

Indiana Commission for Higher Education
Indiana Board for Proprietary Education

Out-of-State Institutions and
In-State Proprietary Institutions Offering Instruction in Indiana
with a Physical Presence in the State

DEGREE APPLICATION
(New or Renewal program)

Use the <tab> key to advance to the next field, or select a field by clicking the cursor.

Name of Institution Harrison College Indianapolis Northwest

Program name and
Suggested CIP Code: Business 52.0101

Level of Degree (AAS, AS, AA, BAS, BA, BS, MBA, MAS, MA, MS, Ph.D.) AAS

Name of Person Preparing this Form Kristen Akers

Telephone Number 317-447-6893 **Application Type**

Date the Form was Prepared 10/8/2015 Initial
(Revise date after any revision)

I. PROGRAM OBJECTIVES: Describe what the program is designed to achieve and explain how it is structured in order to accomplish the objectives.

This program seeks to provide students with an extensive business background, focusing on multifunctional principles of business. The program includes courses in the accounting, business, finance, human resources, management, marketing and entrepreneurship specialty areas. Students may elect to concentrate their professional electives in one of five functional areas or remain generalized. Graduates of the program are prepared to begin careers as manager trainees or project assistants in any number of industries.

PROGRAM OBJECTIVES

Upon graduation, a student will:

1. Demonstrate a working knowledge of business terminology.
2. Identify and contrast business roles in a global context.
3. Evaluate the implication of ethical problem solving in business situations.
4. Evaluate the importance of business data to organizational decisions.
5. Produce effective business communication for various audiences.

II. PROGRAM STRUCTURE: List all courses in the program. Indicate course name, course number, and number of credit hours or clock hours for each course.

Name of Program: Business

Total Course Hours: 90 Check one: Quarter Hours Semester Hours _____ Clock Hours _____

Tuition: \$36,000 Length of Program: 21 Months

SPECIALTY COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
ACC1010	Accounting I	4
ACC1020	Accounting II	4
BUS1000	Principles of Business	4
BUS1050	Business Math	4
BUS2000	Business Communication	4
BUS2500	Global Business & Culture	4
FIN2000	Introduction to Finance	4
HR2100	Human Resource Law	4
MGT2000	Management	4
MGT2700	Entrepreneurship	4
MKG1200	Marketing	4
Elective	Professional Elective/Concentration I	4
Elective	Professional Elective/Concentration II	4
Elective	Professional Elective/Concentration III	4
INT2990 OR BUS2990	Internship OR Lower Division Capstone	4
CPU1000	Computers and Office Automation	4
GS1000	Success Strategies	6

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
COM1050	Composition I	4
ECN2000	Macroeconomics	4
MAT1500	Introductory Algebra	4
SPC1010	Presentation Skills	4
SOC1050 OR PSY1060	Sociology OR Psychology	4

GENERAL EDUCATION / LIBERAL ARTS COURSES:

<u>Course Number</u>	<u>Course Title</u>	<u>Course Hours</u>
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Number of Credit/Clock Hrs. in Specialty Courses: 70 / 90 Percentage: 78%

Number of Credit/Clock Hrs. in General Courses: 20 / 90 Percentage: 22%

If applicable:
Number of Credit/Clock Hrs. in Liberal Arts: / Percentage:

III. LIBRARY: Please provide information pertaining to the library located in your institution.

1. Location of library; Hours of student access; Part-time, full-time librarian/staff:

Ground floor of the Indianapolis Northwest campus facing the main front desk. All Harrison College students can also retrieve library resources and services from the Harrison website from any Internet-connected device. The Harrison Library website is: www.harrison.edu/library. This site includes links to a catalog that contains over 20,000 full-text eBooks, as well as citations for traditional print materials located at any of Harrison's campuses and institutions world-wide.

Hours: Monday through Thursday 7AM-9PM, Friday 8AM-4PM

In addition, a LIVE online chat reference service is available during normal hours as well as Saturday 9AM-1PM and Sunday 5PM-9PM.

Staff: One professional full-time librarian as well as access to over fifteen full time professional librarians around the state of Indiana and the region who participate in the aforementioned live chat reference.

2. Number of volumes of professional material:

There are currently over 500 print volumes in the NW Campus location. Students also have access to items collected at 13 other Harrison College campus libraries, as well as over 47,000 full-text eBook titles, and additional resources through our Interlibrary Loan service from other institutions.

3. Number of professional periodicals subscribed to:

Currently, there are 15 professional subscriptions available in the library along with thousands of full-text periodicals available electronically through various database subscriptions, including: EBSCO, ProQuest, LexisNexis, and Gale. Harrison subscribes to many business-related publications. For instance, Full-Text options are available from the following publications: Inc., Fortune, Forbes, Fast Company, The Economist, Harvard Business Review, Investor's Business Daily, The Financial Times

4. Other library facilities in close geographical proximity for student access:

The Pike Branch of the Indianapolis Marion County Public Library is located 3.9 miles from the NW Campus. There are 20 other branches of IMCPL as well as the Main Branch located downtown Indianapolis. This system also has an online catalog and databases available to cardholders.

The Hussey-Mayfield Public Library in Zionsville is located 2.5 miles away, just north of the NW campus.

**Supplementary Information on
Licensure, Certification, and Accreditation**

Institution: Harrison College
Degree Program: Business AAS
Locations: Indianapolis Northwest

State Licensure

Does a graduate of this program need to be licensed by the State to practice their profession in Indiana and if so, will this program prepare them for licensure?

If so, please identify
The specific license(s) needed:
The State agency issuing the license(s):

Graduates of this program do not need to be licensed by the State to practice their profession in Indiana.

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Professional Certification

What are the professional certifications that exist for graduates of similar program(s)?

Will a graduate of this program be prepared to obtain national professional certification(s) in order to find employment, or to have substantially better prospects for employment, in a related job in Indiana?

If so, please identify
Each specific professional certification:
The national organization issuing each certification:

Please explain the rationale for choosing each professional certification:

Please identify the single course or a sequence of courses that lead to each professional certification?

The Associate Degree in Business graduates at Harrison College cover a broad-based, multi-functional curriculum. The curriculum lends itself to a variety of career paths in business and may offer a student greater opportunity to seek recognized certificates such as the Professional in Human Resources (PHR), Project Management Professional (PMP), and/or Microsoft Office Specialist (MOS) or in individual Microsoft programs. Each certificate has unique qualifications that may require additional education or work experience to successfully and properly utilize the certificate designation.

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Professional Industry Standards/Best Practices

Does the program curriculum incorporate professional industry standard(s) and/or best practice(s)?

If so, please identify
The specific professional industry standard(s) and/or best practice(s):
The organization or agency, from which the professional industry standard(s) and/or best practice(s) emanate:

See Exhibit 1

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Program Accreditation

Does this program need specialized accreditation in order for a graduate to become licensed by the State or to earn a national professional certification, so graduates of this program can work in their profession or have substantially better prospects for employment?

If so, please identify the specialized accrediting agency:

No, there is no specialized accreditation for this program.

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Transferability of Associate of Science Degrees

Since CHE/BPE policy reserves the Associate of Science designation for associate degrees whose credits apply toward meeting the requirements of a related baccalaureate degree, please answer the following questions:

Does a graduate of this A.S. degree program have the option to apply all or almost all of the credits to a related baccalaureate degree at your institution? Yes.

If so, please list the baccalaureate degree(s):

Bachelor of Science, Business Management.

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Job Titles

List specific job titles and broad job categories that would be appropriate for a graduate of this program:

Graduates of the program are prepared to begin careers as manager trainees or project assistants in any number of industries.

Exhibit 1

Professional Industry Standards/Best Practices

Does the program curriculum incorporate professional industry standard(s) and/or best practice(s)?

Each business course taught within the program focuses on a different concentration or group of industry standards and/or best practices. Certifications and licensure is not required for entry level business positions. Harrison College continually reaches out to business and community representatives to help guide the ongoing review of the program.

If so, please identify

The specific professional industry standard(s) and/or best practice(s):

The following are examples of key summary level Business program concepts that incorporate professional industry standards and/or best practices:

- **Global business awareness**
- **Stakeholder satisfaction**
- **Critical thinking and research skills**
- **Environmental considerations and factors**
- **Accounting**
- **Marketing and sales**
- **Quantitative methods**
- **Principles of economics**
- **Human resources and law**
- **Finance**
- **Strategic management**
- **Quality assurance**
- **Project management standards**
- **Business ethics**

The organization or agency, from which the professional industry standard(s) and/or best practice(s) emanate:

Standards and best practices emanate from the Project Management Institute (PMI), Society for Human Resource Management (SHRM), Small Business Administration (SBA), Financial Accounting Standards Board (FASB), Generally Accepted Accounting Principles (GAAP), American Accounting Association, the Securities and Exchange Commission (SEC) and the Internal Revenue Service (IRS).