Curriculum Development Form — Modify an Existing Course

Course Designator, Number, Title and Number of Credits (i.e. ACCT 1800, Business Law, 3 cr)

CTEC1001 - Computer Software for College

Date of Proposal: Nov 4, 2014

Course Contact: Becky A. Miller

Grading Method: ______ Grade

Scheduling: Fall [X] Spring [ ] Summer [ ] Alternate Years [ ] Variable [ ] On Demand

Is this course proposed a Liberal Arts and Sciences course? [ ] Yes [X] No

If yes, which MnTC area(s) will it fulfill (http://mtntransfer.org)? [ ] 1 [ ] 2 [ ] 3 [ ] 4 [ ] 5 [ ] 6 [ ] 7 [ ] 8 [ ] 9 [ ] 10

Is this course a requirement/ elective for a specific program or programs? [ ] Yes [ ] No

If yes, which program(s)? — DARS search: N/A

What impact will this modified course have on other program(s)? N/A

Describe what is changing/being added, and the rationale: will be altering 2 competencies and adding new information in accordance with the upgrade to the Office 2013 software

As Department Chair, by signing this Modify an Existing Course form, the Curriculum Committee is assured of the following:

[ ] For LAS programs (specifically MnTC courses), signature of more than one Department Chairs may be required

[ ] For technical programs, the change was discussed at Advisory Committee meeting

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

[ ] Proofread documentation for grammatical and typographical errors

[ ] Proofread documentation for correct content and proper structure on CCOS (based on SCC example)

Department Chair Signature: [ ] Date: 11/6/14

Department Chair Signature (for MnTC courses): [ ] Date: 11/6/14

Department Chair Signature (for MnTC courses): [ ] Date: 11/6/14

As Academic Dean, by signing this Modify an Existing Course form, the Curriculum Committee is assured of the following:

[ ] MnTC Goal Area is appropriate based on MnSCU guidelines — Transfer Specialist consulted

[ ] Verify credentials for faculty teaching the course

[ ] Identify potential opportunities and impacts of the change on other programs/departments — DARS search

[ ] Address the need for Class Maximum Change Request form

[ ] No change in class maximum OR

[ ] Change in class maximum — Class Maximum Change Request form completed with all necessary signatures

[ ] I support this proposal

If Academic Dean does NOT endorse the course proposal, the information will be elevated to AASC for resolution.

Academic Dean's Signature: [ ] Date: 11/7/14

Vice President of Student and Academic Affairs Signature: [ ] Date: 1-16-15
<table>
<thead>
<tr>
<th>Date</th>
<th>Faculty Developer Name - First</th>
<th>Faculty Developer Name - Last</th>
<th>Academic Area</th>
<th>Department Chair</th>
<th>Academic Dean</th>
<th>Identity Project</th>
<th>General Overview</th>
<th>Date of Desired Implementation</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 Nov 04, 2014</td>
<td>Becky</td>
<td>Miller</td>
<td>OTEC 1001</td>
<td>Shayne Narjes</td>
<td>Barb Embacher (Workforce Education &amp; Training)</td>
<td>Modifying an Existing Course</td>
<td>Need to update the CCO for this course. There are competencies in the CCO that are no longer covered in the course.</td>
<td>Spring Semester 2015</td>
</tr>
<tr>
<td>3 Oct 29, 2014</td>
<td>Don</td>
<td>Hermanson</td>
<td>AGECE 2600</td>
<td>Don Hermanson</td>
<td>Brad Schloesser (Agriculture)</td>
<td>Modifying an Existing Course</td>
<td>Re-organize and revise course competencies and learner outcomes</td>
<td>Spring Semester 2015</td>
</tr>
<tr>
<td>4 Oct 14, 2014</td>
<td>John</td>
<td>Burns</td>
<td>COMP 2460</td>
<td>Shayne Narjes</td>
<td>Barb Embacher (Workforce Education &amp; Training)</td>
<td>Modifying an Existing Course</td>
<td>Course Name Change</td>
<td>Current Name: Linux New Name: Linux Administration</td>
</tr>
<tr>
<td>5 Oct 14, 2014</td>
<td>John</td>
<td>Burns</td>
<td>COMP 2462</td>
<td>Shayne Narjes</td>
<td>Barb Embacher (Workforce Education &amp; Training)</td>
<td>Modifying an Existing Course</td>
<td>Course Name Change</td>
<td>Current Name: Microsoft Network Administration New Name: Microsoft Administration</td>
</tr>
<tr>
<td>6 Oct 14, 2014</td>
<td>John</td>
<td>Burns</td>
<td>COMP 2466</td>
<td>Shayne Narjes</td>
<td>Barb Embacher (Workforce Education &amp; Training)</td>
<td>Modifying an Existing Course</td>
<td>Course Name Change</td>
<td>Current Name: Advanced Networking New Name: Routing &amp; Switching</td>
</tr>
<tr>
<td>#</td>
<td>Date</td>
<td>First Name</td>
<td>Last Name</td>
<td>Course/Section</td>
<td>Instructor(s)</td>
<td>Action</td>
<td>Course Name Change</td>
<td>Term</td>
</tr>
<tr>
<td>----</td>
<td>-----------</td>
<td>------------</td>
<td>-----------</td>
<td>----------------</td>
<td>----------------------------------------------------</td>
<td>-------------------------------</td>
<td>---------------------------------------------------------</td>
<td>---------------</td>
</tr>
<tr>
<td>7</td>
<td>Oct 14, 2014</td>
<td>John</td>
<td>Burns</td>
<td>COMP 2475</td>
<td>Shayne Narjes (Workforce Education &amp; Training)</td>
<td>Modifying an Existing Course</td>
<td>Current Name: Information Warfare New Name: Security Basics</td>
<td>Fall 2015</td>
</tr>
<tr>
<td>8</td>
<td>Nov 17, 2014</td>
<td></td>
<td></td>
<td>Welding Program</td>
<td>Ryan Langemeier (Workforce Education &amp; Training)</td>
<td>Modifying an Existing Program</td>
<td>The Welding Certificate is currently offered only on the Faribault campus; the suggested change is to replicate the program to be offered on the North Mankato campus. This is motivated by a relationship with ABE in Mankato who would have funding available and have requested FastTrac programming in this area.</td>
<td>Spring 2015</td>
</tr>
<tr>
<td>9</td>
<td>Oct. 13, 2014</td>
<td>Pam</td>
<td>Becker</td>
<td>LAS / EAP 0080</td>
<td>Lori Hood</td>
<td>Modifying an Existing Course</td>
<td>CCO needs to be revised to reflect the accuplacer score that is currently being used to determine student scores for placement into this course</td>
<td>Spring 2015</td>
</tr>
<tr>
<td>10</td>
<td>Nov 18, 2014</td>
<td>Pamela</td>
<td>Becker</td>
<td>LAS / EAP 0085</td>
<td>Lori Hood (Liberal Arts &amp; Sciences - Interim)</td>
<td>Modifying an Existing Course</td>
<td>Adding Accuplacer prerequisite</td>
<td>Spring 2015</td>
</tr>
</tbody>
</table>