

College of Professional and Continuing Studies

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General Information

The college of Professional and Continuing Studies (PCS) was established in 2023 to serve as the academic home for programs that are applied or practice-based in nature. Degree programs, non-credit programs, and non-credit/for-credit certificates that focus on the application of learning to the workforce are also a part of the College's offerings through its Center for Distance Education and Center for Continuing Education that are a part of the College.

MISSION

Our mission is to ignite learning and professional growth by providing accessible, innovative, and transformational educational experiences. As a catalyst for change within our university, we are dedicated to being an advocate for the adult learner, an educational partner with industry, and a reliable collaborator with faculty and staff. We are committed to creating an educational culture in which we empower individuals to achieve their career aspirations through lifelong learning and to providing an agile support structure to allow faculty, staff, and industry partners to thrive.

VISION

Our vision is to be a beacon of excellence and innovation in the field of professional and continuing education. We aspire to lead our university into the future with robust growth in enrollment and graduation rates. We see the College of Professional and Continuing Studies as the key driver in shaping our region's workforce, preparing professionals equipped with relevant skills and competencies to meet industry needs, and thus, fostering regional economic growth.

FACULTY AND LEADERSHIP

The College of Professional and Continuing Studies utilizes a combination of its own departmental faculty, faculty from other Mississippi State University colleges, and qualified practice professionals who serve as adjunct instructors to teach, advise, and mentor students. Faculty and instructors are invited to participate in the college's programs based on their professionalism and commitment to the mission, values, and goals of the organization. Leadership for the College of Professional and Continuing Studies is entrusted to the Dean, Associate Dean, college faculty, and senior staff.

GENERAL UNIVERSITY POLICIES

Students enrolled through the College of Professional and Continuing Studies are subject to Mississippi State University's general policies, scholastic regulations, and standards as outlined in the University's Undergraduate and Graduate Catalogs. Questions concerning MSU policies or procedures should be directed to the college.

Bachelor of Applied Science (BAS)

Major Advisors: Kali Dunlap, Kristi Dearing, and Jaiki Shumpert

The applied baccalaureate degree is specifically intended to serve the needs of adult learners, military, and community college transfers who have completed a technical associate degree program, such as an Associate of Applied Science (AAS) from a SACSCOC accredited community college in the state of Mississippi or comparable regionally-accredited community college. The Bachelor of Applied Science is a flexible pathway design that allows learners to customize their education to advance in their career paths. Building upon the AAS or other technical associate degree program, the BAS degree prepares adult learners, military, and community college transfers to assume leadership roles and make an elevated contribution in the workplace.

The minimum number of hours required in the BAS degree is 120 hours, which may include 60 hours of credit with a 2.0 GPA earned as a part of the AAS degree. No more than 25 percent of the 120 credits may be earned through prior learning assessment and/or competency-based learning. Of the 120 credit hours, 30 shall be completed in residency at Mississippi State University and 30 shall be upper division (3/4000-level) courses. The delivery format of courses for the program may be offered face-to-face or online. In addition, up to 45 hours of approved technical or military credit may be used to fulfill the required elective hours. See advisor for information.

General Education Requirements

English Composition

EN 1103	English Composition I	3
or EN 1104	Expanded English Composition I	
EN 1113	English Composition II	3
or EN 1173	Accelerated Composition II	

Creative Discovery

See General Education Core	3
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Humanities

See General Education Core	6
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Social Sciences

See General Education Core	6
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Quantitative Reasoning

See General Education Core	3
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Natural Sciences

See General Education Core. Two labs required.	6
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Major Core

Oral Communication Requirement

CO 1003	Fundamentals of Public Speaking	3
or CO 1013	Introduction to Communication	

Or other approved speech course

Computer Literacy

TECH 1273	Computer Applications	2-3
or BIS 1012	Introduction to Business Information Systems	

Or other approved technology course

Extra University Core

See General Education Core or Advisor Approved Upper Level Courses	6
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Junior/Senior Writing Requirements

Consult Advisor	3
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Major Core Emphasis Areas

Consult Advisor	
Upper Level Courses (one, two, or three emphasis areas)	30

Electives

May include approved technical or military credits	45
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Total Hours	120
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Bachelor of Applied Science in Business Office Technology

The Bachelor of Applied Science in Business Office Technology is a comprehensive undergraduate program designed to equip students with the practical skills and theoretical knowledge necessary to succeed in a variety of office and business environments. This program integrates fundamental business principles with advanced technological skills to prepare students for diverse roles in office administration, technology management, and business operations.

General Education Requirements

English Composition

EN 1103	English Composition I	6
or EN 1104	Expanded English Composition I	
EN 1113	English Composition II	
or EN 1173	Accelerated Composition II	

Creative Discovery

Any course satisfying Creative Discovery	3
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Humanities

	6
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Any 2 courses that satisfy the Humanities requirement

Social/Behavioral Sciences	6
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Any 2 courses satisfying Social/Behavioral Sciences

Quantitative Reasoning	3
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MA 1213	Math in Your World (or higher)
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Natural Sciences (2 labs required from General Education)	6
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Any 2 courses satisfying Natural Sciences

Major Core

Major Core Courses	33
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PCS 2111	Introduction to the Bachelor of Applied Science
PCS 3003	Professional Collaboration and Technology in the Workplace
PCS 3103	Professional Leadership Strategies
PCS 4112	Professional Success Strategies in Applied Fields
BIS 3233	Management Information Systems
MGT 3113	Principles of Management
MGT 3513	Introduction to Human Resource Management
TECH 3133	Administrative Management and Procedures
TECH 4283	Advanced Office Systems
TECH 4343	Information Technology Project Management
TECH 4553	Advanced Information Processing
TECH 4563	Introduction to Data Networks

University Electives	12
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CO 1013	Introduction to Communication
or CO 1003	Fundamentals of Public Speaking
TECH 1273	Computer Applications (or higher)
2 General Core Electives (anything that satisfies the general education requirements)	

Technical Courses in Discipline	45
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Total Hours	120
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Bachelor of Applied Science in Public Management

The Bachelor of Applied Science in Public Management is designed to prepare students for administrative and leadership careers in fire science, law and public safety, emergency management, and public management. Designed with the working adult in mind, this program offers a flexible and comprehensive curriculum that combines theoretical knowledge with practical skills, ensuring that graduates are well-equipped to navigate the complexities of public administration and management. The program focuses on applied learning, drawing from various disciplines, offering a holistic understanding of public management, from policy analysis to organizational leadership. Students must possess an accredited Associate of Applied Science (AAS) in Emergency Management Related Disciplines, Fire Science, Law and Public Safety, Public Management Technology, or other related public management and public safety fields.

General Education Requirements

English Composition	6
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EN 1103	English Composition I
or EN 1104	Expanded English Composition I
EN 1113	English Composition II
or EN 1173	Accelerated Composition II

Creative Discovery	3
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Any course satisfying Creative Discovery

Humanities	6
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Any 2 courses that satisfy the Humanities requirement

Social/Behavioral Sciences	6
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PS 1113	American Government (or higher)
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Any course satisfying Social/Behavioral Sciences requirement

Quantitative Reasoning	3
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MA 1213	Math in Your World (or higher)	
Natural Sciences (2 labs required from General Education)		6
Any 2 courses satisfying Natural Sciences		

Major Core

Major Core Courses		36
PCS 2111	Introduction to the Bachelor of Applied Science	
PCS 3003	Professional Collaboration and Technology in the Workplace	
PCS 3103	Professional Leadership Strategies	
PCS 4003	Personnel Management for the Public Sector	
PCS 4112	Professional Success Strategies in Applied Fields	
CO 3803	Principles of Public Relations	
CO 4043	Communication and Leadership	
MGT 3113	Principles of Management	
MGT 3823	Socially Responsible Leadership	
PS 3193	Intergovernmental Relations	
PS 4703	Principles of Public Administration	
TECH 3133	Administrative Management and Procedures	
TECH 4263	Diversity in Work and Educational Environments	
University Electives		12
CO 1013	Introduction to Communication	
or CO 1003	Fundamentals of Public Speaking	
PCS 3003	Professional Collaboration and Technology in the Workplace (counts in the major core but hours only count once while meeting Jr/Sr writing requirement))	
TECH 1273	Computer Applications (or higher)	
Any General Core Elective (anything that satisfies the general education requirements)		
Technical Courses in Discipline		45
Total Hours		120

University Studies - Complete to Compete Program (C2C)

Major C2C Coaches: Kali Dunlap, Jaiki Shumpert, and Caine Page

The Bachelor of Science in University Studies is housed in the College of Professional and Continuing Studies (CPCS). A student who wishes to pursue the major in University Studies must enroll in the Complete to Compete (C2C) program (<http://www.msc2c.org/>) and be eligible for admission to the degree program. To be eligible, the student must meet the criteria of an adult learner, i.e. must be at least 21 years old, have earned at least 90 semester credit hours, have not earned a baccalaureate degree, and must not have attended a postsecondary institution within the last twenty-four months.

The University Studies degree is designed to provide eligible adult learners who have not completed a baccalaureate degree a pathway to return to Mississippi State University to complete a degree. The curriculum is individualized to meet the needs and career goals of the returning adult learner. An eligible student will meet with a C2C Coach and work with faculty to develop the best degree plan possible.

General Education Requirements

English Composition		
EN 1103	English Composition I	3
EN 1113	English Composition II	3
Creative Discovery		
See General Education Core		3
Humanities		
See General Education Core		6
Social Sciences		
See General Education Core		6
Quantitative Reasoning		
See General Education Core		3

Natural Sciences

See General Education Core. Two labs required.

6

Major Core**Oral Communication Requirement**

CO 1003	Fundamentals of Public Speaking	3
or CO 1013	Introduction to Communication	

Or other approved speech course

Computer Literacy

TECH 1273	Computer Applications	2-3
or BIS 1012	Introduction to Business Information Systems	

Or other approved technology course

Extra University Core

See General Education Core or Advisor Approved Upper Level Courses	24
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Junior/Senior Writing Requirements

Consult with C2C Coach and/or Faculty Advisor	3
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Major Core Emphasis Areas

Consult C2C Coach and/or Faculty Advisor	
Upper Level Courses (one, two, or three emphasis areas)	30

General Electives	25-28
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Total Hours	120
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