

# Curriculum Development Form

## Modify an Existing Program (Academic Award)



Program Name (Academic Award):

Administrative Office Specialist – Medical

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?

Removing OTEC1001 - Computer Software for College (2 credits) and adding HLTH1950 - CPR (1 credit), HLT1952 - Fire

What impact will the modification have?

None. The program will remain at 60 credits.

Describe the rationale for this modification:

Since students are required to take the Microsoft Office courses there isn't a need for them to take OTEC1001. We feel

*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      11/30/15  
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):

Burt Embacher  
Academic Dean/Director Signature

12-1-15  
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.

Male A. Biske  
Curriculum Committee Chair Signature

2/12/2016  
Date

[Signature]  
Vice President of Student and Academic Affairs Signature

3-14-16  
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 - Medical**  
**Associate of Applied Science**  
**AY 15-16 Curriculum**  
**60 Credits**

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

Course #	Course Title	Credits		Course #	Course Title	Credits	
Course		Credits	Action	Course		Credits	
OTEC1820	Business English	3		OTEC1820	Business English	3	
OTEC1822	Microsoft Excel	4		OTEC1822	Microsoft Excel	4	
OTEC1860	Microsoft Word	4		OTEC1860	Microsoft Word	4	
OTEC2800	Office Keyboarding	3		OTEC2800	Office Keyboarding	3	
OTEC2810	Computer Technology	3		OTEC2810	Computer Technology	3	
OTEC2814	Office Procedures	4		OTEC2814	Office Procedures	4	
OTEC2815	Employment Portfolio	3		OTEC2815	Employment Portfolio	3	
OTEC2820	Business Communications	3		OTEC2820	Business Communications	3	
COMP1140	Web for Business	3		COMP1140	Web for Business	3	
HC1000	Medical Terminology	3		HC1000	Medical Terminology	3	
HC1500	Introduction to Health Careers	2		HC1500	Introduction to Health Careers	2	
HC1550	Electronic Health Records	2		HC1550	Electronic Health Records	2	
MA1020	Medical Office Procedures	3		MA1020	Medical Office Procedures	3	
MKT1830	Customer Service	3		MKT1830	Customer Service	3	
OTEC1001	Computer Software for College	2	Drop				
			Add	HLTH1950	CPR		
				HLTH1952	First Aid (Select 2 of the 3 classes listed)		
				HLTH1954	Safety		
<b>Required Liberal Arts &amp; Sciences</b>				<b>Required Liberal Arts &amp; Sciences</b>			
<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 COMM140	Intercultural Communication Interpersonal Communication	3		COMM130 OR COMM140	Intercultural Communication Interpersonal Communication	3	
PHIL100 OR PHIL150 OR PHIL215	Ethics in Society Medical Ethics Business Ethics	3		PHIL100 OR PHIL150 OR PHIL215	Ethics in Society Medical Ethics Business Ethics	3	
LIB ARTS	Elective	3		LIB ARTS	Elective	3	
LIB ARTS	Elective	3		LIB ARTS	Elective	3	
LIB ARTS	Elective	3		LIB ARTS	Elective	3	
<b>LAS Total</b>		15		<b>LAS Total</b>		15	

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

OLD

Student Name: \_\_\_\_\_

Semester Started: \_\_\_\_\_

COURSE #	COURSE TITLE	CREDITS	SEMESTER COMPLETED	GRADE
<b>REQUIRED CORE – 27 CREDITS</b>				
O TEC1820	Business English	3		
O TEC1822	Microsoft Excel	4		
O TEC1860	Microsoft Word	4		
O TEC2800	Office Keyboarding	3		
O TEC2810	Computer Technology	3		
O TEC2814	Office Procedures	4		
O TEC2815	Employment Portfolio	3		
O TEC2820	Business Communications	3		
<b>REQUIRED EMPHASIS – 18 CREDITS</b>				
COMP1140	Web for Business (F2F or Online)	3		
HC1000	Medical Terminology (F2F or Online)	3		
HC1500	Introduction to Health Careers (Online)	2		
HC1550	Electronic Health Records (F2F)	2		
MA1020	Medical Office Procedures (Online)	3		
MKT1830	Customer Service (F2F – Fall Only)	3		
O TEC1001	Computer Software for College	2		
<b>REQUIRED LIBERAL ARTS – 15 CREDITS</b>				
COMM130 COMM140	Intercultural Communication (MNTC 7, 8) <b>OR</b> Interpersonal Communication (MNTC 1)	3		
PHIL100 PHIL150 PHIL215	Ethics in Society (MNTC 6, 9) <b>OR</b> Medical Ethics (MNTC 6, 9) <b>OR</b> Business Ethics (MNTC 9)	3		
LIB ARTS	Electives	3		
LIB ARTS	Electives	3		
LIB ARTS	Electives	3		

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

NEW

Student Name: \_\_\_\_\_ Semester Started: \_\_\_\_\_

COURSE #	COURSE TITLE	CREDITS	SEMESTER COMPLETED	GRADE
<b>REQUIRED CORE – 27 CREDITS</b>				
OTEC1820	Business English	3		
OTEC1822	Microsoft Excel	4		
OTEC1860	Microsoft Word	4		
OTEC2800	Office Keyboarding	3		
OTEC2810	Computer Technology	3		
OTEC2814	Office Procedures	4		
OTEC2815	Employment Portfolio	3		
OTEC2820	Business Communications	3		
<b>REQUIRED EMPHASIS – 18 CREDITS</b>				
COMP1140	Web for Business (F2F or Online)	3		
HC1000	Medical Terminology (F2F or Online)	3		
HC1500	Introduction to Health Careers (Online)	2		
HC1550	Electronic Health Records (F2F)	2		
MA1020	Medical Office Procedures (Online)	3		
MKT1830	Customer Service (F2F – Fall Only)	3		
HLTH1950	CPR	1		
HLTH1952	First Aid	1		
HLTH1954	Safety	1		
<b>REQUIRED LIBERAL ARTS – 15 CREDITS</b>				
COMM130	Intercultural Communication (MNTC 7, 8) OR	3		
COMM140	Interpersonal Communication (MNTC 1)			
PHIL100	Ethics in Society (MNTC 6, 9) OR	3		
PHIL150	Medical Ethics (MNTC 6, 9) OR			
PHIL215	Business Ethics (MNTC 9)			
LIB ARTS	Electives	3		
LIB ARTS	Electives	3		
LIB ARTS	Electives	3		

**Student should select 2 of the 3 classes listed.**