of students will earn a 75% or higher on related educational/learning outcome which includes the listed course assignment and exam		
		Case Study (HA 4073)			
Produce management concepts in hospitality finance.	Syllabi (HA 4073)	Course Exams (HA 4073)	70% of students will earn a 75% or higher on related educational/learning outcome which includes the listed course assignment and exam		
		Case Study (HA 4073)			
Produce management concepts in human resources.	Syllabi (HA 4113)	Case Study (HA 4113)	70% of students will earn a 75% or higher on related educational/learning outcome which includes the listed course assignments		
		Ethical Dilemma Assignments (HA 4113)			
	Syllabi and Case Project Assignment (HA 4033)	Case Project Assignment (HA 4033)	70% of students will earn a 75% or higher on related educational/learning outcome which includes the listed course assignment		
Produce management concepts in hospitality marketing.	Syllabi and Marketing Plan (HA 4013)	Marketing Plan (HA 4013)	70% of students will earn a 75% or higher on related educational/learning outcome which includes the listed course assignment		
Produce management concepts in hospitality operations.	Syllabi (HA 2053)	Agency Final Evaluation (HA 2053)	70% of students will earn a 75% or higher on related educational/learning outcome which includes the listed course assignments		
		Final Report (HA 2053)			
	Syllabi and Internship Manual (HA 4116)	Final Report (HA 4116)	70% of students will earn a 75% or higher on related educational/learning outcome which includes the listed course assignments		
		Special Project Assignment (HA 4116)			

Produce management concepts in hospitality technology.	Syllabi (HA 1063)	Course Exam (HA 1063)	70% of students will earn a 75% or higher on related educational/learning outcome which includes the listed course assignments		
		Case Study (HA 1063)			
Describe the fundamental principles of leadership and demonstrate successful leadership skills.					
Program/Course Specific Learning Outcomes	Evidence of Learning Opportunities	Performance Measures or Tools	Performance Levels (metrics)	Assessment Results	Evidence of Curricular and/or Programmatic Changes
Identify the fundamental principles of leadership.	Syllabi (HA 2023)	Course Exams (HA 2023)	70% of students will earn a 75% or higher on related educational/learning outcome which includes the listed course assignments		
		Class Presentations (HA 2023)			
	Syllabi (HA 4113)	Case Study (HA 4113)	70% of students will earn a 75% or higher on related educational/learning outcome which includes the listed course assignment		
Demonstrate successful leadership skills.	Syllabi (HA 2053)	Student Initial and Final Self-Evaluation (HA 2053)	70% of students will earn a 75% or higher on related educational/learning outcome which includes the listed course assignments		
		Agency Final Evaluation (HA 2053)			
	Syllabi and Internship Manual (HA 4116)	Student Initial and Final Self-Evaluation (HA 2053)	70% of students will earn a 75% or higher on related educational/learning outcome which includes the listed course assignments		
		Agency Final Evaluation (HA 2053)			
	Syllabi (HA 2063)	Weekly Lab Reports (HA 2063)	70% of students will earn a 75% or higher on related educational/learning outcome which includes the listed course assignments		
		Role Play Activities (HA 2063)			

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Utilize critical thinking, problem solving, written and oral communication and investigative skills specific to Hospitality Administration.



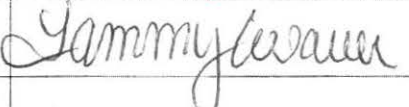
Program/Course Specific Learning Outcomes	Evidence of Learning Opportunities	Performance Measures or Tools	Performance Levels (metrics)	Assessment Results	Evidence of Curricular and/or Programmatic Changes
Identify critical thinking skills specific to hospitality administration.	Syllabi (HA 1043)	Class Presentation (HA 1043)	70% of students will earn a 75% or higher on related educational/learning outcome which includes the listed course assignments		
		Group Presentations (HA 1043)			
	Syllabi (HA 2023)	Class Presentation (HA 2023)	70% of students will earn a 75% or higher on related educational/learning outcome which includes the listed course assignments		
		Written Assignment (HA 2023)			
	Syllabi (HA 2053)	Mid-Term Evaluation (HA 2053)	70% of students will earn a 75% or higher on related educational/learning outcome which includes the listed course assignment		
	Syllabi (HA 4116)	Mid-Term Evaluation (HA 4116)	70% of students will earn a 75% or higher on related educational/learning outcome which includes the listed course assignment		
Execute critical thinking skills specific to hospitality administration.	Syllabi (HA 4113)	Case Study (HA 4113)	70% of students will earn a 75% or higher on related educational/learning outcome which includes the listed course assignments		
		Ethical Dilemma (HA 4113)			
	Syllabi (HA 4203)	Research Project (HA 4203)	70% of students will earn a 75% or higher on related educational/learning outcome which includes the listed course assignments		
		Role Play (HA 4203)			
	Syllabi (HA 2053)	Agency Final Evaluation (HA 2053)	70% of students will earn a 75% or higher on related educational/learning outcome which includes the listed course assignment		
	Syllabi (HA 4116)	Agency Final Evaluation (HA 4116)	70% of students will earn a 75% or higher on related educational/learning outcome which includes the listed course assignment		
Identify problem solving skills.					



ARKANSAS TECH UNIVERSITY

REQUEST FOR PROGRAM CHANGE

Department Initiating Proposal	Date
Department of Professional Studies	10/24/2018

Title	Signature	Date
Department Head Dr. Jeff Aulgur		11/9/18
Dean Dr. Jeff Aulgur		11/9/18
Assessment Dr. Christine Austin	use signature on pg 2	
Registrar Mrs. Tammy Weaver		11/9/18
Graduate Dean (Graduate Proposals Only)		
Vice President for Academic Affairs Dr. Phillip Bridgmon		

Committee	Approval Date
General Education Committee (Undergraduate Proposals Only)	
Teacher Education Committee (Graduate or Undergraduate Proposals)	
Curriculum Committee (Undergraduate Proposals Only)	
Faculty Senate (Undergraduate Proposals Only)	
Graduate Council (Graduate Proposals Only)	

Program Title:
Professional Studies Agriculture Business Concentration



ARKANSAS TECH UNIVERSITY

REQUEST FOR PROGRAM CHANGE

Department Initiating Proposal	Date
Department of Professional Studies	10/24/2018

Title	Signature	Date
Department Head		
Dean		
Assessment	<i>Chris Smith</i>	11/5/18
Registrar		
Graduate Dean (Graduate Proposals Only)		
Vice President for Academic Affairs		

Committee	Approval Date
General Education Committee (Undergraduate Proposals Only)	
Teacher Education Committee (Graduate or Undergraduate Proposals)	
Curriculum Committee (Undergraduate Proposals Only)	
Faculty Senate (Undergraduate Proposals Only)	
Graduate Council (Graduate Proposals Only)	

Program Title:
Professional Studies Agriculture Business Concentration

Outline change in program: (e.g., list changes in program such as (1) delete three hours of elective and (2) add three hours of approved major electives)

The Department of Agriculture is deleting AGBU 3133 Intermediate Agricultural Macroeconomics, from the course descriptions. They have added a new course AGBU 3233 International Agricultural Trade. Because of the change, the Professional Studies Agriculture Business Concentration will need to modify the curriculum as follows:

- (1) Delete AGBU 3133 Intermediate Agricultural Macroeconomics; and
- (2) add AGBU 3233 International Agricultural Trade

What impact will the change have on staffing, on other programs and space allocation?

N/A

Answer the following Assessment questions:

- a. How does the program change align with the university mission? The program change is not a significant change in the program and, as such, does not impact the program's overall alignment with mission of the institution.
- b. If this change in the program is mandated by an accrediting or certifying agency, include the directive. If not, state not applicable. Not applicable.
- c. What is the rationale for this program change?
 1. How will the program change impact learning for students enrolled in this program? The program change in the Agriculture Business concentration maintains alignment with curriculum updates in the Department of Agriculture.
 2. Provide an example or examples of student learning assessment evidence which supports the changes in the program. AGBU 3233 International Agricultural Trade is added to the Agriculture Business concentration to maintain alignment with program learning objectives and outcomes as identified the concentration's primary discipline, as recommended by the Department of Agriculture.
- ^ b. How does this program fit in the current state of the discipline? Include Arkansas institutional comparisons. If Arkansas educational institutions do not have the course or program provide comparative examples from regional educational institutions. The Department of Agriculture and the Department of Professional Studies have exchanged departmental support forms to one another in mutual agreement of the proposed course exchange.
- c. Attach a detailed assessment plan including three to five specific program student learning outcomes, means or instructional measures to assess each outcome, identify program courses where learning will be assessed, and performance standards or criteria for success which demonstrate student learning for each outcome. (Examples for assessment plans/curriculum mapping can be found at the Office of Assessment and Institutional Effectiveness web page.) The exchange of AGBU 3233 International Agricultural Change for AGBU 3133 Intermediate Agricultural Macroeconomics does not impact the overall program assessment protocols and plan currently in place for the Bachelor of Professional Studies program.

If this course will affect other departments, a Departmental Support Form for each affected department must be attached. The form is located on the Curriculum forms web page at http://www.atu.edu/registrar/curriculum_forms.php.

In the attached matrix, include requested changes in the matrix and include course number and title.

Curriculum Matrix for Catalog Curriculum in Professional Studies Agriculture Business Concentration	
<p>Freshman Fall Semester</p> <p>Add/Change:</p> <p>Delete:</p> <p>Total Hours:</p>	<p>Freshman Spring Semester</p> <p>Add/Change:</p> <p>Delete:</p> <p>Total Hours:</p>
<p>Sophomore Fall Semester</p> <p>Add/Change:</p> <p>Delete:</p> <p>Total Hours:</p>	<p>Sophomore Spring Semester</p> <p>Add/Change:</p> <p>Delete:</p> <p>Total Hours:</p>
<p>Junior Fall Semester</p> <p>Add: AGBU 3233 Intermediate Agricultural Macroeconomics</p> <p>Delete: AGBU 3133 International Agricultural Trade</p> <p>Total Hours:</p>	<p>Junior Spring Semester</p> <p>Add/Change:</p> <p>Delete:</p> <p>Total Hours:</p>
<p>Senior Fall Semester</p> <p>Add/Change:</p> <p>Delete:</p> <p>Total Hours:</p>	<p>Senior Spring Semester</p> <p>Add/Change:</p> <p>Delete:</p> <p>Total Hours:</p>

Arkansas Tech University
DEPARTMENTAL SUPPORT FORM

This form must be completed for every department affected by the course change.

Department Affected: College Engineering and Applied Science Department of Agriculture	This department <input checked="" type="checkbox"/> supports <input type="checkbox"/> does not support the change.
Comments: The Department of Professional Studies is requesting that AGBU 3133 Intermediate Agricultural Economics be added to the Bachelor of Professional Studies with a concentration in Agriculture Business and the Bachelor of Arts in Organizational Leadership with a concentration in Agriculture Business	

Department Head Signature: Michael R. Loring

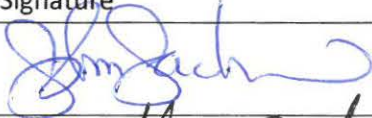
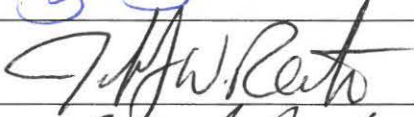
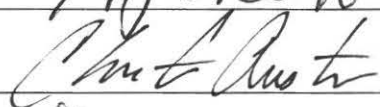
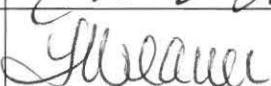
Date: 8-10-18



ARKANSAS TECH UNIVERSITY

REQUEST FOR COURSE DELETION

Department Initiating Proposal	Date
Biological Science – Health Information Management Program	10-29-18

Title	Signature	Date
Department Head		10/29/18
Dean		2018 Oct 29
Assessment		11/5/18
Registrar		11/9/18
Graduate Dean (Graduate Proposals Only)		
Vice President for Academic Affairs		

Committee	Approval Date
General Education Committee (Undergraduate Proposals Only)	
Teacher Education Committee (Graduate or Undergraduate Proposals)	
Curriculum Committee (Undergraduate Proposals Only)	
Faculty Senate (Undergraduate Proposals Only)	
Graduate Council (Graduate Proposals Only)	

Course Subject: (e.g., ACCT, ENGL)	Course Number: (e.g., 1003)
HIM	1001
Official Catalog Title:	
Health Information Management Orientation	

Is this course cross-listed with another existing course? If so, list course subject and number.

☐ Yes ☒ No

Will the cross-listed course be deleted? ☐ Yes ☒ No

(NOTE: If major or minor course, you must complete the Request for Program Change form to delete course from program.)

Answer the following Assessment questions:

- a. If this course is mandated by an accrediting or certifying agency, include the directive. If not, state not applicable. **Not applicable.**
- b. If this course was required for the major or minor, complete the following.
 1. How will program level learning outcome(s) previously addressed by this course now be addressed? **This course was previously an elective.**
- c. What is the rationale for deleting this course? What evidence supports this action?
This course was offered as an elective many years ago. At that time, it was thought that students that were not sure if they wanted to major in HIM would enroll in this class. After offering it for a few years, it became evident that the course was not meeting this need. Most students that are interested in HIM did not need an extra elective (an entire course) to learn about the major. This course has not been offered in many years and is no longer needed to be listed in the catalog.

If this course will affect other departments, a Departmental Support Form for each affected department must be attached. The form is located on the Curriculum forms web page at http://www.atu.edu/registrar/curriculum_forms.php.

This course does not impact any other departments.

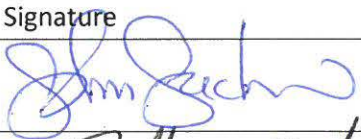
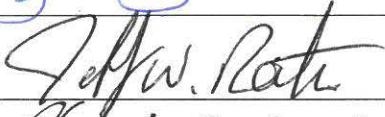
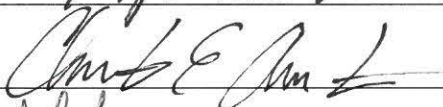
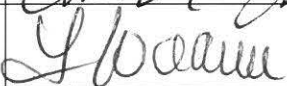
NOTE: This deletion will be effective at the end of the spring term of the current catalog year.



ARKANSAS TECH UNIVERSITY

REQUEST FOR COURSE DELETION

Department Initiating Proposal	Date
Biological Science – Health Information Management Program	10-29-18

Title	Signature	Date
Department Head		10/29/18
Dean		20180429
Assessment		11/5/18
Registrar		11/9/18
Graduate Dean (Graduate Proposals Only)		
Vice President for Academic Affairs		

Committee	Approval Date
General Education Committee (Undergraduate Proposals Only)	
Teacher Education Committee (Graduate or Undergraduate Proposals)	
Curriculum Committee (Undergraduate Proposals Only)	
Faculty Senate (Undergraduate Proposals Only)	
Graduate Council (Graduate Proposals Only)	

Course Subject: (e.g., ACCT, ENGL)	Course Number: (e.g., 1003)
HIM	2003
Official Catalog Title:	
Coding Principles Medical Office	

Is this course cross-listed with another existing course? If so, list course subject and number.

☐ Yes ☒ No

Will the cross-listed course be deleted? ☐ Yes ☒ No

(NOTE: If major or minor course, you must complete the Request for Program Change form to delete course from program.)

Answer the following Assessment questions:

- a. If this course is mandated by an accrediting or certifying agency, include the directive. If not, state not applicable. **Not applicable.**
- b. If this course was required for the major or minor, complete the following.
 1. How will program level learning outcome(s) previously addressed by this course now be addressed? **Many years ago, this course was offered for the Medical Assisting program when it was housed on the Russellville campus. This program is now a part of the Ozark campus and they provide the courses needed for the students.**
- c. What is the rationale for deleting this course? What evidence supports this action?
Many years ago, this course was offered for the Medical Assisting program when it was housed on the Russellville campus. This program is now a part of the Ozark campus and they provide the courses needed for the students. This course has not been offered in many years and is no longer needed to be listed in the catalog.

If this course will affect other departments, a Departmental Support Form for each affected department must be attached. The form is located on the Curriculum forms web page at http://www.atu.edu/registrar/curriculum_forms.php.

This course does not impact any other departments.

NOTE: This deletion will be effective at the end of the spring term of the current catalog year.