

Curriculum Development Form

Modify an Existing Program (Academic Award)



Program Name (Academic Award):

Administrative Office Specialist -- Business Software

CIP Code: _____

Type of Academic Award: AA AAS AFA AS Diploma Certificate

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

Current Credits: 16 Proposed Credits: 18

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

Contact Person: Becky A. Miller

What is the modification being proposed? _____

Removing OTEC1815 - Keyboarding for Speed and Accuracy (2 credits) and adding OTEC2800 - Office Keyboarding (3

What impact will the modification have? _____

As with all of our other program offerings, students will have to complete the prerequisite (OTEC1790) if they are not able

Describe the rationale for this modification: _____

We will no longer be offering the OTEC1815 course. We will only have 2 keyboarding courses, OTEC1790 - Keyboarding

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):

Barb 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.

Gale A. Bigbee
Curriculum Committee Chair Signature

2/12/2016
Date

[Signature]
Vice President of Student and Academic Affairs Signature

3-4-16
Date

President Signature Endorsed 3/4/16 Date

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

Proposed Award (Modified)

**Administrative Office Specialist - Business Software
Certificate
AY 15-16 Curriculum
16 Credits**

**Administrative Office Specialist - Business Software
Certificate
AY 16-17 Curriculum
18 Credits**

Course #	Course Title	Credits		Course #	Course Title	Credits
Course		Credits	Action	Course		Credits
OTEC1815	Keyboarding for Speed and Accuracy	2	Change	OTEC2800	Office Keyboarding	3
OTEC1822	Microsoft Excel	4		OTEC1822	Microsoft Excel	4
OTEC1840	Business Presentations	3		OTEC1840	Business Presentations	3
OTEC1860	Microsoft Word	4		OTEC1860	Microsoft Word	4
OTEC2870	Information Resource Management	3	Change	OTEC2814	Office Procedures	4

**Office Administration and Technology Department
Administrative Office Specialist – Business Software
Certificate
16 Credits**

OLD

Student Name: _____

Semester Started: _____

COURSE #	COURSE TITLE	CREDITS	SEMESTER COMPLETED	GRADE
REQUIRED– 16 CREDITS				
O TEC1815	Keyboarding for Speed and Accuracy	2		
O TEC1822	Microsoft Excel	4		
O TEC1840	Business Presentations (Fall Only)	3		
O TEC1860	Microsoft Word	4		
O TEC2870	Information Resource Management (Fall Only)	3		

**Office Administration and Technology Department
Administrative Office Specialist – Business Software
Certificate
18 Credits**

NEW

Student Name: _____

Semester Started: _____

COURSE #	COURSE TITLE	CREDITS	SEMESTER COMPLETED	GRADE
REQUIRED- 18 CREDITS				
O TEC1822	Microsoft Excel	4		
O TEC1840	Business Presentations (Fall Only)	3		
O TEC1860	Microsoft Word	4		
O TEC2800	Office Keyboarding	3		
O TEC2814	Office Procedures	4		