

Curriculum Revision Form

Effective Date: FALL

Submission Date:

Department:

College of:

Contact Person:

Minor Required?

Major/Minor/Emphasis/Certification Name:

If selection is "Deletion" complete questions 2, 3, & 4, then complete signatures.

Revision to Curriculum – REQUIRES ACADEMIC PLANNING EXCEL ATTACHED.

Used to change program name and/or curriculum, effective the upcoming academic catalog.

Removes Major/Minor/Emphasis/Certificate from upcoming catalog.

1. Describe your Changes:

2. Rationale for change, including changes to curriculum objectives:

3. Will this change affect any education majors? *If "yes," this requirement will need approval of the Council for Teacher Education before upload to " College Curriculum Legislation" in SharePoint.*

Yes

No

4. If this change affects any other department on campus, **please attach any email notifications between departments.**

5. Does the revision meet University catalog definitions for majors, minors, emphases, and certificates as appropriate?

Yes No

6. Will additional resources or costs will be required?

Yes No

If so, what will be needed?

Definition of an Emphasis

Area of Emphasis is a specific subject area that exists within an approved degree program and major. At Pittsburg State University a minimum of 12 credit hours and no more than 24 credit hours are expected for an area of emphasis in a baccalaureate degree program.

Definition of a Minor

Minors at Pittsburg State University may range from 15 to 24 credit hours. When selected to accompany a degree that requires a minor there must be at least nine unique credit hours in the minor that are not found in the student's major in order to meet graduation requirements. In instances where the major requires a minor (not the degree type), academic departments/schools may specify minors that best achieve the learning objective for their students.

Definition of Certificate Program

A certificate program can be undergraduate or graduate in course content and provides a specific body of knowledge for personal or career development or professional continuing education. Certificates may be taken while also pursuing a degree or independent from any other studies at Pittsburg State University. It is recommended that if the student is only pursuing a certificate and not in conjunction with a degree and wishes to apply for federal financial assistance that they visit with personnel in the Student Financial Assistance office regarding the eligibility for aid for the certificate of interest. At Pittsburg State University a certificate can range from 12 credit hours to 24 credit hours.

Certificate in Professional Sales and Sales Management

See notes *1

- MKTG-330 Principles of Marketing (3 hours)
- MKTG-450 Personal Selling and Sales Management (3 hours)
- MKTG-451 Professional Selling and Negotiation (3 hours)

Select 6 hours of Approved Electives from:

- AT-682 Dealership Sales Operations (3 hours)
- AT-687 Corporate Sales, Service, and Parts Management (3 hours)
- GIT-580 Sales and Customer Service (3 hours)
- MKTG-420 Services Marketing (3 hours)
- MKTG-430 Retail and Channels Management (3 hours)
- MKTG-621 Internship in Professional Sales (3 hours)

*Notes *1: Or other course approved by certificate advisor.*

Revised: 10/09/2024

Make sure to attach the program guide from current catalog! (For Revised Curriculum)

<https://www.pittstate.edu/registrar/catalog>

Academic Planning Document for 2025-2026

Major/Emphasis/Minor/Certificate - Professional Sales & Sales Management Certificate

Course Prefix	Course Num.	Course Name	Cr. Hr.
		Core Courses -	15
MKTG	330	Principles of Marketing	3
MKTG	450	Personal Selling and Sales Management	3
MKTG	451	Professional Selling and Negotiation	3
		Select 6 hours of Approved Electives from:	6
AT	682	Dealership Sales Operations	
AT	687	Corporate Sales, Service, and Parts Management	
GIT	580	Sales and Customer Service	
MKTG	420	Services Marketing	
MKTG	430	Retail and Channels Management	
MKTG	671	Internship in Professional Sales	
		Or other course approved by certificate advisor.	
Total Credit Hours -			15
Minor -			
General Education, 34-35 hours -			
Total Credit Hours:			15

Be sure all information is correct and courses are active before submitting.
 Curriculum Revisions **REQUIRE** a program guide from the current catalog, 24/25.
 Your legislation will be returned if either is found.