APPROVAL FORM FOR

DEGREE PROGRAMS

MISSISSIPPI STATE UNIVERSITY

NOTE: This form is a cover sheet that must accompany the degree program change proposal. The actual proposal should be prepared in accordance with format requirements provided in the *Guide and Format for Curriculum Proposals* published by the UCCC. Both cover sheet and proposal should be submitted to UCCC Mail Stop 9702 (281 Garner Hall), Phone: 325-9410.

College: Professional & Continuing Studies **Department:** Professional & Continuing Studies

Contact Person: Dr. Susan Seal **Mail Stop:** 9634 **E-mail:** susan.seal@msstate.edu

Nature of Change: Addition **Date Initiated:** 09/13/23

Current Degree Program Name: _____

Current Major: _____

Current Concentration(s): _____

Current Campus(es): _____

New Degree Program Name: Bachelor of Applied Science **Effective Date:** 01/01/24

Semester Spring **Year** 2024

Proposed Major: Business Office Technology

Proposed Concentration(s): _____ **Proposed Campus(es):** Distance

Summary of Proposed Changes:

We are requesting to add Business Office Technology as a new major to the Bachelor of Applied Science Program. This major can be offered on all campuses. The degree is in response to a need for a better prepared office administrator workforce. The educational objective of the program is to create a workforce who can manage and apply technology skills to help an office operate efficiently and effectively. The Bachelor of Applied Science in Business Office Technology is designed for students who wish to enhance their skills in business and office technology management. The program focuses on office technologies and the management of offices. Students will learn about office diversity, computer applications, and office administration.

Approved:	Date:
Department Head	9/13/23
Director of Academic Quality	
Chair, College or School Curriculum Committee	9/13/23
Dean of College or School	9/13/23
Chair, University Committee on Courses and Curricula	
Chair, Graduate Council (if applicable)	
Chair, Deans Council	

NEW ACADEMIC DEGREE PROGRAM PROPOSAL

Institutional Request Form – Appendix 8
(Submit in PDF format with signatures.)

Institution:	Mississippi State University
Date of anticipated implementation:	January 2024
Program title as it will appear on Academic Program Inventory, Diploma, and Transcript:	Bachelor of Applied Science in Business Office Technology
Name of degree(s) to be awarded:	Bachelor of Applied Science
Six-digit CIP code:	52.0407
Total credit-hour requirement to earn the degree:	120
Responsible academic unit:	College of Professional and Continuing Studies
Institutional contact:	Dr. Susan Seal/Kali Dunlap
Phone: 662-325-0007/662-325-8029	
Email: susan.seal@msstate.edu/k.dunlap@msstate.edu	
SACSCOC Substantive Change:	☒ Program proposed **IS NOT** a substantive change. ☐ Program proposed **IS** a substantive change.
Incremental, five-year cost of implementation:	$100,000
Incremental, five-year per student cost of implementation:	$588.24
Potential five-year, new revenue:	$2,966,874
Potential new, five-year revenue per student:	$17,452.2
Will it attract new students to the university?	☒ Yes ☐ No
List any institutions within the State offering similar programs:	Click or tap here to enter text.

Number of students expected to enroll in first 5 years:		Number of students expected to graduate in first 5 years:	
Year 1	15	Year 1	0
Year 2	25	Year 2	0
Year 3	30	Year 3	10
Year 4	45	Year 4	25
Year 5	55	Year 5	40
Total	170	Total	80

Program summary (include second majors completed, if applicable):

The Bachelor of Applied Science in Business Office Technology program is uniquely tailored for adults who have successfully completed a technical associate degree program, such as an Associate of Applied Science (AAS) in Business Office Technology, from a SACSCOC accredited community college in Mississippi or a regionally accredited community college from another state. This applied baccalaureate degree program serves as an accelerated pathway, specifically designed to cater to the educational needs of adult learners who wish to enhance their skills in business and office technology management.

By building upon the foundation of the AAS or other technical associate degree, this program is designed to equip students with the practical skills and theoretical knowledge necessary to succeed in a variety of office and business environments. This curriculum integrates fundamental business principles with advanced technological skills to prepare students for diverse roles in office administration, technology management, and business operations.

The program mandates a minimum of 120 credit hours for completion, where up to 60 credit hours earned with a minimum GPA of 2.0 from the AAS degree can be counted. Additionally, credits obtained through prior learning assessment, including military credits and competency-based education, can contribute towards the total 120 hours. Of these hours, 30 credits must be earned in residence at the degree-awarding institution, with an additional 30 credits at the upper-division level.

NEW ACADEMIC DEGREE PROGRAM PROPOSAL

Institutional Request Form – Appendix 8
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To cater to the diverse needs of adult learners, the program's course delivery format is flexible and can encompass face-to-face, online education, or hybrid instruction. Depending on the campus, instruction modes may vary; Campus 1, and 2 may offer both face-to-face and hybrid courses, while Campus 5 will focus on online instruction.

Mississippi State University seeks approval for both online education format and face-to-face instruction in order to accommodate the preferences and schedules of its diverse student body.

The audit of recently approved academic programs ensures that the program outcomes are congruent with the Board-approved proposal.

Please respond to the questions on the following pages to aid the institution and IHL staff in making recommendations to the IHL Board of Trustees.

Chief Academic Officer Signature – Date

Institutional Executive Officer Signature – Date

NEW ACADEMIC DEGREE PROGRAM PROPOSAL

Institutional Request Form – Appendix 8
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New Academic Degree Program Questions:

1 Describe how the degree program will be administered including the name and title of person(s) who will be responsible for curriculum development and ongoing program review.

The program will be administered through the College of Professional and Continuing Studies under the direction of a Program Advisory Committee of the Faculty within the college. The coordination of the program will fall under the undergraduate coordinator, Kali Dunlap. It is anticipated that the Academic Advising of those students who elect to enroll in a face-to-face, blended option will be handled by the faculty/staff on the Starkville campus (campus 1), and Meridian campus (campus 2), while Academic Advising of students who elect to enroll as an online student will be handled by Academic Advisors in the Center of Distance Education (Campus 5).

The Coordinators of Academic Advising on the Starkville campus (Ms. Jaiki Shumpert), Meridian campus (Ms. Kristi Dearing) and at the Center for Distance Education (Ms. Kali Dunlap) will manage the advising of transfer students and adult learners with the College of Professional and Continuing Studies having overall oversight of this program.
The degree will be administered both face to face and online. The same faculty who teaches the face-to-face sections of the courses will teach the online sections to ensure continuity and effectiveness.

2 Describe the educational objectives of the degree program including the specific objectives of any concentrations, emphases, options, specializations, tracks, etc.

The degree is in response to a need for a better prepared office administrator workforce. The educational objective of the program is to create a workforce who can manage and apply technology skills to help an office operate efficiently and effectively. The demand for this type of program is recognized across the nation as similar programs are being developed. There is a high graduation rate in the community college applied/technical programs. There are students seeking to further their career and want to be more marketable to the workforce. This degree will help those students achieve those goals.

The Bachelor of Applied Science in Business Office Technology is designed for students who wish to enhance their skills in business and office technology management. The program focuses on office technologies and the management of offices. Students will learn about office diversity, computer applications, and office administration. Students will be prepared to take certification tests in Microsoft Office and Project+.

Learning outcomes:
1. Demonstrate advanced skills in using modern office technologies, software applications, and equipment commonly used in business environments to efficiently manage and organize information.
2. Formulate strategies necessary to assume leadership roles within business office settings, including effective communication, decision-making, and team management.
3. Analyze complex business challenges and develop creative solutions that contribute to organizational success.
4. Improve written and verbal communication skills, enabling clear and effective interaction with colleagues, clients, and stakeholders, both within and outside the organization.
5. Synthesize skills and theoretical concepts necessary to succeed in a 21st Century professional environment. .

Assessment Methods:
Students will be evaluated through discussions, quizzes, exams, essays, and group projects.

3 Describe any special admission requirements for the degree program including any articulation agreements that have been negotiated or planned.

Applicants to the BAS in Business Office Technology must possess an accredited Associate of Applied Science (AAS) in Business and Marketing Management Technology, Business and Office Technology, Business Management Technology, Health Information Technology, Medical Data Technology, Medical Office Technology, and other AAS majors and have a GPA of 2.0 as computed by Mississippi State University. Applicants must also be in good academic standing with their current college.

4 Describe the professional accreditation that will be sought for this degree program. If a SACSCOC visit for substantive change will be necessary, please note.

There is no professional accreditation for this degree program and no SACSCOC visit for substantive change is necessary. The proposed major in Business Office Technology does not meet the SACSCOC definition of a substantive change (e.g. the proposed program does not represent a change in the mission or objectives of the institution, the proposed program does not require the addition of a program as a new degree level, and the program does not represent a significant departure,

NEW ACADEMIC DEGREE PROGRAM PROPOSAL

Institutional Request Form – Appendix 8

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either in content or method of delivery, from those offered within the institution was last evaluated).

PROPOSED New Degree	
Degree: Bachelor of Applied Science **Major:** Business Office Technology **Concentration:**	
The Bachelor of Applied Science in Business Office Technology is a comprehensive undergraduate program designed to equip students with the practical skills and theoretical knowledge necessary to succeed in a variety of office and business environments. This program integrates fundamental business principles with advanced technological skills to prepare students for diverse roles in office administration, technology management, and business operations.	
Proposed Curriculum Outline	**Required Hours**
English (General Education): EN 1103 English Composition I or EN 1104 Expanded English Composition I EN 1113 English Composition II or EN 1173 Accelerated Composition II	**6**
Creative Discovery (General Education): Any course satisfying Creative Discovery	**3**
Natural Sciences: (2 labs required from Gen Ed): Any 2 courses satisfying Natural Sciences	**6**
Quantitative Reasoning (General Education): MA 1213 Math in Your World (or higher)	**3**
Humanities (General Education): Any 2 courses that satisfy the Humanities requirement	**6**
Social/Behavioral Sciences (General Education): Any 2 courses satisfying Social/Behavioral Sciences	**6**
Subtotal	**30**
Major Core Courses: PCS 2111 Introduction to the Bachelor of Applied Science PCS 3003 Workplace Communication and Collaboration for Professionals PCS 3103 Professional Leadership Strategies BIS 3233 Management Information Systems MGT 3113 Principles of Management MGT 3513 Introduction to Human Resource Management TECH 3133 Administrative Management and Procedures TECH 4283 Advanced Office Systems TECH 4343 Information Technology Project Management TECH 4563 Introduction to Data Networks TECH 4553 Advanced Information Processing PCS 4112 Professional Success Strategies in Applied Fields	**33**

NEW ACADEMIC DEGREE PROGRAM PROPOSAL

Institutional Request Form – Appendix 8

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University Electives: Jr/Sr Writing Course – PCS 3003 Workplace Communication and Collaboration for Professionals (double counts in the Major Core but hours only count once) CO 1013 Introduction to Communications (or CO 1003) TECH 1273 Computer Applications (or higher) 2 General Core Electives (anything that satisfies the general education requirements)	**12**
Technical Courses in Discipline: *	**45**
Subtotal	**90**
Total Hours	**120**

5 Describe the curriculum for this degree program including the recommended course of study (appending course descriptions for all courses) and any special requirements such as clinical, field experience, community service, internships, practicum, a thesis, etc.

Major Core Courses:

PCS 2111 Introduction to the Bachelor of Applied Science- One hour lecture. Emphasizes the significance of merging applied and technical coursework from students' prior Associate of Applied Science (AAS) degrees with upper-level coursework from the university. It provides a foundation for students to integrate theory-based education with practical and professional skills.

PCS 3003 Workplace Communication and Collaboration for Professionals – Three hours lecture. The course focuses on honing professional communication competencies for adult learners in the workforce, fostering teamwork and collaboration, and elevating interpersonal relationships in diverse settings within applied fields.

PCS 3103 Professional Leadership Strategies - Three hours lecture. Tailored to empower adult learners currently active in the workforce, and students with proficiency in technical fields by equipping them with practical expertise to elevate their leadership capabilities.

BIS 3233 Management Information Systems- Three hours lecture. A survey of the components, functions, and processes of Information Systems as they relate to managing modern organization for increased efficiency and competitiveness.

MGT 3113 Principles of Management- Three hours lecture. Management principles for large, small, entrepreneurial, and family businesses including planning, organizing, leading, and controlling.

MGT 3513 Introduction to Human Resource Management - Three hours lecture. Development of efficient programs for managing human resources in large, small, entrepreneurial, and family businesses. Emphasizes equal employment opportunity, performance evaluation, selection, placement, education, training, safety and health.

TECH 3133 Administrative Management and Procedures- Three hours lecture. Principles and practices of effective administrative management and procedures. Planning/directing workplace activities, systems, and technology; selecting/training employees; developing professional leadership and communication skills.

TECH 4283 Advanced Office Systems - Two hours lecture. Two hours laboratory. Advanced project-based applications that integrate realistic business practices and build software application.

TECH 4343 Information Technology Project Management - Three hours lecture. Concepts, skills, tools, and techniques involved in information technology project management as it applies in contemporary business environment.

TECH 4563 Introduction to Data Networks - Three hours lecture. Strategies in supporting the users of data networking systems and exploration of the associated networking hardware and software those are appropriate for the office environment

TECH 4553 Advanced Information Processing - Three hours lecture. This course will examine the principles of computer hardware, software, and operating systems, including installations, diagnostics and troubleshooting techniques. It will also provide an overview of the framework of computer network, including network models, protocols, devices and risk issues associated with network management.

PCS 4112 Professional Success Strategies in Applied Fields – Two hours lecture. The course focuses on equipping students with essential skills and knowledge for successful professional transition and advancement in applied fields.

6 Describe the faculty who will deliver this degree program including the members' names, ranks, disciplines, current workloads, and specific courses they will teach within the program. If it will be necessary to add faculty

in order to begin the program, give the desired qualifications of the persons to be added.

Because the proposed major includes existing courses from other academic colleges, the below required courses will continue to be delivered primarily by existing faculty from the College of Business and College of Education:
BIS 3233 Management Information Systems
MGT 3113 Principles of Management
MGT 3513 Introduction to Human Resource Management
TECH 3133 Administrative Management and Procedures
TECH 4283 Advanced Office Systems
TECH 4343 Information Technology Project Management
TECH 4563 Introduction to Data Networks
TECH 4553 Advanced Information Processing

The below required courses will be taught by Kali Dunlap, Instructor I, in the College of Professional and Continuing Studies:
PCS 2111 Introduction to the Bachelor of Applied Science
PCS 3003 Workplace Communication and Collaboration for Professionals
PCS 3103 Professional Leadership Strategies
PCS 4112 Professional Success Strategies in Applied Fields

7 Describe the library holdings relevant to the proposed program, noting strengths and weaknesses. If there are guidelines for the discipline, do current holdings meet or exceed standards?

The Mississippi State Library has adequate holdings for the proposed program. The following databases and more from the Mississippi State Library are relevant to the BAS in Business Office Technology program:
• Academic Search Premier
• CloudSource+ and CloudSourceOA that search multiple databases, journal publishers, index open access scholarly journal articles, open textbooks, and open education resources
• eBooks from EBSCO
• ERIC
• Over 2.3 million volumes (MSU Library's online catalog); Over 11,000 print volumes in the local collections at MSU Meridian
• 200,000 electronic journals in an extraordinary range of business and healthcare subjects and full-text content
• Access to electronic journals sufficient to meet the needs of baccalaureate business studies.
• Discipline-based research guides covering resources in business, business-economics, accountancy, marketing, quantitative analysis, and business law, industry, marketing, and company analysis, scholarly communication and more
• Access to virtual training opportunities through the library's MaxxSouth Digital Media Center (DMC) (ex.: Excel, Adobe InDesign and other technology) online.
• ILL and document delivery services for obtaining materials not owned by MSU Libraries.

8 Describe the procedures for evaluation of the program and its effectiveness in the first five years of the program, including admission and retention rates, program outcome assessments, placement of graduates, changes in job market need/demand, ex-student/graduate surveys, or other procedures.

Multiple methods will be used to evaluate student learning and program effectiveness:

• Student learning will be assessed through course assessments (exams, quizzes, homework, and projects).
• The Office of Institutional Effectiveness at MSU conducts exit surveys of graduates and tracks admission, retention, graduation, and graduate placement rates that will be used to evaluate the program's effectiveness.
• The Center for Distance Education utilizes a variety of measures to assess student learning that will also be used to help evaluate the program's effectiveness.
• The success of the program will be determined by the number of adult learner students who enroll in the degree program versus the number of students that successfully complete the degree during the initial six-year period of the degree program.

9 What is the specific basis for determining the number of graduates expected in the first five years?

NEW ACADEMIC DEGREE PROGRAM PROPOSAL

Institutional Request Form – Appendix 8

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We expect to incrementally enroll students in the BAS-BOT program over a five-year period. Since it typically takes transfer students at least two years to complete a degree program, we expect to have graduates starting in the third year.

This BAS-BOT is unique and the only one in the State of Mississippi. Moreover, in nearby states of Alabama, Arkansas, and Louisiana few such degrees exist with business office technology management, diversity management, and computer/networking skills to enable future leaders in office management and technology to better equip themselves to serve the needs of America's modern age industries.

In fall 2022, we conducted a needs assessment survey with a 70% response rate to determine institutional interest in providing a vertical alignment to their in-demand AAS degrees. The survey aimed to determine interest in the creation of various BAS majors, and we are pleased to report that there was significant interest in the Business Office Technology major. All responding colleges expressed interest in a BAS degree that provides students with a comprehensive understanding of current office management technologies and their practical application in the modern business environment. These results confirmed the demand for this program and motivated us to develop a relevant BAS major that meets the needs of our partners and the state of Mississippi.

10 Using expected enrollment, provide the total anticipated budget for the program including implementation and 4 subsequent years (total of 5 years) of operation; any anticipated direct, indirect, and incremental costs necessary to start the program; anticipated, incremental annual revenue based on student enrollment; and other sources of funding.

Please explain what has been included in the costs and revenues.

Start-Up Costs: one-time costs associated with offering this program

Start-Up costs include marketing and recruitment activities and materials.

Direct, Incremental Costs: additional annual costs to the university as a result of offering this program

Beginning Year 1, a part-time coordinator will need to be hired to help with advising of the new program.

Incremental Revenue: additional annual revenue assuming that this program will bring in new students paying full tuition

Revenue is projected based on total enrollment times the cost of tuition for the online education student enrolled full-time (12 hours) for fall/spring semesters. This does not include summer terms.

Non-Tuition Revenue: external funds, grants, contracts or other revenues attributable to the addition of this program

Differential: all revenues minus all costs

Year	Incoming Students	Total Enrollment	Start-Up Costs	A Additional Annual Costs	B Additional Annual Revenue	C Non-Tuition Revenue	(B+C)-A Differential
2023-24	15	15	$15,000.00	$20,000.00	$153,990.00	$0.00	$133,990.00
2024-25	25	37	$0.00	$20,000.00	$379,842.00	$0.00	$359,842.00
2025-26	30	62	$0.00	$20,000.00	$636,492.00	$0.00	$616,492.00
2026-27	45	85	$0.00	$20,000.00	$872,610.00	$0.00	$852,610.00
2027-28	55	90	$0.00	$20,000.00	$923,940.00	$0.00	$903,940.00
TOTAL	170	289	$15,000.00	$100,000.00	$2,966,874.00	$0.00	$2,866,874.00

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Institutional Request Form – Appendix 8

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Program Demand: Select one or both of the following to address student demand:

11 The BAS-BOT will attract students with work opportunities in various managerial job roles including, Office Manager, Healthcare Office Managers, Retail Sales Managers, and more. According to Labor Statistics, jobs in fields related to data analytics are projected to grow 33 percent by 2026, compared to an overall projected occupational growth of 7.4 percent.

☒ Survey of Student Interest

Number of surveys administered:	25
Number of completed surveys returned:	17
Percentage of students interested in program:	70%

Include a brief statement that provides additional information to explain the survey.
This survey was sent to partner schools instead of students.

☒ Market Analysis or Evidence of Labor Market Need

Given the target audience of our Bachelor of Applied Science (BAS) program, which consists primarily of employed adult learners, we made the decision to survey our partner schools instead of students. This was influenced by the understanding that students in the program may have a lower response rate due to their work commitments. Additionally, the success of the program for transfer students depends on the strength of our partnerships with community colleges. In fall 2022, we conducted a needs assessment survey with a 70% response rate to determine institutional interest in providing a vertical alignment to their in-demand AAS degrees. The survey aimed to determine interest in the creation of various BAS majors, and we are pleased to report that there was significant interest in the Business Office Technology major. All responding colleges expressed interest in a BAS degree that provides students with a comprehensive understanding of current office management technologies and their practical application in the modern business environment. These results confirmed the demand for this program and motivated us to develop a relevant BAS major that meets the needs of our partners and the state of Mississippi and the region.

12 Employment Opportunities for Graduates (state, region, nation):

According to the Bureau of Labor Statistics (BLS), graduates of a Bachelor of Applied Science in Business Office Technology can expect strong employment opportunities in the state, region, and nation from 2021-2031. This degree can prepare graduates for roles such as office administrators, healthcare office managers, retail sales managers and more.

In Mississippi, the employment of office administrators is projected to grow by 4% from 2021-2031, while healthcare office managers are expected to see a significant increase of 22%. Retail sales managers are also expected to experience growth of 5% in the state during this time period.

In the Southern region of the United States, employment opportunities for office administrators are projected to grow by 8%, while healthcare office managers are expected to see a similar increase of 21%. Retail sales managers are also projected to experience growth of 5% during this time period.

Nationally, the employment of office administrators is projected to grow by 10% from 2021-2031, while healthcare office managers are expected to see a significant increase of 32%. Retail sales managers are expected to experience growth of 4% during this time period (Bureau of Labor Statistics, 2021).

Table 1 below summarizes the employment projections for the positions of office administrators, healthcare office managers, and retail sales managers in Mississippi, the Southern region, and the nation from 2021-2031.

Table 1: Employment Projections for Business Office Technology Positions

Job Title	Employment in MS	Employment in the Region	Employment in the US
Office Administrators	8,660	223,750	1,231,100
Healthcare Office Managers	1,250	44,480	115,500
Retail Sales Managers	3,010	75,290	441,800

NEW DEGREE OUTLINE FORM

Use the chart below to indicate your new degree outline. If any General Education (Core) course is acceptable in the category, please indicate by saying "any Gen Ed course". There is no need to type in the whole list. Expand rows as needed.

PROPOSED New Degree
Degree: Bachelor of Applied Science **Major:** Business Office Technology **Concentration:**
The Bachelor of Applied Science in Business Office Technology is a comprehensive undergraduate program designed to equip students with the practical skills and theoretical knowledge necessary to succeed in a variety of office and business environments. This program integrates fundamental business principles with advanced technological skills to prepare students for diverse roles in office administration, technology management, and business operations.

Proposed Curriculum Outline	Required Hours
English (General Education): EN 1103 English Composition I or EN 1104 Expanded English Composition I EN 1113 English Composition II or EN 1173 Accelerated Composition II	**6**
Creative Discovery (General Education): Any course satisfying Creative Discovery	**3**
Natural Sciences: (2 labs required from Gen Ed): Any 2 courses satisfying Natural Sciences	**6**
Quantitative Reasoning (General Education): MA 1213 Math in Your World (or higher)	**3**
Humanities (General Education): Any 2 courses that satisfy the Humanities requirement	**6**
Social/Behavioral Sciences (General Education): Any 2 courses satisfying Social/Behavioral Sciences	**6**
Subtotal	**30**

PROPOSED New Degree	
Degree: Bachelor of Applied Science **Major:** Business Office Technology **Concentration:**	
Major Core Courses: PCS 2111 Introduction to the Bachelor of Applied Science PCS 3003 Workplace Communication and Collaboration for Professionals PCS 3103 Professional Leadership Strategies BIS 3233 Management Information Systems MGT 3113 Principles of Management MGT 3513 Introduction to Human Resource Management TECH 3133 Administrative Management and Procedures TECH 4283 Advanced Office Systems TECH 4343 Information Technology Project Management TECH 4563 Introduction to Data Networks TECH 4553 Advanced Information Processing PCS 4112 Professional Success Strategies in Applied Fields	**33**
University Electives: Jr/Sr Writing Course – PCS 3003 Workplace Communication and Collaboration for Professionals (double counts in the Major Core but hours only count once) CO 1013 Introduction to Communications (or CO 1003) TECH 1273 Computer Applications (or higher) 2 General Core Electives (anything that satisfies the general education requirements)	**12**
Technical Courses in Discipline: *	**45**
Subtotal	**90**
Total Hours	**120**

* *Technical content transfers in from the associate degree in a Business Office Technology - related area*

Bachelor of Applied Science – Business Office Technology Program Outcome Mapping

Program Level Outcome	
PLO 1: Demonstrate advanced skills in using modern office technologies software applications, and equipment commonly used in business environments to efficiently manage and organize information.	
Course Level Outcome:	**Assessments:**
PCS 3103: LO7: Develop knowledge of presentation software for effective use in business settings	Final Presentation: students will use multi-media to provide analysis of leadership theory as used in real life.
PCS 3003: LO6: Employ technology for efficient communication and virtual collaboration in the workplace.	Technology and Virtual Collaboration Project: Students will use and assess various office technology and reflect on usefulness and ability to utilize.
Program Level Outcome	
PLO 2: Formulate strategies necessary to assume leadership roles within business office settings, including effective communication, decision-making, and team management.	
Course Level Outcome:	**Assessments:**
PCS 2111: LO1: Identify theoretical components in real-world application.	Case Study 1: Students will analyze theory in real work application.
PCS 3103: LO3: Appraise leadership approaches for use in career path.	Leadership Action Plan: Students will develop a plan to implement leadership strategies in the workplace.
Program Level Outcome	
PLO 3: Analyze complex business challenges and develop creative solutions that contribute to organization success.	
Course Level Outcome:	**Assessments:**
PCS 3103: LO2: Analyze strategies for informed decision-making	Case Studies: Students will use case studies to analyze real-world scenarios.
PCS 3003: LO3: Use interpersonal and team-building skills to foster collaboration and synergy. LO5: Devise conflict-resolution strategies for productive and harmonious work environments.	Conflict Resolution and Negotiation Plan: Students will analyze a scenario and develop an action plan for conflict resolution.
Program Level Outcome	
PLO4: Improve written and verbal communication skills, enabling clear and effective interaction with colleagues, clients, and stakeholders, both within and outside the organization.	
Course Level Outcome:	**Assessments:**
PCS 3003: LO1: Illustrate effective verbal communication skills in professional contexts. LO6: Employ technology for efficient communication and virtual collaboration in the workplace.	Final Project: Students will apply communication and collaboration strategies to given scenarios.

	Workplace Documents: Students will demonstrate effective workplace communication in commonly seen types of documentation.
Program Level Outcome:	
PLO5: Synthesize skills and theoretical concepts necessary to succeed in a 21st Century professional environment.	
Course Level Outcome:	**Assessments:**
PCS 4112: LO1: Evaluate personal, academic, and professional experience for inclusion in hiring documents.	Portfolio: Students will develop a professional grade resume and cover letter along with justification for choices.
PCS 2111: LO5: Evaluate skills needed to be successful in chosen career path.	Portfolio: Students will develop an interview and career development plan.

MISSISSIPPI STATE UNIVERSITY™
DEPARTMENT OF MANAGEMENT
AND INFORMATION SYSTEMS

Mail Stop 9581
Mississippi State, MS 39762
P. 662-325-3928

To: University Committee on Courses and Curricula

From: Head, Management and Information Systems Department
Starkville Campus

Date: September 12, 2023

This letter is to express the support of the Department of Management & Information Systems (MIS) for the inclusion of the following courses for the BAS – Business Office Technology Program:

BIS 3233 Management Information Systems
MGT 3113 Principles of Management
MGT 3513 Introduction to Human Resource Management

Thank you,

Laura E. Marler

Dr. Laura E. Marler

Head, Department of Management & Information Systems
Jim and Pat Coggin Endowed Professor of Management
Family Business Education Initiative Director
McCool Hall, 302-I
Mississippi State, MS 39762
662.325.1957 (office)
662.325.3928 (department)

MISSISSIPPI STATE UNIVERSITY™
DEPARTMENT OF INDUSTRIAL TECHNOLOGY, INSTRUCTIONAL DESIGN, AND COMMUNITY COLLEGE LEADERSHIP

September 6, 2023

To: University Committee on Courses and Curricula
From: Dr. Terry Jayroe, Dean College of Education

This letter is to express support of the Department of Industrial Technology, Instructional Design, and Community College Leadership for the inclusion of the following courses as options within the Bachelor of Applied Science – Business Office Technology program.

- TECH 3133 Administrative Management and Procedures
- TECH 4283 Advanced Office Systems
- TECH 4343 Information Technology Project Management
- TECH 4563 Introduction to Data Networks
- TECH 4553 Advanced Information Processing

Sincerely,

Teresa Jayroe

Dr. Teresa Jayroe
Dean, College of Education
Interim Department Head

MISSISSIPPI STATE UNIVERSITY™
COLLEGE OF PROFESSIONAL AND
CONTINUING STUDIES

365 Barr Avenue
P.O. Box 5247
Mississippi State, MS 39762

September 27, 2023

To: University Committee on Courses and Curricula

Re: New Program Addition; Bachelor of Applied Science – Business Office Technology

The College of Professional and Continuing Studies Curriculum Committee affirm support for the addition of the Bachelor of Applied Science – Business Office Technology program to be housed in our college.

Please let the committee know if there are any questions or concerns.

Sincerely,

Kenna Vowell

Kenna Vowell, Instructor, Committee Chair

Sean M. Owen

Sean Owen, Ph.D., Associate Dean/Research Professor

Kali Dunlap

Kali Dunlap, Instructor