



## Alabama Community College System *Application for a New Instructional Program*

A. General Information:

1. Name of Institution: Trenholm State Community College
2. Program Title: Business Administration Prefix: BUS
3. Date of Application Submission: February 6, 2018
4. Proposed Program Implementation Date: Fall 2018
5. AAS X CER: X STC X CIP Code 52.0201
6. Marketing Name: Business Administration
7. Options (List proposed options under appropriate award):

Short-Term Certificate		Certificate		Associate in Science/Technology	
CIP Code	Option	CIP Code	Option		
52.0201	General Management	52.0201	General Management	52.0201	Business Administration with Management
52.0201	Accounting	52.0201	Accounting	52.0201	Business Administration with Accounting
52.0201	Office Administration	52.0201	Office Technology Administration	52.0201	Business Administration with Office Technology Administration
52.0201	Hospitality & Retail Management	52.0201	Hospitality & Retail Management	52.0201	Business Administration with Hospitality and Retail Management
52.0201	Entrepreneurship	52.0201	Entrepreneurship	52.0201	Business Administration with Entrepreneurship

8. Location: Campus  X  Instructional Site \_\_\_\_\_  
Off-Campus Site \_\_\_\_\_ Clinical/Industrial Site \_\_\_\_\_  
Agencies \_\_\_\_\_

B. Institutional Contacts:

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Program Director or Department Head

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President

C. Program Objectives and Content

1. Program Description. (You may use program descriptions from the NCES Classification of CIP Codes <http://nces.ed.gov/ipeds/cipcode/Default.aspx?y=55>)

*A program that generally prepares individuals to plan, organize, direct, and control the functions and processes of a firm or organization. Includes instruction in management theory, human resources management and behavior, accounting and other quantitative methods, purchasing and logistics, organization and production, marketing, and **business** decision-making.*

2. List objectives of the program as precisely as possible. The objectives should address specific needs the program will meet (institutional, societal, and employability) contiguous with expected learning outcomes and achievements. **Objectives must lend themselves to subsequent review and assessment of program accomplishments.**

The Associate Degree in Business Administration provides the knowledge and skills necessary to prepare its graduates for a career in business administration or to transfer to a baccalaureate degree programs.

To achieve this objective, the program will accomplish the following:

- Offer the Associate in Applied Science in Business Administration with options in Accounting, General Business, Management, Retail Management and Office Administration.
- Offer Certificate and Short Certificate options so that students will have multiple career pathways to fulfill their career objectives and provide employment security in today's workforce.
- Provide instruction in business development and encourage students to pursue entrepreneurial opportunities.
- Provide student-friendly program delivery methods to enhance completion.
- Create a program evaluation process and revise the program as necessary based on input from internal and external stakeholders.

2. How will this program be related to other programs at your institution?

The new program will provide an Associate Degree in Applied Science with the following emphases: Accounting, General Business Administration, Retail Management, Management, and Office Administration. Offering an AAS degree with these options will enable students to choose their desired occupational field.

4. Identify any existing program, option, concentration, or track that this program will replace.

The College currently offers Associate in Applied Technology degrees in Accounting and Office Technology. These two programs will be merged into the new AAS program.

5. Program Completion Requirements:

- Total credit hours required in major (Area V);
- Total credit hours in institutional general education (Area I-IV);
- Total credit hours for each option (AAS/CER/STC), and;
- Total credit hours required for completion.

*NOTE: Work base learning will be a required function in a program to receive funding from different sources in the future.*

Options	Credit Hours Major	Credit Hours Gen Ed/Inst.	Credit Hours Electives	Credit Hours Total
Accounting Technology - AAS	27	29	18	74
Accounting Technology - STC	18	10	0	28
Office Administration - AAS	30	26	18	74
Office Administration – STC	18	10	0	28
General Business – AAS	24	29	21	74
General Business – STC	18	10	0	28
Management – AAS	33	29	12	74
Management – STC	18	10	0	28
Entrepreneurship	48	10	9	74

D. Program Accreditation/Certification and Nationally Recognized Business and Industry Credentials:

1. Identify any programmatic conditions.

a. Pre-accreditation

The Business Administration Program does not have pre-accreditation or special requirements.

- b. Accreditation/Certification  
The Business Administration Program does not have accreditation or special requirements.
  - c. Business and Industry Credentials  
The Business Administration Program does not require accreditation or special requirements. However, the program will equip the students with the necessary skills to seek certification in the respective fields such as Microsoft and ServSafe.
  - d. Licensing  
The Business Administration Program does not require special or additional licensing.
2. Identify specific articulation agreements with four-year universities which will accept the transfer of skills-emphasis credits for this program.

All universities and community colleges in the State of Alabama participate in the AGSC/STARS system. This system allows accredited universities and colleges to accept general education course credits obtained from other accredited universities and colleges. Additional courses in the pre-professional areas will be accepted based on individual articulation agreements between Trenholm State Community College and other colleges and universities.

E. Attach the Associate Degree/Certificate/Short-Term Certificate curricula by semester (and by option) to this proposal as **APPENDIX A**. See sample below.

Program Requirements

	Course #	Course Name	Sem. Hours
Semester 1	ILT 160	DC Fundamentals ( <i>ETA DC EM1 Exam</i> )	3
	ILT 161	AC Fundamentals ( <i>ETA AC EM2 Exam</i> )	3
	ILT 109	Blueprint Reading	3
	CIS 146	Microcomputer Applications	3
		<b><i>Eligible for Short Term Certificate (STC) – Basic Industrial Electronics</i></b>	
Semester 2	ILT 197	Motor Controls	3
	ILT 162	Solid State Electronics ( <i>ETA Analog EM3 Exam</i> )	3
	SPH 107	Fundamentals of Public Speaking	3
	MTH 100	MTH 100 or numerically higher	3
		<b><i>Eligible for Short Term Certificate (STC) – Intermediate Industrial Electronics</i></b>	
Semester 3	ILT 163	Digital Electronics ( <i>ETA Digital EM4 Exam</i> )	3
	ILT 166	Motors & Transformers	3
	ILT 194	Programmable Logic Controls	3
	ENG 101	English Composition I	3
	Area III	Math, Science or Computer Science elective	3
		<b><i>Eligible for Short Term Certificate (STC) – Industrial Electrical Technician</i></b>	
Semester 4	ILT 195	Troubleshooting Techniques	3
	ILT 276	Advanced Industrial Controls (PLCs)	3
	ILT 277	Advanced Industrial Controls (PLCs) Lab	2
	Area IV	Social and Behavioral Science elective	3
	WKO 106	Workplace Essentials ( <i>Alabama Career Readiness Certificate</i> ) ( <i>OSHA 10 Hour Card</i> )	3
		<b><i>Eligible for Certificate (CER) – Industrial Control Technician</i></b>	
Semester 5	ILT 192	Co-op in Industrial Electronics ( <i>ETA Comprehensive EM5 Exam</i> )	3
	ILT 216	Industrial Robotics	3
	ILT 217	Industrial Robotics Lab	2
	ILT 108	Introduction to Instrumentation & Process Control	3
	Area II	Humanities & Fine Arts Elective	3
		<b><i>Eligible for AAS in Industrial Electronics</i></b>	
		Total Hours Required for Degree	67

**Reminder:**

- Work with your financial aid director regarding program and student financial aid eligibility.
- Program eligibility information may be found at [www.ifap.com](http://www.ifap.com).
  - Federal Student Aid Handbook, Chapter 2.

F. Program Admissions Requirements, Enrollment Projections and Completion Projections

1. Describe the criteria and screening process that will be used to select students for the program.

The program will follow the College's admission requirements. A student who is accepted for admission to the college is eligible to declare BUS as a major and enroll in classes.

2. Describe the methodology for determining enrollment projections. Attach a copy of the survey instrument with a **summary** of results (how many, to whom, response rate) as **APPENDIX B**. Do not submit copies of the individual survey responses.

Enrollment projections – currently, the Office Systems and Accounting Technology programs admit approximately 145 students per year. With the new program's university transfer capability, the College predicts that the enrollment is expected to increase in the next three years. This enrollment for both programs represents an average and steady increase in enrollment consistently in the last five years.

- G. Provide an estimate of the costs of the program. Provide enrollment and degree completions projections.

This program is will be combining two currently offered programs, therefore no new additional costs will be incurred. The College will utilize the facilities infrastructure used to maintain the current Accounting Technology and the Office Administration programs. As the program expands and enrollment increases, additional personnel and space may be added.

The Trenholm State Library has an adequate learning resource center with collections that are selected and maintained current, based on faculty input and curriculum needs. The library collections, including print and electronic holdings, are funded through allocation and extramural funds. The holding can be expanded, as needed by faculty input and programmatic needs. Please see **APPENDIX E** Estimated Costs of the Program.

G. Program Need Justification

1. Will the program satisfy a clearly documented workforce need?

According to Alabama Workforce Development Region 7 – Occupational Projections 2010-2020 (2016), General and Operational Managers is a high demand occupation with projected growth through 2022. The workforce demand for the first quarter of 2015 indicated a high need for the following industry components: Information, Finance and Insurance, Administrative Support and Waste Management and Remediation Services, Accommodation and Food Services, and Public Administration. In rank according to demand, Accommodation and Food Services is ranked at number 4, with total employment at 164,189. Administrative and Support and Waste Management and Remediation Services is ranked at number 6, with a total employment of 111,125. Public Administration is ranked number 8, with a total employment of 89,682. Finance and Insurance is ranked number 10 with a total employment of 71,752. Lastly, Information jobs ranked number 14, with a total employment of 23,240.

Montgomery, Alabama, the State's capital, has experienced an increase in industry and business in the last decade. This increase has also increased the demand for business related occupations and skills.

2. What characteristics of the identified need require that it be met by a new program rather than an existing program?

The new program will provide an Associate Degree in Applied Science with the following emphases: Accounting, General Business Administration, Retail Management, General Management, Entrepreneurship and Office Administration. Offering an AAS degree with these options will enable students to choose their desired occupational field. The College currently offers Associate in Applied Technology degrees in Accounting and Office Technology. These two programs will be enhanced and partially merged into the new AAS program.

3. Based on research on the employment market for graduates of this program, indicate the total projected job openings (including both growth and replacement demands). These job openings should represent positions that require graduates from a program such as the one proposed.

**Projected Job Openings**

	Year 1	Year 2	Year 3	Year 4	Year 5	Total
<b>College Service Area</b>	1560	1560	1560	1560	1560	7800
<b>State</b>	446000	446042	446042	446042	446084	2230210

Provide the methodology used to determine the projected job openings (such variables as (a) assurance of adequate employer surveys, (b) business/industry markets, and (c) response rate. Cite all relevant sources. If a survey of employment needs was used attach a copy of the survey instrument with a **summary** of results as **APPENDIX C. Do not submit copies of the individual survey responses.**

4. List other similar programs that are available at other institutions in the state. Will any type of program collaboration be utilized? Why or why not? What specific efforts have been made to collaborate with institutions to meet the need for this program?

Currently, Trenholm State Community College offers programs in Office Administration Technology and Accounting Technology. These courses will be combined into the proposed program, providing students the opportunity to achieve certifications and degrees in programs that will result in marketable student employment. The proposed program will further strengthen other certificate programs at the College, by encouraging entrepreneurship and future economy in the region. For example, students in the technical or automotive fields that offer only certificate programs, may now be able to pursue additional credits in the areas of business and finance that may contribute to a successful career path.

5. Method of program delivery (traditional classroom, online, hybrid). If online/hybrid delivery is available, estimate percentage. List courses delivered via online/hybrid.

Classes will be offered at times and dates convenient to students enrolling in the program, and the method of delivery of instruction will also be led by student demand. Classes will be offered live, online (synchronous and asynchronous) as well as with a hybrid mix of online and live options. The College uses the Moodle® Learning Management System for all courses.

H. Program Resource Requirements

1. Number of faculty required to teach in the program: Full-time 3 Part-time 3

Attach a synopsis of the qualifications (degrees, experience, etc.) of each faculty member to this proposal as **APPENDIX D. Do not attach entire curriculum vitae.**



2. List any special equipment that is necessary for this program, indicating what is currently available, what will be added, and the cost of additional equipment.
3. Describe facilities for the program, indicating what is currently available and any necessary renovations or additional facilities that would be added. Provide a cost estimate for any renovation or additions.

The College will utilize the facilities infrastructure used to house the AAS programs as they are being replaced by the new programs. As the program expands and enrollment increases, additional space may be added.

4. Provide the current status of the library collections supporting the proposed program.

Trenholm College has an adequate learning resource center with collections that are selected and maintained current based on faculty input and curriculum needs. The library collections, including printed and electronic holdings, are funded through extra-mural funds. The holding will be expanded, as needed based on faculty input and program needs.

**APPENDIX A**

Associate Degree/Certificate/Short-Term Certificate curricula by semester  
(and by option)

**Trenholm State Community College  
Student Survey for New Program**

**Associate of Applied Science – Business Administration  
Accounting Technology - AAS**

	Course #	Course Name	Sem. Hours
Semester 1	ENG 101	English Composition I	3
	BUS 100	Introduction to Business	3
	BUS 241	Principles of Accounting I	3
	CIS 146	Microcomputer Applications	3
	ORI 101	Orientation to College	1
Semester 2	ENG 102	English Composition II	3
	BUS 142	Principles of Accounting II	3
	ECO 231	Principles of Macroeconomics	3
	MTH 100	Intermediate Algebra (MTH 100 or numerically higher)	3
Semester 3	PSY 200	General Psychology	3
	ENG 271	World Literature	3
	BUS 248	Managerial Accounting	3
	BIO 103	Principles of Biology	4
Semester 4	BUS 263	Legal and Social Environment of Business	3
	BUS 246	Microcomputer Accounting	3
	BUS 249	Payroll Accounting	3
	Area II	Elective	3
Semester 5	BUS 271	Business Statistics	3
	BUS	Elective	3
	BUS	Elective	3
	Area V	Elective	3
Semester 6	BUS 296	Business Internship Co-op	3
	BUS 253	Individual Tax	3
	Area V	Elective	3
	Area V	Elective	3
		Total Hours Required for Degree	74





**Associate of Applied Science – Business Administration  
Office Administration - AAS**

	Course #	Course Name	Sem. Hours
Semester 1	ENG 101	English Composition I	3
	OAD 103	Intermediate Keyboarding	3
	OAD 125	Word Processing	3
	CIS 146	Microcomputer Applications	3
	ORI 101	Orientation to College	1
Semester 2	ENG 102	English Composition II	3
	OAD 104	Advanced Keyboarding	3
	OAD 126	Advanced Word Processing	3
	MTH 100	Intermediate Algebra (MTH 100 or numerically higher)	3
Semester 3	PSY 200	General Psychology	3
	Area II	Humanities/Fine Arts	3
	BUS 241	Fundamentals of Accounting I	3
	BIO 103	Principles of Biology	4
Semester 4	OAD 133	Business Communication I	3
	OAD 138	Records and Information Management II	3
	BUS 241	Principles of Accounting II	3
	Area III	Natural Science/Mathematics	3
Semester 5	OAD 243	Spreadsheets	3
	OAD 218	Office Management	3
	BUS 275	Principles of Management	3
	BUS 263	Legal and Social Environment	3
Semester 6	OAD 202	Legal Transcription	3
	OAD 296	Office Internship/Co-op	3
	Area V	Elective	3
	Area V	Elective	3
		Total Hours Required for Degree	75





**Associate of Applied Science – Business Administration  
General Business – AAS**

	Course #	Course Name	Sem. Hours
Semester 1	ENG 101	English Composition I	3
	BUS 100	Introduction to Business	3
	OAD 133	Business Communications	3
	CIS 146	Microcomputer Applications	3
	ORI 101	Orientation to College	1
Semester 2	ENG 102	English Composition II	3
	BUS 241	Principles of Accounting I	3
	BUS 263	Legal and Social Environment of Business	3
	MTH 100	Intermediate Algebra (MTH 100 or numerically higher)	3
Semester 3	PSY 200	General Psychology	3
	Area II	Humanities/Fine Arts	3
	BUS 242	Fundamentals of Accounting II	3
	BIO 103	Principles of Biology	4
Semester 4	ECO 231	Principles of Macroeconomics	3
	BUS 271	Business Statistics	3
	BUS 275	Principles of Management	3
	Area III	Natural Science/Mathematics	3
Semester 5	BUS 276	Human Resources Management	3
	Area V	Elective	3
	Area V	Elective	3
	Area II	Humanities and Fine Arts	3
Semester 6	BUS 279	Small Business Management	3
	BUS 296	Business Internship/Co-op	3
	Area V	Elective	3
	Area V	Elective	3
		Total Hours Required for Degree	75







**Associate of Applied Science – Business Administration  
Management – AAS**

	Course #	Course Name	Sem. Hours
Semester 1	ENG 101	English Composition I	3
	BUS 100	Introduction to Business	3
	BUS 186	Elements of Supervision	3
	CIS 146	Microcomputer Applications	3
	ORI 101	Orientation to College	1
Semester 2	ENG 102	English Composition II	3
	BUS 241	Principles of Accounting I	3
	BUS 263	Legal and Social Environment of Business	3
	MTH 100	Intermediate Algebra (MTH 100 or numerically higher)	3
Semester 3	PSY 200	General Psychology	3
	Area II	Humanities/Fine Arts	3
	BUS 242	Fundamentals of Accounting II	3
	BIO 103	Principles of Biology	4
Semester 4	ECO 231	Principles of Macroeconomics	3
	BUS 271	Business Statistics I	3
	BUS 275	Principles of Management	3
	Area III	Natural Science/Mathematics	3
Semester 5	BUS 276	Human Resources Management	3
	BUS 279	Small Business Management	3
	BUS 248	Managerial Accounting	3
	Area V	Elective	3
Semester 6	OAD 133	Business Communications	3
	BUS 296	Business Internship/Co-op	3
	Area V	Elective	3
	Area V	Elective	3
		<b>Total Hours Required for Degree</b>	<b>74</b>





**Associate of Applied Science – Business Administration  
Entrepreneurship – AAS**

	Course #	Course Name	Sem. Hours
Semester 1	ENG 101	English Composition I	3
	BUS 100	Introduction to Business	3
	OAD 133	Business Communications	3
	CIS 146	Microcomputer Applications	3
	ORI 101	Orientation to College	1
Semester 2	ENG 102	English Composition II	3
	BUS 241	Principles of Accounting I	3
	BUS 275	Principles of Management	3
	MTH 100	Intermediate Algebra (MTH 100 or numerically higher)	3
Semester 3	PSY 200	General Psychology	3
	BUS 242	Principles of Accounting II	3
	BUS 279	Small Business Management	3
	BIO 103	Principles of Biology	4
Semester 4	ECO 231	Principles of Macroeconomics	3
	ETP 265	Entrepreneurial Marketing	3
	ETP 266	Entrepreneurial Finance	3
	Area III	Natural Science/Mathematics	3
Semester 5	BUS 276	Human Resources Management	3
	ETP 267	Innovation and Creativity	3
	BUS 186	Elements of Supervision	3
	Area V	Elective	3
Semester 6	Area II	Humanities/Fine Arts	3
	BUS 296	Business Internship/Co-op	3
	Area V	Elective	3
	Area V	Elective	3
		Total Hours Required for Degree	74







## APPENDIX B

### SURVEY OF PROGRAM NEED SURVEY INSTRUMENT Trenholm State Community College Student Survey for New Program

Trenholm State Community College is considering beginning an Associate Degree in Applied Science in Business Administration (with options in Accounting, General Business, Office Systems, Entrepreneurship and Management). We need your help to determine the level of interest in the program.

Please respond to the following survey.

1. What is your major?

[Text response]

2. The new program will have areas of concentration. Please select the top three areas of concentration you would be interested in pursuing.

- a. Office Administration
- b. Finance/Accounting
- c. Human Resource Management
- d. Information Systems and Graphic Design Management
- e. Hospitality, Retail and Office Management
- f. Marketing

3. Upon graduation, are you likely to transfer to a 4-year institution?

- a. Yes
- b. No

4. If you plan to attend your studies at a 4-year institution, how likely would one of the below institution be your choice?

- a. Alabama State University
- b. Auburn University Montgomery
- c. Troy University Montgomery
- d. Faulkner University
- e. Huntingdon College
- f. Other (Please list)

5. Do you have suggestions for the new program? Share your thoughts here.

[Text Response]

Thank you for participating in the survey.

## APPENDIX C

### Methodology Used to Determine Projected Job Openings Trenholm State Community College

Data provided in the projections table includes data from the Alabama Department of Industrial Relations Region 7 Workforce employment data.

Job searches using the keywords “Office assistant”, “Office manager”, “Accounting”, “Hotel Management”, and “Restaurant Management” yielded 848 job openings in the classified section of al.com, representing job openings throughout the State of Alabama. The job posted ranged from office, clerical, hotel and restaurant management and human resource assistants.

Initially, research using the Workforce Development report was used to determine a need for such a program in this area. Currently, according to the report, the need for individuals with management skills and training is expected to increase over the next five years. This increases the need for skilled employees. Region 7 has also experienced an increase in industry, manufacturing and healthcare related fields. This also increases the need for employees skilled in the area of business.

Net change is the difference between the 2008 and 2018 employment levels for the 10 year projection period. Percent change represents the share of net change to the 2006 employment level. Industries that provide services are expected to add 199,750 and this translates to an employment change of just under 12.5%. Within the Service Providing Group, Healthcare and Social Assistance is anticipated to have the most new jobs with 44,510. This is followed by Accommodation and Food Services with 23,640 additional jobs and Administrative and Support and Waste Management and Remediation Services with an addition of 22,620 openings by 2018. Industries that produce goods are anticipating 20,440 new jobs with 5% change in the employment level. In Goods Producing, Construction is expected to have 15,290 openings. The Manufacturing sector follows with a net change of 5,500 in employment. This small change in employment openings is due to the difference in Durable Goods with 17,260 and Nondurable Goods with a loss of 11,760 jobs through 2018vii (Alabama Department of Labor, Alabama’s Workforce, 2018)

#### References

United States Department of Labor, Occupational Outlook Index: <https://www.bls.gov/ooh/home.htm>

United States Department of Labor, Occupational Employment Statics: <https://stats.bls.gov/oes/home.html>

United States Department of Labor, Occupational Information Network: <https://www.doleta.gov/programs/ONET/>

Alabama Department of Labor: <https://www.labor.alabama.gov/>

Alabama Department of Labor Local Unemployment Statistics: <http://www2.labor.alabama.gov/LAUS/>

United States Bureau of Labor Statistics <https://www.bls.gov/>

Alabama Community College System's Report on Workforce Development:  
<https://www.accs.cc/index.cfm/workforce-development/workforce-councils/>

Alabama Community College System's Report on Workforce- Report for 2016 Development:  
<https://www.accs.cc/index.cfm/workforce-development/workforce-councils/>

Alabama.com website: <http://www.al.com/jobs/>

Alabama Department of Labor: Workforce: <http://www2.labor.alabama.gov/Projections/worforce.aspx>

**APPENDIX D**

**FACULTY CREDENTIALS**

<b>NAME</b>	<b>CREDENTIALS Degree/University</b>	<b>TEACHING EXPERIENCE (YEARS)</b>	<b>NON-TEACHING FIELD EXPERIENCE</b>
<b>Kenny L. Ward</b>	BS Accounting/Alabama State University MS Accounting/Alabama State University	2 years	Revenue Examiner III – State of Alabama Teller 1 – Regions Bank
<b>Ann Vernon</b>	BS Business Management/ Marketing/ Alabama State University MS Business Administration/Personnel Management/ Troy University	30 years	Student Support Counselor/Tech Prep Coordinator/Instructor – Trenholm State Technical College  Admissions Counselor/Instructor- Draughons Junior College  Clerical and Telemarketing Departments Supervisor – American Insurance Marketers
<b>Maitri Chandrasoma</b>	Diploma/ International Correspondence School BS Computer Information Systems/ Alabama State University MS Business Administration/ Troy State University at Montgomery	29 years	Director of Computer Services – Trenholm State Technical College Associate Director of Summer Science Camp – Trenholm State Technical College
<b>Janese Burge</b>	BS – General Business/Alabama A&M MS Personnel Management/ Troy University Montgomery MIS Information Systems/University of Phoenix	29 years	Executive Secretary to the President – Trenholm State Technical College
<b>Pamela Hill</b>	BS Accounting/Alabama State University MS Accounting/Alabama State University MS Public Administration/Troy University	9 years	Electronic Filing Assistant in the Special Projects Unit - Alabama Department of Revenue Electronic Filing Coordinator / Revenue Examiner II - Alabama Department of Revenue Nexus Unit Coordinator / Revenue Examiner I - Alabama Department of Revenue

			<p>Revenue Planning and Tax Analysis Officer - Alabama Department of Revenue</p> <p>Revenue Research Manager - Alabama Department of Revenue</p> <p>Senior Research Analyst - Alabama Department of Revenue</p> <p>Special Projects Officer / Revenue Examiner II - Alabama Department of Revenue</p> <p>Special Projects Officer / Revenue Examiner III - Alabama Department of Revenue</p>
<b>Emma Cole</b>	<p>BS Accounting/Troy University Montgomery</p> <p>MS Accounting/ Auburn University Montgomery</p>	9 years	<p>Graduate Research Assistant – Troy State University</p> <p>Accounting Resource Leader (Manager) – Navistar International</p> <p>Corporate Consolidations Manager – Navistar International</p>
<b>William Turner</b>	<p>BS Finance/Alabama State University</p> <p>MS Business/Grambling State University</p> <p>M.Ed Business Ed/Auburn University</p>	11 years	<p>Instructor – Macon County Public School System</p> <p>Publications Clerk – Alabama Cooperative Extension System</p>
<b>Marilyn Renfroe</b>	<p>BS Business Management/Tuskegee(Institute) University</p> <p>Bus Education Certification/Alabama State University</p> <p>MS Business Education/Troy State University</p>	34 years	<p>Secretary – City of Tuskegee</p>

<p><b>Eboni Love-Eiland</b></p>	<p>MS Management /Faulkner University</p> <p>BS Business Administration/ Faulkner University</p> <p>AAT Office Administration/ Trenholm State Technical College</p>	<p>3 years</p>	<p>Accountability/Assessment Coordinator – Institutional Research and Advancement Trenholm State Community College</p> <p>Senior Secretary- Office of Academic Planning &amp; Evaluation/Institutional Planning and Effectiveness Alabama State University</p> <p>Test Supervisor/Proctor- Testing Center - Alabama State University</p> <p>Tier II Technician - Information Innovators Inc. Proprietary Systems</p> <p>Specialist 1 - CACI International</p> <p>Helpdesk Coordinator 3 - CACI International</p> <p>Accounting Assistant to the President - Graphics &amp; Mailing Service, Inc.</p> <p>Senior Secretary - Alabama State University</p>
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## APPENDIX E

### ESTIMATED NEW FUNDS REQUIRED TO SUPPORT PROPOSED PROGRAM

	2018-19	2019-20	2020-21	2021-22	2022-23	TOTAL
FACULTY*	\$292,925	\$258,477	\$281,279	\$281,279	\$281,279	\$1,395,241
LIBRARY	\$500	\$500	\$500	\$500	\$500	\$2,500
FACILITIES						\$0
EQUIPMENT					\$100,000	\$100,000
STAFF						\$0
OTHER (supplies)	\$4,000	\$4,000	\$4,000	\$4,000	\$4,000	\$20,000
<b>TOTAL</b>	<b>\$297,425</b>	<b>\$262,977</b>	<b>\$285,779</b>	<b>\$285,779</b>	<b>\$385,779</b>	<b>\$1,517,741</b>

### SOURCES OF FUNDS AVAILABLE FOR PROGRAM SUPPORT

	2018-19	2019-20	2020-21	2021-22	2022-23	TOTAL
INTERNAL REALLOCATIONS	\$296,925	\$262,477	\$285,279	\$285,279	\$385,279	\$1,515,241
EXTRAMURAL*	\$500	\$500	\$500	\$500	\$500	\$2,500
TUITION	\$0	\$0	\$0	\$0	\$0	\$0
<b>TOTAL</b>	<b>\$297,425</b>	<b>\$262,977</b>	<b>\$285,779</b>	<b>\$285,779</b>	<b>\$385,779</b>	<b>\$1,517,741</b>

### ENROLLMENT AND DEGREE COMPLETION PROJECTIONS

	2018-19	2019-20	2020-21	2021-22	2022-23	5-YEAR AVERAGE
TOTAL HEADCOUNT ENROLLMENT	8	15	17	19	21	13
NEW ENROLLMENT HEADCOUNT	8	9	10	11	12	8
DEGREE COMPLETIONS		6	7	8	9	8