



DEPARTMENT OF  
HIGHER EDUCATION &  
WORKFORCE DEVELOPMENT

## New Program Report

**Date Submitted:**

05/03/2023

**Institution**

Columbia College

**Site Information**

**Implementation Date:**

8/28/2023 12:00:00 AM

**Added Site(s):**

**Selected Site(s):**

Columbia College-Jefferson City, 3314 Emerald Lane, Jefferson City, MO, 65109

Columbia College-Kansas City, 4240 Blue Ridge Blvd., Ste 400, Kansas City, MO, 64133-1702

Columbia College-Lake Ozark, 900 College Blvd, Osage Beach, MO, 65065

Columbia College-Rolla, 550 Blue's Lake Parkway, Rolla, MO, 65401

Columbia College-Springfield, 3271 East Battlefield Road, Suite 250, Springfield, MO, 65804

Columbia College-St. Louis, 4411 Woodson Rd., St. Louis, MO, 63134

Columbia College-Waynesville, 320 Ichord Ave, Ste. A, Waynesville, MO, 65583

Columbia College, 1001 Rogers, Columbia, MO, 65216

**CIP Information**

**CIP Code:**

520804

**CIP Description:**

A program that prepares individuals to plan and manage the financial interests and growth of individuals and institutions. Includes instruction in portfolio management, investment management, estate planning, insurance, tax planning, strategic investing and planning, financial consulting services, and client relations.

**CIP Program Title:**

Financial Planning and Services

**Institution Program Title:**

Financial Planning and Services Certificate

**Degree Level/Type**

**Degree Level:**

Postbaccalaureate Certificate

**Degree Type:**

Graduate Certificate (GRCT)

**Options Added:**

Collaborative Program:

N



DEPARTMENT OF  
HIGHER EDUCATION &  
WORKFORCE DEVELOPMENT

## New Program Report

### Mode of Delivery

Current Mode of Delivery

Classroom

Hybrid

Online

### Student Preparation

Special Admissions Procedure or Student Qualifications required:

Admission procedures and student qualifications do not exceed regular College standards.

Specific Population Characteristics to be served:

Columbia College serves traditional students at the Residential Campus and specializes in adult and military education nationwide. Columbia College serves nearly 18,000 students each year at 40 locations.

### Faculty Characteristics

Special Requirements for Assignment of Teaching for this Degree/Certificate:

Columbia College adheres to the credential requirements set forth by HLC for all faculty members. Columbia College requires instructors to have at least a Master’s degree from a regionally accredited institution in the subject to be taught, with relevant coursework and/ or professional experience directly related to the course. In exceptional circumstances, special certification, extraordinary work experience, or tested experience, may compensate the absence of certain academic credentials.

Estimate Percentage of Credit Hours that will be assigned to full time faculty:

Full-time faculty teach 12 credit hours or less in a given session. Adjunct faculty can teach no more than 9 credit hours in a given session, and no more than 6 in-seat credit hours a session.

Expectations for professional activities, special student contact, teaching/learning innovation:

Full-time faculty members are required to participate in professional development, for promotion, tenure, and annual evaluation, and have department, school and college budgetary support available. Adjunct faculty members are required to provide contact information to students. Full-time faculty members are required to have 3 hours a week of office hours designated for their students.

### Student Enrollment Projections Year One-Five

<b>Year 1</b>	<b>Full Time: 9</b>	<b>Part Time: 35</b>	
<b>Year 2</b>	<b>Full Time: 14</b>	<b>Part Time: 57</b>	
<b>Year 3</b>	<b>Full Time: 18</b>	<b>Part Time: 71</b>	<b>Number of Graduates: 23</b>
<b>Year 4</b>	<b>Full Time: 18</b>	<b>Part Time: 71</b>	
<b>Year 1</b>	<b>Full Time: 9</b>	<b>Part Time: 35</b>	
<b>Year 2</b>	<b>Full Time: 14</b>	<b>Part Time: 57</b>	
<b>Year 3</b>	<b>Full Time: 18</b>	<b>Part Time: 71</b>	<b>Number of Graduates: 23</b>



## New Program Report

Year 4	Full Time: 18	Part Time: 71	
Year 1	Full Time: 9	Part Time: 35	
Year 2	Full Time: 14	Part Time: 57	
Year 3	Full Time: 18	Part Time: 71	Number of Graduates: 23
Year 4	Full Time: 18	Part Time: 71	
Year 1	Full Time: 9	Part Time: 35	
Year 2	Full Time: 14	Part Time: 57	
Year 3	Full Time: 18	Part Time: 71	Number of Graduates: 23
Year 4	Full Time: 18	Part Time: 71	
Year 1	Full Time: 9	Part Time: 35	
Year 2	Full Time: 14	Part Time: 57	
Year 3	Full Time: 18	Part Time: 71	Number of Graduates: 23
Year 4	Full Time: 18	Part Time: 71	
Year 1	Full Time: 9	Part Time: 35	
Year 2	Full Time: 14	Part Time: 57	
Year 3	Full Time: 18	Part Time: 71	Number of Graduates: 23
Year 4	Full Time: 18	Part Time: 71	
Year 1	Full Time: 9	Part Time: 35	
Year 2	Full Time: 14	Part Time: 57	
Year 3	Full Time: 18	Part Time: 71	Number of Graduates: 23
Year 4	Full Time: 18	Part Time: 71	
Year 1	Full Time: 9	Part Time: 35	



## New Program Report

<b>Year 2</b>	<b>Full Time:</b> 14	<b>Part Time:</b> 57	
<b>Year 3</b>	<b>Full Time:</b> 18	<b>Part Time:</b> 71	<b>Number of Graduates:</b> 23
<b>Year 4</b>	<b>Full Time:</b> 18	<b>Part Time:</b> 71	
<b>Year 5</b>	<b>Full Time:</b> 18	<b>Part Time:</b> 71	<b>Number of Graduates:</b> 29

**Percentage Statement:**

n/a

**Program Accreditation**

Institutional Plans for Accreditation:

The program falls within the College's Higher Learning Commission accreditation.

**Program Structure**

**Total Credits:**

18

**Residency Requirements:**

n/a

**General Education Total Credits:**

42

**Major Requirements Total Credits:**

18

**Course(s) Added**

COURSE NUMBER	CREDITS	COURSE TITLE
FINC 498	3	Comprehensive Financial Planning
FINC 365	3	Retirement Planning and Employee Benefits
ACCT 381	3	Federal Income Tax-Individuals
FINC 354	3	Investments
FINC 375	3	Estate Planning
FINC 295	3	Risk and Insurance

**Free Elective Credits:**

0

**Internship or other Capstone Experience:**

n/a

**Assurances**

I certify that the program will not unnecessarily duplicate an existing program of another Missouri institution in accordance with 6 CSR 10-4.010, subsection (9)(C) Submission of Academic Information, Data and New Programs.

I certify that the program will build upon existing programs and faculty expertise.



## **New Program Report**

I certify that the institution has conducted research on the feasibility of the proposal and it is likely the program will be successful. Institutions' decision to implement a program shall be based upon demand and/or need for the program in terms of meeting present and future needs of the locale, state, and nation based upon societal needs, and/or student needs.

### Contact Information

First and Last Name: DUSTI  
SCHNEDLER

Email: [dschnedler@ccis.edu](mailto:dschnedler@ccis.edu)

Phone: 573-875-3960

# Financial Planning and Services Certificate

## Certificate Requirements

Students must complete at least nine semester hours of the certificate with Columbia College. A basic knowledge of accounting is required, so ACCT 281 or equivalent, is a prerequisite for most courses in this certificate.

## Required Courses (18 sem. hrs)

ACCT 381 Federal Income Tax-Individuals  
FINC 295 Risk and Insurance  
FINC 354 Investments  
FINC 365 Retirement Planning and Employee Benefits  
FINC 375 Estate Planning  
FINC 498 Comprehensive Financial Planning

**Total Semester Hours: 18**