

**New Associate of Applied Science Degree and Certificate Program
Certification Form**

Directions: Texas public community, state, and technical colleges use this form to request a new associate of applied science degree or certificate program if the criteria for approval are met, per Texas Administrative Code (TAC), Chapter 9, Subchapter E, Section 9.93. The criteria are listed as items A-P on the form's signature page.

If the proposed program does not meet the criteria listed on the signature page, the institution must submit a request electronically using the "New Long Program Application" in the Workforce Education Course Manual Inventory Access and Update system.

This form requires the signatures of: (1) the Chief Executive Officer, certifying adherence to the Texas Administrative Code (TAC), Chapter 9, Subchapter E, Section 9.93 criteria, adequacy of funding for the new program, the notification of other Texas public institutions of higher education, and adherence to Guidelines for Instructional Programs in Workforce Education (GIPWE); and (2) a member of the institution's Governing Board (or designee) certifying Board approval.

Contact: Division of Academic Quality and Workforce, 512-427-6200.

Program Information

1. Institution Name: McLennan Community College
2. Proposed Program Name: Administrative Office Management
 Statewide Program of Study TSSB-Recognized
3. Proposed CIP Code: 52.0400.00
List of CIP Codes may be accessed online at www.txhighereddata.org/Interactive/CIP/.
4. Number of Required Semester Credit Hours (SCH): 60
Note: If the number of semester hours required to complete a proposed associate's program exceeds 60, the institution must provide detailed written documentation describing the compelling academic reason for the number of required hours, such as, but not limited to, programmatic accreditation requirements, statutory requirements, or licensure/certification requirements that cannot be met without exceeding the 60-hour limit.
5. Location and Delivery of the Proposed Program: McLennan Community College – Online delivery
Provide the location(s) of instruction (campuses, centers) and how the proposed program will be delivered to students (face-to-face, online, hybrid).
6. Implementation Date: 08/19/2024
Provide the date that students would enter the proposed program (MM/DD/YYYY).
7. Contact Person:
Provide contact information for the person who can answer specific questions about the program.
Name: Frank Graves
Title: Dean, Workforce & Public Service Education
E-mail: fgraves@mclennan.edu
Phone: 254-299-8126

**Texas Higher Education Coordinating Board
Texas Public Community, State, and Technical Colleges**

1. Chief Executive Officer Certification – The Chief Executive Officer shall sign the following statements:

I hereby certify that all of the following criteria have been met in accordance with the procedures outlined in Texas Administrative Code (TAC), Title 19, Chapter 9, Subchapter E, Section 9.93:

- (A) The program has institutional and governing board approval;
- (B) The institution has researched and documented current job market need for the program and/or that the program would lead to opportunities for further education;
- (C) There is recent evidence of both short-term and long-term student demand for the program;
- (D) Enrollment projections reflect student demand estimates to ensure the financial self-sufficiency of the program;
- (E) Basic and career technical/workforce skills have been integrated into the curriculum;
- (F) The institution has an enrollment management plan for the program;
- (G) The institution has or will initiate a process to establish articulation agreements for the program with secondary and/or senior level institutions;
- (H) The program is designed to be consistent with the standards of the Southern Association of Colleges and Schools Commission on Colleges of the Southern Association of Colleges and Schools, and with the standards of other applicable accrediting agencies, and is in compliance with appropriate licensing authority requirements;
- (I) The program would not unnecessarily duplicate existing programs at other institutions;
- (J) Representatives from private sector business and industry have been involved in the creation of the program through participation in an advisory committee;
- (K) Adequate funding is available to cover all new costs to the institution over the first five years after the implementation of the program;
- (L) New costs during the first five years of the program would not exceed \$2 million;
- (M) A new associate degree program is not being requested in a program which the institution previously offered an associate degree and has been closed due to low productivity in the last 10 years;
- (N) The institution has an improvement plan in place for all career technical/workforce programs that do not currently meet Board standards for both graduation and placement;
- (O) The appropriate Higher Education Regional Council has been notified in writing of the proposal for a new program, and no unresolved objections to the program have been reported; and
- (P) Skill standards recognized by the Texas Skill Standards Board, if they exist for the discipline, have been reviewed and considered for inclusion in the curriculum for the program.

I certify that my institution has notified all public institutions within 50 miles of the teaching site of our intention to offer the program at least 30 days prior to submitting this request. I also certify that if any objections were received, those objections were resolved prior to the submission of this request.

Johnette McKown
Chief Executive Officer

279-2024
Date

2. Governing Board or Designee Approval – A member of the Governing Board or designee shall sign the following statement:

On behalf of the Governing Board, I hereby certify that the proposed program is appropriate for the mission of this institution, and the Governing Board has approved the proposed program.

Date of Governing Board approval: 02-27-24

Earl W. Stimmitt
Governing Board (Designee)

02-27-24
Date

Degree Description:

First Semester	Hours
ITSW 1304 Intro to Spreadsheets	3
ITSW 1301 Intro to Word Processing	3
POFT 1309 Admin Office Procedures	3
ITSW 1307 Intro to Databases	3
ITSC 1315 Project Mgmt	3
Total Semester Hours:	15
Second Semester	Hours
POFT 1321 Business Math	3
POFT 1301 Business English	3
HRPO 2301 Human Resources Mgmt	3
BMGT 1327 Principles of Mgmt	3
ARTC 1313 Digital Publishing	3
Total Semester Hours:	15
Third Semester	Hours
Social/Behavioral Science Elective	3
Math Elective or Life & Physical Science Elective	3
Communications Elective	3
ACNT 1303 Intro to Accounting	3
BMGT 1344 Negotiations and Conflict Mgmt	3
Total Semester Hours:	15
Fourth Semester	Hours
Humanities Elective	3
Government (college level) or History (college level) or Economics (college level)	3
BUSI 1301 Business Principles ¹ or HITT 1313 Coding and Insurance ²	3
BMGT 2309 Leadership ¹ or HITT 1311 Health Information Systems ²	3
BMGT 2388 Internship I ¹ or HITT 1353 Legal and Ethical Aspects of Health Information (Capstone) ²	3
Total Semester Hours:	15
Total Hours:	60

¹ BUSI 1301, BMGT 2309, BMGT 2388 are required to be taken as a group. Combinations of BMGT/HITT or BUSI/HITT are not allowed. ² HITT 1313, HITT 1311, and HITT 1353 are required to be taken as a group. Combinations of BMGT/HITT or BUSI/HITT are not allowed.

Marketable Skills:

1. Communication Skills- Apply basic rules of grammar; utilize terminology applicable to business writing, speaking, and presentations.
2. Teamwork- Work as a team to complete group projects and reach goals by considering different points of view and working with others
3. Time Management- Develop skills needed to complete tasks and meet deadlines.
4. Critical Thinking- Make decisions and apply ethical standards using creative thinking, innovation, inquiry, and analysis of information.
5. Software Integration- Produce documents, spreadsheets, databases, and presentations using Microsoft Office software
6. Customer Service- Apply principles and processes of customer service, including assessing customer needs, quality standards, and customer satisfaction.
7. Utilize electronic health record systems Create, edit and submit claims