Two
For the Price of
One

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CONCEPT

• Companies pay for training to improve employees’ skills and performance

• Companies pay for employees’ tuition reimbursement, etc.

• What if they can achieve both with the same training dollars?

• Why not use this concept to market both programs?
Impact on Potential Student

• They need training/certification to increase skills and marketability

• Provide the training and show them how it can yield double dividends:
  – Certification or License
  – College Credit

Ex: Certified Administrative Professional
Do You Offer........

- Development Dimensions International (DDI)
- American Management Association (AMA)
- Achieve Global
- Management Concepts
- Global Corporate College
- Other.....
- Your Own
What if…….

You could tell potential customers that in addition to the business value of the training offered, their employees could potentially earn:

1 college credit for every 15 hours of training

And not cost any additional tuition money!
Do You Offer……..

• LEAN
• Six Sigma
  – Green Belt
  – Black Belt
• Project Management
• Supply Chain
• Other
What If......

You could tell potential customers that in addition to the business value of this training, their employees could potentially earn:

2 – 6+ college credits for this training

And not cost any additional tuition money?
Do You Offer……

- Real Estate Licensing Training
- SHRM Learning System (PHR/SPHR Prep)
- Certified Administrative Professional
- Emergency Medical Technician
- Other……
What If…….

You could tell potential students that in addition to the direct benefits of the training/certification, they could potentially earn college credit for completing this training or the resulting certification – with no additional cost?
What If…….

You do **NOT** offer any of these programs?

- Partner with other schools/organizations
- Find out what training your students already have
How Our Program Works

Adult Degree Completion Programs

• For Adults Who Started – But Stopped or Those Just Getting Started
• Available 100% Online - In Classroom – Combination
• Self Paced – Flexible Schedule
• Maximum Utilization of Prior Learning
  – Use up to **60** credit hours from assessed credit
• Customized to Fit Individual’s Needs
Adult Degree Completion Programs

• **B.S. Liberal Studies**
  – Design Your Own Major
  – Two Areas of Emphasis

• **B.S. Professional Studies**
  – Four Concentrations
    • Organizational Leadership
    • International Organizational Leadership
    • Information Technology
    • Healthcare Administration
Adult Degree Completion Programs

• **B.S. Liberal Studies**
  – 41 hours General Education
  – 27 hours Major (two areas of emphasis)*
  – 52 hours of Elective Credit*

• **B.S. Professional Studies**
  – 41 hours General Education
  – 39 hours Major
  – 40 hours Elective Credit*

* Assessed Credit can be used
MTSU Assessment Programs

Maximum: 60 Hours Assessed Credit

• Military Credit – Directly applied to transcript
• Course Challenge – Student Initiated
• CLEP Tests
• Advanced Placement
• Departmental co-op, internships
• Global Studies
• Prior Learning Assessment
Prior Learning Assessment Course

- Three Hour Junior Level Course (Pass/Fail)
- Offered Online and as Hybrid
- Taken Early in Program to Assess Credit
- Academic Plan is Required
- Students Develop Portfolio of Prior Learning
- Committee Review - Approval of Portfolio
- Official Permit for Credit documents Credit
- Uses of Credit Agreement Signed by Student
How the PLA Course Works

Pay for 3 Hour Course – Not for Assessed Credit

• Document work and learning experiences: Work History Summary
• Reflect on Learning: Reflection Paper
• Learning Experience Description Documentation
• Compare Learning to Evaluated Learning
  – American Council on Education (ACE)
  – National College Credit Recommendation Service
  – Other
How Credit is Earned

- Evaluated Training Programs
  - Certified Administrative Professional
- Training Program Comparison
  - Six Sigma Green Belt
- Learning Required to Perform a Job
  - Information Technology
- Combinations

*Using ACE, NCCRS, or Other Acceptable Credit Evaluations – Not SME!!*
Evaluated Training Program

Ex: Certified Administrative Professional

• Provide proof of training or certification

• Provide ACE Evaluation
Evaluated Training Program

- Certified Administrative Professional (CAP) Examination:
  - Part I: Office Systems and Technology

- Credit Type: Exam
- ACE Course Number: 0020
- Organization: International Association of Administrative Professionals
- Location: Various
- Dates Offered: 11/1/2004 - Present
- Description: 150 multiple-choice questions.
- Skills Measured: 12% Computer Hardware 16% Document Layout 60% Software 12% Managing Physical Resources
- Credit Recommendation: In the lower division baccalaureate / associate degree level, 3 semester hours in Computer Concepts and 3 semester hours in Information Systems. (6 LD credits)
Certified Administrative Professional (CAP) Part I

Regents Online Campus Collaborative

Course Length: 25 hours

Overview: This course is designed to provide a basic knowledge and overview of the Certified Administrative Profession (CAP) Examination. The course covers the first four areas included in the exam: communication, general management theories, organization and planning, information distribution, and organizational management.

Career Benefits: According the Tennessee Department of Human Resources (TCA-8-50-102), qualifying employees will be eligible for an automatic two-step increase after passing the exam.

Course Dates: September 17 – October 29, 2013

Course Fee: $$$

STUDENTS COMPLETING THE CAP CERTIFICATION MAY BE ELIGIBLE TO EARN UP TO 29 CREDIT HOURS OF COLLEGE CREDIT THROUGH MTSU’S ADULT DEGREE COMPLETION PROGRAM
Training Program Comparison

*Ex: Six Sigma Green Belt*

- Document Content of Training Program
- Provide Proof of Training/Certification
- Compare to an ACE evaluation
  - Same Learning Outcomes
  - Similar Length of Training
  - Comparable learning environment
• **Six Sigma Green Belt**
• **Credit Type:** Course ACE
• **Length:** 35 hours
• **Dates Offered:** 10/1/2011 – Present

• **Objective:** The course objective is to train students in the tools, techniques, and processes described in the Six Sigma Green Belt Body of Knowledge in order for them to contribute to the implementation and management of Six Sigma-based quality improvement initiatives; and to prepare learners for the American Society of Quality's (ASQ) Six Sigma Green Belt examination.

• **Learning Outcome:** Upon completion of the course, the student will be able to describe the key concepts and contributors associated with Six Sigma, and the Lean tools used to identify and remove waste and improve process flow; describe how Six Sigma combines Design for Six Sigma (DFSS) methodologies and tools to reach organizational goals, distinguish DFSS methodologies from those of Six Sigma, and outline key DFSS tools such as quality function deployment (QFD) and Failure Modes and Effects Analysis (FMEA)....

• **Instruction:** The methods of instruction include audio-visual materials, practical exercises, and computer-based training. The general course topics include the Six Sigma Body of Knowledge, key processes, tools, techniques, and Six Sigma methodology

• **Credit Recommendation:** In the upper-division baccalaureate degree category, 3 semester hours in project management or quality management (10/11).
Six Sigma Green Belt Certification

MTSU Six Sigma Green Belt Certification Course

- Class instruction, discussion, and project application:
  - Six Sigma Measures, Philosophy, and Organizational Structure
  - Roles of Master Black Belts, Green Belts, Sponsors
  - Six Sigma Problem Solving Methodology: DMAIC
  - Six Sigma Tools
  - Value Stream Mapping & 5S
  - Lean Operations Tools

- Participants must identify, define, and complete an approved Green Belt Project within one year to receive Green Belt Certification.

- Instructors have led Six Sigma applications in manufacturing, supply chain management, warehousing. Both instructors have the Ph.D. in industrial engineering and are Certified Six Sigma Black Belts.

- MTSU Campus: 6-9 PM on March 25 & 27, April 1, 3, 8, 10, 15, & 17, May 20, 22, 27, & 29 (36 Hours)

- Course: PD08S-3541

STUDENTS COMPLETING THIS COURSE MAY BE ELIGIBLE FOR 3 CREDIT HOURS OF COLLEGE CREDIT THROUGH OUR ADULT DEGREE COMPLETION PROGRAM
Learning Required for Job

Ex: Information Technology

• Detailed Job Description
• Proof of Job Performance
  – Five Years
  – Performance Evaluation
  – Letter from HR, Management, etc.
• ACE Evaluation of Comparable Military Occupation
Learning to Perform a Job

• **Information Technology Specialist**
  
  • **Description:** Supervises, installs, operates, and performs maintenance on multifunction/multiuser information processing systems, peripheral equipment, and associated devices in mobile and fixed facilities; writes and tests computer retrieval programs; prepares documentation for assigned duties.
  
  • **Skill Level 30:** Able to perform the duties required for Skill Level 20; supervises the deployment, installation, operation, and maintenance of multi-functional/multi-user information processing systems; determines requirements, assigns duties, and coordinates activities; develops and administers on-site training programs; writes and/or approves computer programs, manuals, and procedures; analyzes and implements telecommunications and connectivity needs for local and wide area networks.
  
  • **Skill Level 40:** Able to perform the duties required for Skill Level 30; plans, supervises, coordinates, and provides technical assistance for equipment installation; conducts quality assurance checks; develops and enforces policies and procedures; develops and supervises training programs; organizes various levels of system security; arranges contractor support maintenance for selected equipment; directs high-level programming projects.
  
  • **Recommendation, Skill Level 30**
    In the lower-division baccalaureate/associate degree category, 3 semester hours in introduction to computers and computing, 3 in introduction to computer operations, 3 in micro computer applications, 3 in local area network operating systems, and 3 in personnel supervision (18 LD credits)
  
  • **Recommendation, Skill Level 40**
    In the lower-division baccalaureate/associate degree category, 3 semester hours in introduction to computers and computing, 3 introduction to computer operations, 3 in microcomputer operating systems, 3 in microcomputer applications, 3 in personnel supervision, 3 in local area network operating systems, 3 in advanced computer operations, and 3 in advanced local area network operating systems. In the upper-division baccalaureate category, semester hours in organizational management and 3 for field experience in management (24 LD/6 UD credits)
The Process: Marketing

- Radio ads each semester
- “Sales Calls” to business and industries
- Education Fairs/Presentations
- Partnerships with community colleges and technology centers (*Degree Advancement Program*)
- Any and all publicity we can get in the print, radio, and TV media
- Referrals from other departments within MTSU
- [www.FinishYourDegreeNow.com](http://www.FinishYourDegreeNow.com)
The Process: Student Inquiries

- Individuals entered in ADCP Database
- Unofficial Transcript Evaluation
- Individual is Contacted with Results
- Degree Options Reviewed
- PLA Potential and Process Discussed
  - Annotated in Record and Reminders Sent
- Answer Questions – Offer Assistance
- Assign Advisor
PLA Participant Status

• 18 semesters: F07- F13
• 350+ Students enrolled
• 87% have completed portfolios (300+)
• Average credit awarded = 21 hours**
• 73% have graduated or continued
Exciting Developments

• PLA Credit no longer limited to 30 hours
• Can be used in Liberal Studies Major
• Other Colleges/Programs allowing PLA as Elective Credit
• Departments Interested in evaluation of PLA to Specific Course
QUESTIONS?

COMMENTS?

IDEAS?
Thank You!

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