



NEW PROGRAM PROPOSAL FORM

Sponsoring Institution(s): St. Louis Community College

Program Title: Information Systems: Office Information Coordinator

Degree/Certificate: AAS

Options: none

Delivery Site(s): St. Louis Community College

CIP Classification: 110101

\*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: January 2014

Cooperative Partners: none

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

AUTHORIZATION:

Donna E. Dare, Ph.D./Vice Chancellor of Academic and Student Affairs 9/19/13

Name/Title of Institutional Officer Signature Date
Donna E. Dare 314-539-5364
Person to Contact for More Information Telephone



**STUDENT ENROLLMENT PROJECTIONS**

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Year	2011-12	2012-13	2013-14	2014-15	2015-16
Full Time	8	8	15	20	25
Part Time	42	52	49	55	60
Total	50	60	64	75	85

Please provide a rationale regarding how student enrollment projections were calculated:

Because this was an existing option for the Information Systems program, our enrollment projections are based upon existing enrollment and trends.

Provide a **rationale** for proposing this program, including **evidence of market demand and societal need supported by research**:

This program has existed as one of four state approved options within Information System for many years. During a large revision of the program in Spring 2013, STLCC submitted incorrect paperwork to MDHE, essentially eliminating all four option areas. STLCC has managed this program as a freestanding program for some time because it did not share a core of coursework with other programs with the same prefix ("Information Systems"). This proposal seeks to have the program reinstated; the title for this free-standing program should be Information Systems: Office Information Coordinator



A. Total credits required for graduation: 65

B. Residency requirements, if any: \_\_\_\_\_

C. General education: Total credits: 19

Courses (specific courses OR distribution area and credits):

Course Number	Credits	Course Title
ENG101	3	College Composition I
ENG102 or ENG103	3	College Composition or Report Writing
MTH160	4	College Algebra
	3	Natural Science/Math Elective
	3	Missouri State Requirement
	3	Social Science elective

Other requirement:

Physical Education Activity, 2 credits

D. Major requirements: Total credits: 46

Course Number	Credits	Course Title
ACC110	4	Financial Accounting
BUS104	3	Introduction to Business Administration
IS103	3	Information Systems for Business
IS123	1	Introduction to Windows
IS124	1	Windows: Advanced Topics
IS132	1	Windows: Intermediate Topics
IS129	1	HTML
IS130	3	Hardware and Software Support
IS136	1	Internet Fundamentals
IS102	3	Keyboarding and Formatting
IS210	3	Office Procedures
IS200	2	Electronic Records Management
IS157	1	Microcomputer Applications-Intermediate Word Processing
IS126	1	Email and Information Management
IS109	1	Proofreading and Editing Skills
IS155	2	Office Technology
IS161	1	Microcomputer Applications-Advanced Word Processing
IS156	1	Microcomputer Applications-Intermediate Databases
IS164	1	Voice Recognition
MGT101	3	Introduction to Supervision
	3	Select once course from a select list of IS courses
	5	Select 5 credits from a broader list of IS electives

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E. Free elective credits:

zero

(Sum of C, D, and E should equal A.)

F. Requirements for thesis, internship or other capstone experience:

\_\_\_\_\_

G. Any unique features such as interdepartmental cooperation:

\_\_\_\_\_



## PROGRAM CHARACTERISTICS AND PERFORMANCE GOALS

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Institution Name St. Louis Community College  
Program Name Information Systems: Office Information Coordinator  
Date September 17, 2013

(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.  
none
- 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.  
All faculty have bachelor's degrees in the field and/or 6+ years of related industry experience. Many have master's degrees in addition to many years of experience. All adjuncts are working professionals in the industry.
- 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.  
The credit hours of this program to be assigned to full time faculty is estimated to be from 30-60% of the total program.
- Expectations for professional activities, special student contact, teaching/learning innovation.  
[Click here to enter text.](#)

### 3. Enrollment Projections

- Student FTE majoring in program by the end of five years.  
85

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- Percent of full time and part time enrollment by the end of five years.  
25% full time; 75% part time

#### 4. Student and Program Outcomes

- Number of graduates per annum at three and five years after implementation.  
30 graduates after 3 years and 40 graduates per year after 5 years
- Special skills specific to the program.  
The ability to think logically, pay attention to details, work with abstract concepts, perform technical analysis, strong interpersonal and communication skills.
- Proportion of students who will achieve licensing, certification, or registration.  
Students will be prepared for entry level positions as Office Information Coordinators.
- Performance on national and/or local assessments, e.g., percent of students scoring above the 50th percentile on normed tests; percent of students achieving minimal cut-scores on criterion-referenced tests. Include expected results on assessments of general education and on exit assessments in a particular discipline as well as the name of any nationally recognized assessments used.  
[Click here to enter text.](#)
- Placement rates in related fields, in other fields, unemployed.  
A 90% placement rate is expected.
- Transfer rates, continuous study.  
[Click here to enter text.](#)

#### 5. Program Accreditation

- Institutional plans for accreditation, if applicable, including accrediting agency and timeline. **If there are no plans to seek specialized accreditation, please provide a rationale.**  
[Click here to enter text.](#)

#### 6. Alumni and Employer Survey

- Expected satisfaction rates for alumni, *including timing and method of surveys.*  
90% satisfaction of Alumni surveyed 90 days after graduation
- Expected satisfaction rates for employers, including timing and method of surveys.  
90% satisfaction of employers surveyed 90 days after graduation

#### 7. Institutional Characteristics

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

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St. Louis Community College has been offering this program as an option in Information Systems for many years with a continually growing enrollment. We expect that it will continue to thrive as a standalone program.

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