Curriculum Development Form
Modify an Existing Program (Academic Award)

Program Name (Academic Award): Administrative Office Specialist -- Business Software

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 credits)

What impact will the modification have?
As with all of our other program offerings, students will have to complete the prerequisite (OTECS1790) if they are not able to...

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.)

Faculty Developer Signature: Becky A. Miller
Date: 12/8/15
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  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):

[Signature]
Academic Dean/Director Signature

Date
12-1-15

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:

[Signature]
Curriculum Committee Chair Signature

Date
2/12/2016

[Signature]
Vice President of Student and Academic Affairs Signature

Date
3-4-16

[Signature]
President Signature

Date
Endorsed 3/4/16

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
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<th>Course #</th>
<th>Course Title</th>
<th>Credits</th>
<th>Action</th>
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<td>2</td>
<td>Change</td>
<td>OTEC2800</td>
<td>Office Keyboarding</td>
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Office Administration and Technology Department
Administrative Office Specialist – Business Software
Certificate
16 Credits

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**REQUIRED – 16 CREDITS**
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Administrative Office Specialist – Business Software
Certificate
18 Credits

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