

Curriculum Development Form

Modify an Existing Program (Academic Award)



Program Name (Academic Award):

Administrative Office Specialist -- Legal

CIP Code: _____

Type of Academic Award: AA AAS AFA AS Diploma Certificate

Current Location: Faribault North Mankato Proposed Location: Faribault North Mankato

Current Credits: _____ 60 Proposed Credits: _____ 60

Date of Proposal: _____ 11/6/2015 Proposed Implementation Date: _____ 8/24/2016

Contact Person: Becky A. Miller

What is the modification being proposed? _____

Due to low enrollment in our legal emphasis, we have decided to align our legal classes with Alexandria Technical College

What impact will the modification have? _____

None

Describe the rationale for this modification: _____

This change will help the Office Administration and Technology program keep their costs down by not having to hire adjunct

Attach additional material if necessary

As Faculty Developer, by signing this *Modify an Existing Program* form, the Curriculum Committee is assured of the following (check marks required):

Prior to Preparing Documentation

- Initiation — idea was submitted to Department Chair(s) and Academic Dean/Director for discussion and support
- Explored existing program offerings to identify potential duplication
- Completed Intention Form

Continue the Curriculum Development Process

- Completed the comparison template outlining old program plan vs. new program plan, noting changes between the old and new
- Completed the WIDS Program Project, which includes outlining scope and sequence of program
Please Note: If courses do not already exist, the shell of each course must be created in WIDS before the WIDS Program Project can be completed
- Identified prerequisites (if any) for admission to the program
- Created measurable program student learning outcomes
- Proofread documentation for correct content
- Proofread documentation for grammatical and typographical errors
- Uploaded additional documentation to WIDS (comparison template, etc.)

Becky A. Miller
Faculty Developer Signature

12/8/15
Date

As Primary Department Chair, by signing this *Modify an Existing Program* form, the Curriculum Committee is assured of the following (check marks required):

- Documentation through email and department meetings made available for other faculty and programs to provide feedback
- Proofread documentation for correct content and proper structure
- Proofread documentation for grammatical and typographical errors
- For LAS programs, signature of all LAS Department Chairs included
- For technical programs, the change was discussed at Advisory Committee meeting (provide meeting minutes)

I support this program plan I do not support this program plan — please provide reason(s):

Primary Department Chair Signature 11/20/15
Date

For all modified program, if Primary Department Chair does not support the modified program proposal, faculty developer can elevate the proposal to AASC for resolution.

For AA and AFA Degrees Only — As a LAS Department Chair, by signing this *Modify an Existing Program* form, the Curriculum Committee is assured of the following (check marks required):

- Documentation through email and department meetings made available for other faculty and programs to provide feedback

I support this program plan I do not support this program plan — please provide reason(s):

LAS Department Chair Signature Date

I support this program plan I do not support this program plan — please provide reason(s):

LAS Department Chair Signature Date

I support this program plan I do not support this program plan — please provide reason(s):

LAS Department Chair Signature Date

If all four LAS Department Chairs do not support the modified program proposal, faculty developer can elevate the proposal to AASC for resolution.

As Academic Dean/Director, by signing this *Modify an Existing Program* form, the Curriculum Committee is assured of the following (check marks required):

- Identified potential opportunities and impacts of the change on other programs/departments — DARS search
- Provided supporting documentation to populate Program Navigator

I support this program plan I do not support this program plan — please provide reason(s):

Bob Embacher 12-1-15
Academic Dean/Director Signature Date

If Academic Dean/Director does not support the modified program proposal, faculty developer can elevate the proposal to AASC for resolution.

Upload this signed form as a PDF to WIDS Shared Document folder — Curriculum Committee. Place signed original forms in Curriculum Committee mailbox.

Following Curriculum Committee support, this form is completed with final signatures.

Yali A. Bidsee 2/12/2016
Curriculum Committee Chair Signature Date

[Signature] 3/14/16
Vice President of Student and Academic Affairs Signature Date

President Signature *Endorsed 3/4/16 Date by CC

The following steps are possible post-approval steps

Modify an Existing Program

— Credit length change

Upload to MnSCU Program Navigator

- Curriculum Committee Chair electronic approval
- Vice President of Student and Academic Affairs electronic approval
- President electronic approval
- Vice President of Student and Academic Affairs electronic approval (2nd)
- MnSCU reviews for final approval
- MnSCU grants approval

Student Affairs

- ISRS; DARS; eCatalog

Scope and Sequence for Perkins Programs of Study

Federal Dept. of Education review

Higher Learning Commissions (HLC) review

Modify an Existing Program

— No credit length change

Student Affairs (documentation posted on CC website)

- ISRS; DARS; eCatalog

Scope and Sequence for Perkins Programs of Study

South Central College
Office Administration and Technology
Modified Program - Crosswalk

Existing Award
Administrative Office Specialist - Legal
Associate of Applied Science
AY 15-16 Curriculum
60 Credits

Proposed Award (Modified)
Administrative Office Specialist - Legal
Associate of Applied Science
AY 16-17 Curriculum
60 Credits

Course #	Course Title	Credits		Course #	Course Title	Credits
Course		Credits	Action	Course		Credits
O TEC1820	Business English	3		O TEC1820	Business English	3
O TEC1860	Microsoft Word	4		O TEC1860	Microsoft Word	4
O TEC2800	Office Keyboarding	3		O TEC2800	Office Keyboarding	3
O TEC2810	Computer Technology	3		O TEC2810	Computer Technology	3
O TEC1730	Civil Procedures	3	Change	LEGL1602	Civil Litigation (Alex Tech)	4
O TEC2735	Family and Criminal Law	3	Change	LEGL1603	Criminal Procedures, Business Organizations, and Family Law	4
O TEC2820	Business Communications	3		O TEC2820	Business Communications	3
O TEC1822	Microsoft Excel	4		O TEC1822	Microsoft Excel	4
O TEC2814	Office Procedures	4		O TEC2814	Office Procedures	4
O TEC2870	Information Resource Management	3		O TEC2870	Information Resource Management	3
O TEC1725	Transactional Law	3	Change	LEGL1614	Estates, Probate, and Real Estate	3
O TEC2815	Employment Portfolio	3		O TEC2815	Employment Portfolio	3
O TEC2850 OR	Integrated Information Systems	3		O TEC2850 OR	Integrated Information Systems	3
O TEC2855	Internship	3		O TEC2855	Internship	3
O TEC2740	Legal Editing/Proofreading	3	Drop			
Required Liberal Arts & Sciences				Required Liberal Arts & Sciences		
<small>To complete an AAS Degree, students must complete 16 MNTC credits from 3 of the 10 MNTC Goal areas. Courses must be selected in consultation with advisor/faculty.</small>				<small>To complete an AAS Degree, students must complete 16 MNTC credits from 3 of the 10 MNTC Goal areas. Courses must be selected in consultation with advisor/faculty.</small>		
COMM130 OR	Intercultural Communication	3		COMM130 OR	Intercultural Communication	3
COMM140	Interpersonal Communication	3		COMM140	Interpersonal Communication	3
PHIL100 OR	Ethics in Society	3		PHIL100 OR	Ethics in Society	3
PHIL215	Business Ethics	3		PHIL215	Business Ethics	3
LIB ARTS	Elective (MNTC 2, 3, 4, 6)	3		LIB ARTS	Elective (MNTC 2, 3, 4, 6)	3
LIB ARTS	Elective (MNTC 2, 3, 4, 6)	3		LIB ARTS	Elective (MNTC 2, 3, 4, 6)	3
LIB ARTS	Elective (MNTC 2, 3, 4, 6)	3	Change	LIB ARTS	Elective (MNTC 2, 3, 4, 6)	4
LAS Total		15		LAS Total		16

NEW

Office Administration and Technology Department
Administrative Office Specialist – Legal
Associate of Applied Science Degree
60 Credits

Student Name: _____

Semester Started: _____

COURSE #	COURSE TITLE	CREDITS	SEMESTER COMPLETED	GRADE
FIRST SEMESTER – 16 CREDITS				
COMM130 COMM140	Intercultural Communication (MNTC 7, 8) OR Interpersonal Communication (MNTC 1)	3		
Otec1820	Business English	3		
Otec1860	Microsoft Word	4		
Otec2800	Office Keyboarding	3		
Otec2810	Computer Technology	3		
SECOND SEMESTER – 14 CREDITS				
Legl1602	Civil Litigation (1st half of spring semester)	4		
Legl1603	Criminal Procedures, Business Organizations, and Family Law (2nd half of spring semester)	4		
Otec2820	Business Communications	3		
PHIL100 PHIL215	Ethics in Society (MNTC 6, 9) OR Business Ethics (MNTC 9)	3		
THIRD SEMESTER – 14 CREDITS				
LIB ARTS	LIB ARTS (MNTC 2, 3, 4, 6)	3		
Otec1822	Microsoft Excel	4		
Otec2814	Office Procedures	4		
Otec2870	Information Resource Management (Fall Only)	3		
FOURTH SEMESTER – 16 CREDITS				
LIB ARTS	LIB ARTS (MNTC 2, 3, 4, 6)	4		
LIB ARTS	LIB ARTS (MNTC 2, 3, 4, 6)	3		
Legl1614	Estates, Probate, and Real Estate (Spring Only)	3		
Otec2815	Employment Portfolio	3		
Otec2850 Otec2855	Integrated Information Systems (Spring Only) OR Internship	3 3		

2016 – 2017

10.26.15

Liberal Arts courses must fulfill 3 areas of the MN Transfer Curriculum.

Office Administration and Technology Department
Administrative Office Specialist – Legal
Associate of Applied Science Degree
60 Credits

COMPARISON

Student Name: _____

Semester Started: _____

COURSE #	COURSE TITLE	CREDITS	SEMESTER COMPLETED	GRADE
FIRST SEMESTER – 16 CREDITS				
COMM130 COMM140	Intercultural Communication (MNTC 7, 8) OR Interpersonal Communication (MNTC 1)	3		
OTEC1820	Business English	3		
OTEC1860	Microsoft Word	4		
OTEC2800	Office Keyboarding	3		
OTEC2810	Computer Technology	3		
SECOND SEMESTER – 14 CREDITS				
OTEC1730/ Legl1602	Civil Procedures Civil Litigation (1st half of spring semester)	4		
OTEC2735/ Legl1603	Family and Criminal Law Criminal Procedures, Business Organizations, and Family Law (2nd half of spring semester)	4		
OTEC2820	Business Communications	3		
PHIL100 PHIL215	Ethics in Society (MNTC 6, 9) OR Business Ethics (MNTC 9)	3		
THIRD SEMESTER – 14 CREDITS				
LIB ARTS	LIB ARTS (MNTC 2, 3, 4, 6)	3		
OTEC1822	Microsoft Excel	4		
OTEC2814	Office Procedures	4		
OTEC2870	Information Resource Management (Fall Only)	3		
FOURTH SEMESTER – 16 CREDITS				
LIB ARTS	LIB ARTS (MNTC 2, 3, 4, 6)	4		
LIB ARTS	LIB ARTS (MNTC 2, 3, 4, 6)	3		
OTEC1725/ Legl1614	Transactional Law Estates, Probate, and Real Estate (Spring Only)	3		
OTEC2815	Employment Portfolio	3		
OTEC2850 OTEK2855	Integrated Information Systems (Spring Only) OR Internship	3 3		

2016 – 2017

10.26.15

Liberal Arts courses must fulfill 3 areas of the MN Transfer Curriculum.

OLD

Office Administration and Technology Department
Administrative Office Specialist – Legal
Associate of Applied Science Degree
60 Credits

Student Name: _____

Semester Started: _____

COURSE #	COURSE TITLE	CREDITS	SEMESTER COMPLETED	GRADE
FIRST SEMESTER – 16 CREDITS				
O TEC1725	Transactional Law (Fall Only)	3		
O TEC1820	Business English	3		
O TEC1860	Microsoft Word	4		
O TEC2800	Office Keyboarding	3		
O TEC2810	Computer Technology	3		
SECOND SEMESTER – 16 CREDITS				
COMM130 COMM140	Intercultural Communication (MNTC 7, 8) OR Interpersonal Communication (MNTC 1)	3		
LIB ARTS	LIB ARTS (MNTC 2, 3, 4, 6)	3		
O TEC1730	Civil Procedures (Spring Only)	3		
O TEC1822	Microsoft Excel	4		
O TEC2820	Business Communications	3		
THIRD SEMESTER – 13 CREDITS				
O TEC2735	Family Law/Criminal Law (Fall Only)	3		
O TEC2814	Office Procedures	4		
O TEC2870	Information Resource Management (Fall Only)	3		
PHIL100 PHIL215	Ethics in Society (MNTC 6, 9) OR Business Ethics (MNTC 9)	3		
FOURTH SEMESTER – 15 CREDITS				
LIB ARTS	LIB ARTS (MNTC 2, 3, 4, 6)	3		
LIB ARTS	LIB ARTS (MNTC 2, 3, 4, 6)	3		
O TEC2740	Legal Editing/Proofreading (Spring Only)	3		
O TEC2815	Employment Portfolio	3		
O TEC2850 O TEC2855	Integrated Information Systems (Spring Only) OR Internship	3		

2014 – 2015

08.25.14

Liberal Arts courses must fulfill 3 areas of the MN Transfer Curriculum.