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| For Academic Affairs and Research Use Only |
| Proposal Number |  |
| CIP Code:  |  |
| Degree Code: |  |

**New or Modified Course Proposal Form**

**[ ] Undergraduate Curriculum Council**

**[X] Graduate Council**

|  |
| --- |
| **[X]New Course, [ ]Experimental Course (1-time offering), or [ ]Modified Course (Check one box)** |

Signed paper copies of proposals submitted for consideration are no longer required. Please type approver name and enter date of approval.

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| John Mello 2/9/2021**Department Curriculum Committee Chair** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Enter date…**COPE Chair (if applicable)** |
| Sharon D. James 2/9/2021**Department Chair** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Enter date…**Head of Unit (if applicable)**   |
| John Mello 2/9/2021**College Curriculum Committee Chair** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Enter date…**Undergraduate Curriculum Council Chair** |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Enter date…**Director of Assessment (new courses only)** | \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Enter date…**Graduate Curriculum Committee Chair** |
| Melody Lo 2/9/2021**College Dean** | Alan Utter 2/26/2021**Vice Chancellor for Academic Affairs** |
| \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Enter date…**General Education Committee Chair (if applicable)**   |  |

1. **Contact Person (Name, Email Address, Phone Number)**

Dr. Matthew Hill, mdhill@astate.edu, 870-972-3960

1. **Proposed starting term and Bulletin year for new course or modification to take effect**

Fall 2021

**Instructions:**

*Please complete all sections unless otherwise noted. For course modifications, sections with a “Modification requested?” prompt need not be completed if the answer is “No.”*

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|  | **Current (Course Modifications Only)** | **Proposed (New or Modified)** *(Indicate “N/A” if no modification)* |
| **Prefix** |  | **MGMT** |
| **Number\*** |  | **6202** |
| **Title** |  | Certified Associate in Project Management Prep Course |
| **Description\*\*** |  | Provides a comprehensive examination of the practice of project management by blending theory with practical examples. This course qualifies students to become certified through the Project Management Institute via the industry-recognized Certified Associate in Project Management (CAPM®) credential. |

 ***\**** (Confirm with the Registrar’s Office that number chosen has not been used before and is available for use. For variable credit courses, indicate variable range. *Proposed number for experimental course is 9*. )

\*\*Forty words or fewer as it should appear in the Bulletin.

1. **Proposed prerequisites and major restrictions** **[Modification requested? Yes/No]**

(Indicate all prerequisites. If this course is restricted to a specific major, which major. If a student does not have the prerequisites or does not have the appropriate major, the student will not be allowed to register).

1. **Yes / No** Are there any prerequisites? Yes
	1. If yes, which ones?

MGMT 6002 Fundamentals of Project Management

MGMT 6102 Applied Project Management

* 1. Why or why not?

 MGMT 6002 provides the foundational principles of project management that are required to comprehend the Project Management Institute's A Guide to the Project Management Body of Knowledge®. MGMT 6102 provides examples of the application of these principles via case studies.

1. **Yes / No** Is this course restricted to a specific major? No
	1. If yes, which major? Enter text...
2. **Proposed course frequency [Modification requested? Yes/No]**

(e.g. Fall, Spring, Summer; if irregularly offered, please indicate, “irregular.”) *Not applicable to Graduate courses.*

Enter text...

1. **Proposed course type [Modification requested? Yes/No]**

Will this course be lecture only, lab only, lecture and lab, activity (e.g., physical education), dissertation/thesis, capstone, independent study, internship/practicum, seminar, special topics, or studio? Please choose one.

Lecture via asynchronous online format

1. **Proposed grade type [Modification requested? Yes/No]**

What is the grade type (i.e. standard letter, credit/no credit, pass/fail, no grade, developmental, or other [please elaborate])

Standard Letter

1. **Yes / No** Is this course dual-listed (undergraduate/graduate)? No
2. **Yes / No** Is this course cross-listed? No

*(If it is, all course entries must be identical including course descriptions. Submit appropriate documentation for requested changes. It is important to check the course description of an existing course when adding a new cross-listed course.)*

**a.** – If yes, please list the prefix and course number of the cross-listed course.

 Enter text...

 **b.** – **Yes / No** Can the cross-listed course be used to satisfy the prerequisite or degree requirements this course satisfies?

 Enter text...

1. **Yes / No** Is this course in support of a new program? Yes

a. If yes, what program?

 Graduate Certificate in Project Management

1. **Yes / No** Will this course be a one-to-one equivalent to a deleted course or previous version of this course (please check with the Registrar if unsure)? No

a. If yes, which course?

Enter text...

**Course Details**

1. **Proposed outline** **[Modification requested? Yes/No]**

MGMT 6202 is a 1.5 credit hour course

Required Materials:

*A Guide to the Project Management Body of Knowledge (PMBOK® Guide)* 6th Edition

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| **Week** | **Dates** | **Content** |
| 1 |  | Familiarize yourself with course page, syllabus, content and deliverables, etc.Content:Project Management Overview (PMBOK Chapter 3)Project Management Framework (PMBOK Chapter 1 and 2) |
| 2 |  | Content: Project Management ProcessesProject Integration Management (PMBOK Chapter 4)Deliverables: **DUE** Quiz 1: Project Management Framework, Quiz 2: Project Management ProcessesQuiz 3: Project Integration ManagementProject Scope Management (PMBOK Chapter 5)Deliverables: **DUE** Case Study: Global Green BooksQuiz 4: Scope Management |
| 3 |  | Content: Project Schedule Management (PMBOK Chapter 6)Project Cost Management (PMBOK Chapter 7)Deliverables: **DUE** Case Study: Closing Projects at Global Green Books Quiz 5: Schedule ManagementCase Study: Managing Change at Global Green BooksQuiz 6: Cost Management |
| 4 |  | Content:Project Quality Management (PMBOK Chapter 8)Project Resource Management (PMBOK Chapter 9)Deliverables: **DUE** Case Study: Defining Standard Projects at Global Green BooksQuiz 7: Quality Management Case Study: Developing Project Managers at Global Green BooksQuiz 8: Resource Management |
| 5 |  | Content:Project Communication Management (PMBOK Chapter 10)Project Risk Management (PMBOK Chapter 11)Project Procurement Management (PMBOK Chapter 12)Deliverables: **DUE** Case Study: Quality Management at Global Green Books Quiz 9: Communication Management –Case Study: Risk at Global Green BooksQuiz 10: Project Risk Management Quiz 11: Procurement ManagementCase Study: Start Volkswagen Case Study AnalysisQuiz12 : Stakeholder ManagementCase Study: Volkswagen Case Study AnalysisQuiz 13: Professional and Social ResponsibilityQuiz 14: Appendix X3 and Glossary |
| 6 |  | Content: Project Stakeholder Management (PMBOK Chapter 13)Professional and Social ResponsibilityPMI Code of EthicsAgile, Iterative, Adaptive, and Hybrid Projects (Appendix X3)PMBOK GlossaryDeliverables: **DUE** Discussion Board AssignmentQuiz 15: Network DiagrammingQuiz 16: Contract CalculationsQuiz 17: Earned Value ManagementITTO Quiz |
| 7 |  | Content:Exam Help SlidesFormulas to Know for the ExamDeliverables: **DUE** CAPM Practice Exam 1-3 |

1. **Proposed special features** **[Modification requested? Yes/No]**

None

1. **Department staffing and classroom/lab resources**

None

1. Will this require additional faculty, supplies, etc.?

 No

1. **Yes / No** Does this course require course fees? No

 *If yes: please attach the New Program Tuition and Fees form, which is available from the UCC website.*

**Justification**

**Modification Justification (Course Modifications Only)**

1. Justification for Modification(s)

Enter text...

**New Course Justification (New Courses Only)**

1. Justification for course. Must include:

 a. Academic rationale and goals for the course (skills or level of knowledge students can be expected to attain)

 This course will be offered to support the planned Graduate Certificate in Project Management. This course is offered in support of the Graduate Certificate in Project Management. Upon completing this course students will be able to describe and implement the project management processes of initiating, planning, executing, monitoring, controlling, and closing projects, as described in the Project Management Institute's A Guide to the Project Management Body of Knowledge®.

b. How does the course fit with the mission of the department? If course is mandated by an accrediting or certifying agency, include the directive.

 This course is essential to the mission of the Graduate Certificate of Project Management, which is to uniquely position individuals for success in managing projects across various areas of business.

c. Student population served.

Students seeking the Certificate in Project Management will be eligible to take this course.

d. Rationale for the level of the course (lower, upper, or graduate).

The topics and examples used in the course are at the managerial level.

**Assessment**

**Assessment Plan Modifications (Course Modifications Only)**

1. **Yes / No** Do the proposed modifications result in a change to the assessment plan?

 *If yes, please complete the Assessment section of the proposal*

**Relationship with Current Program-Level Assessment Process (Course modifications skip this section unless the answer to #18 is “Yes”)**

1. What is/are the intended program-level learning outcome/s for students enrolled in this course? Where will this course fit into an already existing program assessment process?

Mastering the skills and competencies stipulated by the Project Management Institute in the Guide to Project Management Body of Knowledge.

 N/A

1. Considering the indicated program-level learning outcome/s (from question #19), please fill out the following table to show how and where this course fits into the program’s continuous improvement assessment process.

*For further assistance, please see the ‘Expanded Instructions’ document available on the UCC - Forms website for guidance, or contact the Office of Assessment at 870-972-2989.*

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| **Program-Level Outcome 1 (from question #19)** | Mastering the skills and competencies stipulated by the Project Management Institute in the Guide to Project Management Body of Knowledge. |
| Assessment Measure | Direct: quizzes and exams. Indirect: Student evaluations  |
| Assessment Timetable | Assessment occurs each time the course is taught. |
| Who is responsible for assessing and reporting on the results? | Faculty teaching the course, Director of Assessment, and Director of Professional Excellence and MBA Programs |

 *(Repeat if this new course will support additional program-level outcomes)*

 **Course-Level Outcomes**

1. What are the course-level outcomes for students enrolled in this course and the associated assessment measures?

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| **Outcome 1** | Students will demonstrate an understanding of how project management contributes to achieving the strategic objectives of the firm. |
| Which learning activities are responsible for this outcome? | Virtual discussions, extensive readings (textbook and online materials), and applied exercises. |
| Assessment Measure  | Direct: quizzes and exams. Indirect: Student evaluations |

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| **Outcome 2** | Students will demonstrate the ability to incorporate ethical decision-making strategies to managing projects.  |
| Which learning activities are responsible for this outcome? | Virtual discussions, extensive readings (textbook and online materials), and applied exercises. |
| Assessment Measure  | Direct: quizzes and exams. Indirect: Student evaluations |

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| **Outcome 3** | Students will apply the principles learned in this course in preparation to take the Certified Associate in Project Management (CAPM®) exam administered by the Project Management Institute. |
| Which learning activities are responsible for this outcome? | Virtual discussions, extensive readings (textbook and online materials), and applied exercises. |
| Assessment Measure  | Direct: quizzes and exams. Indirect: Student evaluations |

**Bulletin Changes**

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| **Instructions**  |
| **Please visit** [**http://www.astate.edu/a/registrar/students/bulletins/index.dot**](http://www.astate.edu/a/registrar/students/bulletins/index.dot) **and select the most recent version of the bulletin. Copy and paste all bulletin pages this proposal affects below. Please include a before (with changed areas highlighted) and after of all affected sections.** **\*Please note: Courses are often listed in multiple sections of the bulletin. To ensure that all affected sections have been located, please search the bulletin (ctrl+F) for the appropriate courses before submission of this form.**  |

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**MBA 508V. Survey of Statistics** Concepts of Business Statistics for non-business ma­jors pursuing graduate degrees in business. Intensive outside readings and assignments are re­quired.

**MBA 509V. Survey of Operations Management** Concepts of Operations Management for non-business majors pursuing graduate degrees in business. Intensive outside readings and as­signments are required.

**Management (MGMT)**

**MGMT 6001. Adventures in Leadership and Team Building** Self assessment tools for de­veloping leadership skills and practice in group dynamics. Individual growth and team building through an activity retreat. Must be taken during the first or second semester of the student’s program.

**MGMT 6003. Organizational Behavior in Healthcare Organizations** Study of management theories and concepts describing human behavior applied in the healthcare organizations. Em­phasis is placed on professionalism, medical staff relations, governance, stress, attitudes, leader­ship, instruction, communication, conflict resolution, and teamwork.

**MGMT 6013. Human Resource Management for Healthcare Organizations** Study of planning for, acquiring, retaining and maintaining human resources for healthcare services providers.

**MGMT 6093. Directed Individual Study** Detailed individual research directed by graduate faculty, resulting in a paper and presentation. Consent of instructor and approval of prospectus by graduate business programs director required.

**MGMT 6143. Organization Theory** Examines organizations as interdependent systems, stressing structural, environmental, and international considerations using theories and perspec­tives from sociology, economics, psychology, and strategic management. Stresses practical impli­cations for managing dynamic organizations.

**MGMT 6202. Certified Associate in Project Management Prep Course** Provides a comprehensive examination of the practice of project management by blending theory with practical examples. This course qualifies students to become certified through the Project Management Institute via the industry-recognized Certified Associate in Project Management (CAPM®) credential.

**MGMT 6313. Management Consulting** Focuses on requirements to become a successful management consultant. Students will experience a live consulting engagement with clients from a variety of sectors. Key activities include organizational diagnosis, progress review, preparation of consulting proposal, and presentation of consulting report to client. Prerequisites, ACCT 6003, FIN 6723, MIS 6413, and MKTG 6223.

**MGMT 6403. Seminar in Organizational Behavior** Designed to introduce students to the ways individuals and teams work in organizations, with a special emphasis on practical applica­tions for managers. The objective is to improve students’ abilities to diagnose, analyze, and take effective action in their organizational work.

**MGMT 6413. Industrial Relations** The factors which condition labor-management relations. The nature and significance of labor disputes are analyzed, together with factors involved in their solution. Special attention is given to the growing importance of wage policies and their impact upon labor-management relations. Prerequisite, MGMT 3123.

**MGMT 6423. Strategic Management** An integrated capstone course focusing on the role of management in crafting and implementing strategy to achieve “fit” between an organization and its environment. An action-based approach involves student teams in developing and presenting stra­tegic plans for public, private, profit and not-for-profit organizations. Prerequisite, All core courses or last semester of enrollment.

**MGMT 6433. Entrepreneurship** Explores the nature of entrepreneurial activity, the basics of business plan development, new venture creation, and small business strategic planning.

**MGMT 6443. Management Development Strategies** The Human Resource Management Function with emphasis on the development of business structures, policies and techniques used in developing human resources in the contemporary business organization.