



LOUISIANA COMMUNITY & TECHNICAL COLLEGE SYSTEM

**Changing Lives,
Creating Futures**

Monty Sullivan
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TO: Dr. Monty Sullivan
LCTCS President

THROUGH: Dr. Wendi Palermo ^{WP}
Chief Education and Training Officer

FROM: William Tulak ^{WT}
Director of Institutional Effectiveness

DATE: January 16, 2024

SUBJECT: Program Requests at South Louisiana Community College

APPROVED

LCTCS BOARD OF SUPERVISORS 2-7-24

FOR BOARD ACTION

Recommendation: Staff recommends the Board approve the following program requests listed below.

Program Modifications

1. Associate of Applied Science (AAS) in Administrative Professional Studies (CIP 52.0401) – **4 STARS** (current name: Business Office Administration)
2. Technical Diploma (TD) in Administrative Professional Studies (CIP 52.0401) – **4 STARS** (current name: Business Office Technology)
3. Certificate of Technical Studies (CTS) in Administrative Office Specialist (CIP 52.0401) – **4 STARS** (current name: Office Assistant Specialist)

Program Addition

1. Career and Technical Certificate (CTC) in Office Applications Specialist (CIP 52.0401) with an IBC in Microsoft Office Specialist – **4 STARS**

Background: South Louisiana Community College (SLCC) is changing its name of the Business Office Administration program to Administrative Professional Studies. The names of the current embedded TD and CTS are also being modified. The new names will better reflect the programs content. The credit hours required for the CTS will change from 34 to 18. Additionally, a CTC in Office Application Specialist with an IBC for Microsoft Office Specialist is being added to the program.

Fiscal Impact: The administrative structure and allocation of departmental funds will be unchanged, unless otherwise noted.

History of Prior Actions: There is a history of revising and creating new programs to meet student and workforce needs.




Benefits to the System: These requests will allow SLCC to better meet student and workforce needs.

2-7-2024

Approved for Recommendation to the Board
Dr. Monty Sullivan

Date

Administrative Professional Studies

SEMESTER 1			
ADMN 1000		Keyboarding	3 Credits
MCIS 1050		Presentation Applications	3 Credits
ADMN 1100		Business Correspondence	3 Credits
ADMN 1200		Business Math	3 Credits
ACCT 2101		Financial Accounting, I	3 Credits
Total Semester Credits			15
SEMESTER 2			
GBUS 1010		Introduction to Business	3 Credits
ADMN 2000		Administrative Procedures (ADMN 1100 Prerequisite)	3 Credits
MCIS 1010		Word Processing	3 Credits
MCIS 1030		Spreadsheets	3 Credits
ACCT 2110		Payroll Accounting (ACCT 2101 Prerequisite)	3 Credits
CTC: Office Applications Specialist CTS: Administrative Office Specialist		Total Semester Credits	15
SEMESTER 3			
ADMN 2100 or GBUS 2030		Business Law	3 Credits
ACCT 2105		Computerized Accounting (ACCT 2101 Prerequisite)	3 Credits
GBUS 2100		Personal Finance	3 Credits
CMCN 2213		Interpersonal Communications	3 Credits
Elective		Choose from GBUS 1060, 2010, 2020, 2065, 2903	3 Credits
Total Semester Credits			15
Technical Diploma: Administrative Professional Studies			45
SEMESTER 4			
ENGL 1010		Rhetoric and Composition	3 Credits
MATH 1105		College Algebra	3 Credits
Humanities		Choose from General Education courses: History (HIST), English (ENGL 2XXX) except ENGL 2045 and 2070, or Communications (CMCN) except CMCN 1170, 1270, and 2145.	3 Credits
Natural/Physical Science		Choose from General Education courses: Biology (BIOL), Chemistry (CHEM), Environmental Science (ENSC), Geology (GEOL), Physical Science (PHSC), or Physics (PHYS).	3 Credits
Social/Behavioral Science		Choose from General Education courses: Anthropology (ANTH), Criminal Justice (CJUS), Economics (ECON), Geography (GEOG), Political Science (POLI), Psychology (PSYC), or Sociology (SOCL).	3 Credits
Total Semester Credits			15
Associate of Applied Science: Administrative Professional Studies			60
Total Degree Credits			60

CTC: Office Applications Specialist is awarded after a student has earned a “C” or higher in the following courses: MCIS1010; MCIS 1030; MCIS 1050

CTS: Administrative Office Specialist is awarded after a student has earned a “C” or higher in the following courses: ADMN 1100; GBUS 1010; ADMN 2000; MCIS1010; MCIS 1030; MCIS 1050

DRAFT

Business Office Administration - 01/15/2024

TYPE OF PROPOSED CHANGE : Curriculum Modification
PROGRAM NAME : Business Office Administration

AWARD LEVEL(S)	
For Board of Regents and LCTCS Review: Associate of Applied Science (A.A.S.) Name:	For LCTCS Review: Technical Diploma (T.D.) Certificate of Technical Studies (C.T.S.) Career and Technical Certificate (C.T.C) TCA - For Archive Purpose Only

NAME OF PROGRAM(S) and AWARD LEVEL(S)			
Stars : 4 Stars			
Name: Administrative Professional Studies		Program Delivery Mode: Online	
CIP: 520401	Credit Hours: 60.00	Contact Hours: 900.00	Associate of Applied Science (A.A.S.)
Stars : 4 Stars			
Name: Administrative Professional Studies		Program Delivery Mode: Online	
CIP: 520401	Credit Hours: 45.00	Contact Hours: 675.00	Technical Diploma (T.D.)
Stars : 4 Stars			
Name: Administrative Office Specialist		Program Delivery Mode: Online	
CIP: 520401	Credit Hours: 18.00	Contact Hours: 270.00	Certificate of Technical Studies (C.T.S.)
Stars : 4 Stars			
Name: Office Application Specialist		Program Delivery Mode: Online	
CIP: 520401	Credit Hours: 9.00	Contact Hours: 135.00	Career and Technical Certificate (C.T.C)

IBC: Microsoft Office Specialist	Issuing Body: Microsoft	Course Title: MCIS 1010, 1030 and 1050	Course Prefix:	Course Number:	Credits Awarded: 9.00	IBC Awarded upon Completion?:
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PROPOSED CHANGE
a) For New Programs, state the purpose and objective; b) For Curriculum Modifications, state previous credit and clock hours; c) For Program Termination, state program and all award levels; d) For Curriculum Adoption, state the college from which curriculum is being adopted and the date it was approved by LCTCS.

The previous credits and clock hours will not change. The program is adjusting its name to differentiate it from the other Business Programs offered at SLCC. Name change from Business Office Administration to Administrative Professional Studies. Second, courses previously used a variety of prefixes. This will be streamlined to use current SLCC course prefixes and for ADMN for administration courses. Adjusting the classes included in the degree to better fit the needs of the industry by including an IBC for Microsoft Office Specialist

IMPLEMENTATION DATE (Semester and Year)	Fall 2024
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HISTORY OF PRIOR ACTIONS
Provide an overview of changes to this program.

This program has not had any adjustments. it was adopted during the merger of SCLTC.

JUSTIFICATION FOR THE PROPOSED CHANGE
Include support such as four-year university agreements, industry demand, advisory board information, etc.

The proposal to change the name, mode of delivery, and curriculum courses of the Business Office Technology program to the Administrative Professional Studies program has been brought forth as a result of market research and industry outreach data suggesting that a change in program name, change in delivery to 100% online, and change in courses in the curriculum would be both beneficial to recruiting more students to the program and beneficial for student's future career growth. Including industry-based certifications in the program will also show that students have mastered the skills and knowledge in a specialized area. These IBCs will make students more marketable in the competitive workforce.

SITE(S) OF NEW PROGRAM OR CURRICULUM MODIFICATION:

QUALIFIED FACULTY (Check all that apply)

Use Existing Faculty: No # - Full Time: 3 # - Part Time: 1	Hire Adjunct Faculty: No # - 0	Hire Full-Time Faculty: No # - 0
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ADMINISTRATION and IMPLEMENTATION COSTS

Department :

How will this change affect the administrative structure and/or allocation of departmental funds in terms of:

Faculty :	Facilities :	Library Resources :
Support :	Related Fields :	Other :

MINIMUM CREDENTIALS REQUIRED FOR FACULTY

Education: Bachelors for some courses and masters for other	Experience:	Certification:
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FISCAL IMPACT: ADMINISTRATION and IMPLEMENTATION COSTS

Department : Division of Business, IT, and Tech Studies

Describe how this change will affect the administrative structure and/or allocation of departmental funds in terms of faculty, facilities, support, and any other resources.

No additional resources are needed for the administrative structure of the program.

ANTICIPATED ENROLLMENT:

Students	Year One	Year Two	Year Three	Year Four	Year Five
DAY	15	20	25	30	35
EVENING					
DISTANCE EDUCATION					
Describe Process for Attaining & Estimating Enrollment:	Offering the program 100% online allows for all SLCC students to enroll where previously the courses were limited to one campus with low enrollment.				

PROGRAM ACCREDITATION:

Is Program Accreditation, Licensure or Certification Required?	No Accreditation status:
Type/Name of Program Accreditation, Licensure or Certification Required:	

DESCRIBE IMPLEMENTATION COSTS (Include Faculty, Facilities, Library Resources, etc.)

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PROGRAM CURRICULUM

Use the template below or insert separate attachment. All modifications should include the OLD and NEW curriculum with changes appropriately noted so that it is visually clear what has been added, deleted and/or changed. Note if any special requirements, such as internships, are part of the curriculum. List all embedded IBCs. If you are adopting curriculum, you do not need to complete this section.

Subject Code	Course Number	Course Title	Lecture Hours	Lab Hours	Contact Hours	Credit Hours	Clinical Hours
Program, Degree or Concentration:					Credit Hours: 0.00		

BENEFITS TO THE SYSTEM

Discuss how this change will benefit your students, your community, and the LCTCS.

The change in delivery method will open up the program to all SLCC communities and students. The adjustment of classes will allow students to go straight to work with IBCs as well as allow students that want to obtain an additional degree has some credits toward the advanced degree.

KEYWORDS

Signature: *Wendi Palermo*

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Signature: *William Tulak*

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Consent Agenda - SLCC

Final Audit Report

2024-01-31

Created:	2024-01-31
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