

Enclosure

 ANNE ARUNDEL COMMUNITY COLLEGE

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received  
11/15/16

Dr. Emily A. A. Dow  
Assistant Secretary, Academic Affairs  
Maryland Higher Education Commission  
6 North Liberty St.  
Baltimore, Maryland 21201

November 1, 2016

Dear Dr. Dow,

Thank you for your assistance with process, regarding Anne Arundel Community College's intent to offer two certificates at an off-campus site.

Please see the attached proposal for Anne Arundel Community College to offer two off-campus academic programs. The proposal is for AACC to offer two certificates already in our inventory at the Jessup Correctional Institution. AACC has offered classes there many times over the years. We are very familiar with the facility and how best to provide instruction. Please see the details below.

**AACC Proposal for Off Campus Programs in  
Business Management and Entrepreneurship to be offered at the  
Jessup Correctional Institution**

Under the United States Department of Education Second Chance PELL experimental program, Anne Arundel Community College would like to offer two stackable certificate programs in Business Management and Entrepreneurship at the Jessup Correctional Institution (JCI) in Jessup Maryland. Each certificate program is 18 credit hours in length. Courses will be offered to the inmates two evenings per week for either an 8 week or 12 week term, depending upon the course offered. Students will progress through the courses in sequence.

Responses to Program Proposal Questions

## 1. Title of Program and the degree or certificate to be awarded:

Through its School of Business and Law, Anne Arundel Community College intends to offer coursework in a variety of business topics leading to a Certificate in Business Management and a Certificate in Entrepreneurship at the Jessup Correctional Institution.

## 2. Resource requirements and the source of funds to support the program for the first 2 years of implementation:

The course work in both the Certificate in Business Management and the Certificate in Entrepreneurship requires standard classroom space and access to a computer lab for instruction. Through an MOU with the Maryland Department of Labor Licensing and Regulation and the Maryland Department of Public Safety and Correctional Services, AACC has access to the appropriate instructional space needed at JCI at no cost to the college. Tuition and fees collected from the students at JCI partially covers the cost of instruction with the remaining expenses funded from the college's operating budget. AACC staff funded through the college's operating budget oversees the programing. Students purchase course materials from textbook suppliers and these materials are shipped directly to the student at JCI prior to the start of class.

## 3. The need and demand for the program:

AACC is one of sixty-seven institutions across the country selected by the United States Department of Education as an experimental site to offer incarcerated individuals within five years of release the opportunity to obtain a Pell Grant under the Second Chance Pell program. Under the Second Chance Pell program, AACC will offer two credit certificate programs that prepare students for gainful employment upon release. Both of these programs can be completed in 15 months or less.

## a. Certificate in Business Management with a concentration in Office Management

- i. The certificate in Business Management prepares students to work as office or administrative support and also provides students with up-to-date computer skills.

According to the United States Department of Labor Occupational Outlook Handbook, in the State of Maryland, the average wage for an Administrative Support position is \$39,552 or \$19.02/hr. and there are currently over 8,000 jobs available. Nationwide, the average wage is \$31,500 or \$15.14/hr.

b. Certificate in Entrepreneurship

- i. A certificate in Entrepreneurship allows students to identify their passion, recognize the challenges, and plan for the future as the owner of a small business. Through the program, students develop a comprehensive understanding of entrepreneurship and the steps required to start a business. Since 2010, the number of new business start-ups has been increasing. According to the Anne Arundel Economic Development Corporation in 2015 there were nearly 3300 new business ventures in the Baltimore area.

4. If a similar program is offered with in the same geographical region, please describe the similarities or differences, area of specialization and specific academic content:

While other colleges in the region such as the Community College of Baltimore County, Baltimore City Community College and Howard Community College may offer similar programming, AACC's programs are the only certificate programs in the areas of business management and entrepreneurship that have the approval by the Maryland Department of Labor Licensing and Regulation and the Maryland Department of Public Safety and Correctional Services to be offered to the student inmates at the Jessup Correctional Institution.

5. Describe the method of instructional delivery, on-site faculty, and the mix of full-time and part-time instructors:

Because the Jessup Correctional Institution is a maximum security prison and inmate access to the internet is prohibited, instructional delivery is limited to face-to-face instruction and the use of software loaded onto the computers in the lab. A hotspot internet connection and a proctor for every student inmate will be brought into the classroom for industry certification testing.

Instructors are vetted and hired by the credit department and are primarily part-time (adjunct) instructors.

6. A brief description of the academic oversight, quality control, and student services to be provided:

AACC's School of Business and Law provides academic oversight of the programs to include providing curriculum, and hiring and evaluating instructors. Student Services provides direct services to students at JCI related to admissions, testing, records and registration, tutor training, and financial aid. There is also an approved AACC student organization at JCI called Education Quest (E-Quest) for students enrolled in AACC classes.

7. Provision for adequate and appropriate library resources:

At JCI, the inmates have access to the prison library and supplemental resources will be brought into the classroom by the instructors, as needed.



## Program Requirements:

Areas of Study: Business Management, Business Office Management Option, Certificate ... Page 1 of 2

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### Business Management, Business Office Management Option, Certificate

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Code: CRT.BMT.OFF-MGMT

**Total Credit Hours:** A minimum of 18 credit hours.

**Purpose:** To enhance and upgrade managerial and communication skills and prepare for careers in the 21st century including today's technologically advanced workplace. Because the program is carefully tailored to job-related skills, full-time students can complete it in two terms.

#### Range of Occupations

Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

Program website: [www.aacc.edu/business](http://www.aacc.edu/business)

### Degree/Graduation Requirements

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#### Degree Requirements

Two core courses that provide a business-related background and four electives that allow the student to specialize in an area of primary interest.

#### Graduation Requirements

Demonstrated eligibility for ENG 111.

### Certificate Requirements: 18 credits

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#### Required Core Courses: 6 credits

- BPA 111 - Business and Its Environment 3 credit hours
- BPA 162 - Business Communications 3 credit hours

#### Elective Courses: 12 credits

Choose 12 credits from:

- BPA 136 - Keyboarding 1 credit hour



Areas of Study: Business Management, Business Office Management Option, Certificate ... Page 2 of 2

- [BPA 137 - Keyboarding 2 2 credit hours](#)
- [BPA 141 - Business Office Management 1 3 credit hours](#)
- [BPA 151 - Business Office Management 2 3 credit hours](#)
- [BPA 161 - The Office Manager 3 credit hours](#)
- [CTA 111 - Personal Computer Word Processing Applications 4 credit hours](#)
- [CTA 116 - Personal Computer Spreadsheet Applications 4 credit hours](#)

## Related Educational Opportunities

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### Continuing Education and Workforce Development Offerings

Additional courses, credentials and/or certifications may be available through the AACC School of Continuing Education and Workforce Development. Visit [www.aacc.edu/coned](http://www.aacc.edu/coned) for more information.

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**Entrepreneurship, Certificate**

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Award: Certificate (code CRT.ESI.ENTREP)

Total Credit Hours: 18 credit hours

[www.aacc.edu/esi](http://www.aacc.edu/esi)

**Purpose:** A certificate in entrepreneurship provides you with the basic skills to start your own venture, work with others to identify business opportunities, join entrepreneurial ventures, or work for an established organization. Regardless of size, all businesses need managers who can identify opportunities, obtain resources, plan, organize, direct, and control work to accomplish business objectives. Topics covered during coursework include entrepreneurial thinking and opportunity recognition, developing a business plan, small business accounting, sales and marketing for small business, and legal issues.

**Range of Occupations**Occupations can be explored further through the virtual Careers Center at [www.aacc.edu/careers](http://www.aacc.edu/careers).

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**Degree/Graduation Requirements**

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**Graduation Requirements.**Demonstrated eligibility for [ENG 111](#) or [ENG 115](#) or [ENG 121](#).

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**Certificate Requirements: 18 credits**

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- [ESI 103 - Introduction to Entrepreneurship 3 credit hours](#)
- [ESI 104 - Entrepreneurship: Sales and Marketing for Small Business 3 credit hours](#)
- [ESI 120 - Small Business Management 3 credit hours](#)
- [ESI 217 - Small Business Accounting 3 credit hours](#)
- [ESI 250 - Legal Issues for Business 3 credit hours](#)
- [ESI 270 - Entrepreneurship: New Venture Planning 3 credit hours](#)

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**Construction Management Entrepreneurship Certificate Program**

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*The college also offers a Construction Management Entrepreneurship certificate program which prepares students to launch and operate their own ventures or to take a leadership role in an existing business or organization. For information, call 410-777-2442.*



## Program Outcomes

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Upon successful completion of this program, students will be able to:

- Demonstrate effective communication skills appropriate for a business environment.
- Use research methods to support business decision making.
- Identify and compare various forms of business ownership.
- Construct financial statements.
- Use financial information to make more informed business decisions
- Implement current business concepts and laws that result in legal and ethical business practices.

## Related Educational Opportunities

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Thank you again for your assistance with this process. Lastly, we have submitted a substantive change request to the Middle States Commission on Higher Education. The request is to change the status of Jessup Correctional institute from an “**Additional Location**” to “**Other Instructional Sites**”. Please let us know if you have questions or need additional information.

A copy of the proposal and \$250.00 for each certificate is in the mail.

Best,

*Claire L. Smith*

Interim Associate Vice President for Learning & Academic Affairs

Cc: Dr. Dawn Lindsay, President  
Dr. Michael Gavin, Vice President, Learning  
Dr. Faith Harland-White, Dean, Continuing Education & Workforce Development  
Richard Heath, Director, Financial Aid