Missouri Department of Higher Education

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NEW PROGRAM PROPOSAL FORM

Sponsoring Institution(s): Ranken Technical College

Program Title: Microsoft Administration Certificate Program

Degree/Certificate: Certificate

Options: Click here to enter text.

Delivery Site(s): 4431 Finney Avenue, St. Louis, MO 63113

CIP Classification: 11.1001

*CIP code can be cross-referenced with programs offered in your region on MDHE's program inventory highered.mo.gov/ProgramInventory/search.jsp

Implementation Date: August 2013

Cooperative Partners: Click here to enter text.

*If this is a collaborative program, form CL must be included with this proposal

AUTHORIZATION:

Donald J. Pohl/Executive Vice President		3-28-2016
Name/Title of Institutional Officer	Signature	Date
June Poletti	314-286-4817	
Person to Contact for More Information	Telephone	

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PROGRAM STRUCTURE

A. Total credits required for graduation: 18

B. Residency requirements, if any: _____

C. General education: Total credits: 0

Courses (specific courses OR distribution area and credits):

Course Number	Credits	Course Title

D. Major requirements: Total credits: 18

Course Number	Credits	Course Title
CNT0225	6	Microsoft Network Administrator I
CNT0226	6	Microsoft Network Administrator II
CNT0227	6	Administering & Deploying System Center Configuration Manager

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PROGRAM CHARACTERISTICS AND PERFORMANCE GOALS

Institution Name Ranken Technical College
Program Name Microsoft Administration Certificate Program
Date 3-28-16

(Although all of the following guidelines may not be applicable to the proposed program, please carefully consider the elements in each area and respond as completely as possible in the format below. Quantification of performance goals should be included wherever possible.)

1. Student Preparation

- Any special admissions procedures or student qualifications required for this program which exceed regular university admissions, standards, e.g., ACT score, completion of core curriculum, portfolio, personal interview, etc. Please note if no special preparation will be required.
  No special preparation will be required. Students must complete an application; submit a copy of their high school diploma, final high school transcript or GED certificate; take the Compass Placement Test for Reading, Math and Writing or submit ACT scores in Reading (16 or higher), Math (17 or higher) and composition (7 or higher); pay the $95 non-refundable registration fee.

- Characteristics of a specific population to be served, if applicable.
  None.

2. Faculty Characteristics

- Any special requirements (degree status, training, etc.) for assignment of teaching for this degree/certificate.
  AS or BS degree in Information Technology or related computer field. Proficiency with PC hardware, Command line, Windows 7, Windows 8, and HTML are required. Proficiency in VMWare, NetApp, and MS SQL Server.

- Estimated percentage of credit hours that will be assigned to full time faculty. Please use the term "full time faculty" (and not FTE) in your descriptions here.
  Each evening faculty member teaches one 6-credit hour course per semester.

- Expectations for professional activities, special student contact, teaching/learning innovation.
  Faculty are expected to travel to area schools and industry to promote the program. Work closely with program advisory committee to maintain and enhance curriculum and assess program outcomes.

6. Alumni and Employer Survey

- Expected satisfaction rates for alumni, *including timing and method of surveys.*
  Alumni will be invited to serve on departmental advisory boards that provide advice and information to keep faculty up to date on recent trends in industry.

- Expected satisfaction rates for employers, including timing and method of surveys.
  Employers who hire graduates are invited to serve on departmental advisory boards that provide advice and information to keep programs up-to-date on recent trends in their industry. These vital contributions ensure that Ranken's curriculum stays on the leading edge of the industries we serve.

7. Institutional Characteristics

- Characteristics demonstrating why your institution is particularly well-equipped to support the program.

Through a unique combination of classroom education and hands-on instruction, each student is fully educated to be successful in his or her technical field of choice. Our education formula is founded on success and career development. The formula for a student's success is based upon three equal components: technical education, general education, and work ethic.