CURRICULUM COMMITTEE CHECKLIST

NAME OF PROGRAM: Office Administration and Technology

Date: 4/16/14

Step 1  Reviewed change at division meeting.  

Step 2  Presented as informational item at Division Chair Meeting(s) and checked if it affects other departments. Like programs must meet with Division Chairs on all affected campuses (North Mankato and Faribault).  
Division Chair’s signature: ____________________________

Step 3  Instructional Dean reviewed and indicated need for Curriculum Committee approval.  
Instructional Dean’s signature: ____________________________

Step 4  Advisory Committee approval indicated in meeting minutes if necessary. Minutes provided to Curriculum Committee.  

Step 5  Curriculum Committee made recommendations (changes, additional approvals, etc.). If no, skip to Step 7.  

Step 6  Committee’s recommendations completed. (Skip if not applicable.)  

Step 7  Curriculum Committee approved.  
Curriculum Committee Chair’s signature: ____________________________

Step 8  Minutes and necessary materials provided to VP of Academic Affairs.  

Step 9  Vice President of Academic Affairs approved.  
Vice President of Academic Affairs’ signature: ____________________________

Step 10  New Course Maximum Enrollment to Shared Governance.  

Step 11  President’s approval for all changes requiring MnSCU approval.  
President’s signature: ____________________________
Appendix B

New Course or Course Change Proposal Form

Date of Proposal: April 16, 2014
Author: Diane Wergeland
Proposal Type: New Course
Modify Course
Delete Course
Contact for the Course: Diane Wergeland
Course Designator, Number and Title (i.e.: ACCT 1800, Business Law):
OTEC2815 Employment Portfolio
Number of Credits: 3

Prerequisites:
OTEC1822, OTEC1860, OTEC2810, OTEC2814, OTEC2820

Course Description: This course is a capstone course for the Office Administration and Technology Program and will
focus on developing knowledge that will serve as a foundation for the student's employment search process by assisting
them in the development of successful marketing strategies for employment by providing the information necessary about
the skills, knowledge, attitudes, and interpersonal skills required to secure positions of choice and to be contributing and
productive employees. As a capstone course, students are give online assessment of the use of softwares and keyboarding
skills to ensure competence prior to graduation. The Training Skills Assessment (TSA) -- NOCT1 will be administered
during this course, also. Students will develop distinctive portfolios to assist in their career search. Limited to final
semester Office Administration and Technology program students. (Prerequisites: OTEC1822, OTEC1860,
OTEC2810, OTEC2814, OTEC2820)

Grading Method: Grade
Pass/Fail
Scheduling: Fall Spring Summer Alternate Years Variable On Demand
Instructional Type: Lecture Lab Lecture/Lab Internship Seminar
(*)Class Maximum: (For New Courses Only) / All Unlimited faculty members of a program or discipline must
sign.

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<th>Faculty Name</th>
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Dean's Name
Barbara Embacher
Dean's Signature
Date
20
4/23/14

If there is not enough space provided, please use the back of this form for additional signatures or click on a row with the
right button of the mouse, select Insert and then select Insert rows below to add rows to the table.

Is this Course Proposed as a Liberal Arts Course: Yes No

If Yes, Which MnTC Area/Areas Will it Fulfill (http://www.mntransfer.org)?

Is This Course a Requirement/Elective for a Specific Program or Programs? Yes No

If Yes, Which Program(s)? Administrative Office Specialist majors

Describe What is Changing/Being Added, and the Rationale:

Prerequisite list had to be changed to accommodate our new program redesign.

What Impact Will This New Course or Change Have on Other Programs or Areas? None
Appendix B

New Course or Course Change Proposal Form

Date of Proposal: April 16, 2014

Author: Becky A. Miller

Proposal Type: New Course Modify Course Delete Course

Contact for the Course: Becky A. Miller

Course Designator, Number and Title (i.e.: ACCT 1800, Business Law):
OTEC2850 – Integrated Information Systems

Number of Credits: 3

Prerequisites:
OTEC1822, OTEC1860, OTEC2870

Course Description: This course is an intensive course that provides project-based learning with a business scenario setting utilizing critical thinking skills. The projects emphasize the integration of various computer applications to create professional documents. Students will incorporate time management, electronic communication, Internet searches and current technology practices to be successful in an office work setting. (Prerequisites: OTEC1822, OTEC1860, OTEC2870)

Grading Method: | Grade | Pass/Fail
--- | --- | ---
Scheduling: | Fall | Spring | Summer | Alternate Years | Variable | On Demand |
--- | --- | --- | --- | --- | --- | --- |
Instructional Type: | Lecture | Lab | Lecture/Lab | Internship | Seminar |
--- | --- | --- | --- | --- | --- |
(*)Class Maximum: (For New Courses Only) / All Unlimited faculty members of a program or discipline must sign.

| Faculty Name | Faculty Signature | Class Max | Date |
--- | --- | --- | --- |
Lynda Ernst | | 20 | 4/18/14 |
Jean Guerber | | 20 | |
Becky Miller | | 20 | |
Diane Wergeland | | 20 | |
Dean’s Name | Dean’s Signature | Class Max | Date |
--- | --- | --- | --- |
Barbara Embacher | | 20 | 4/23/14 |

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Is this Course Proposed as a Liberal Arts Course: Yes No

If Yes, Which MnTC Area/Areas Will it Fulfill (http://www.mntransfer.org)?

Is This Course a Requirement/Elective for a Specific Program or Programs? Yes No

If Yes, Which Program(s)? Administrative Office Specialist majors

Describe What is Changing/Being Added, and the Rationale:

Prerequisite list had to be changed to accommodate our new program redesign.

What Impact Will This New Course or Change Have on Other Programs or Areas? None

> Attach Common Course Outline to this Form.
Appendix B

New Course or Course Change Proposal Form

Date of Proposal: April 16, 2014

Author: Diane Wergeland

Proposal Type: New Course  Modify Course  Delete Course

Contact for the Course: Diane Wergeland

Course Designator, Number and Title (i.e.: ACCT 1800, Business Law):
OTECP2555 Internship

Number of Credits: 3

Prerequisites:
OTECP1822, OTECP1860, OTECP2810, OTECP2814, OTECP2820

Course Description: This course is designed to provide the student with a purposeful occupational experience in the Office Administration and Technology field. The internship is an individualized experience. A plan is created for each student in conjunction with the training site to provide experience related to the skills and knowledge acquired in the program. This plan is based on the college's and the program's core competencies. (Prerequisites: OTECP1822, OTECP1860, OTECP2810, OTECP2814, OTECP2820)

Grading Method: Grade  Pass/Fail

Scheduling: Fall  Spring  Summer  Alternate Years  Variable  On Demand

Instructional Type: Lecture  Lab  Lecture/Lab  Internship  Seminar

(*)Class Maximum: (For New Courses Only) / All Unlimited faculty members of a program or discipline must sign.

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Is this Course Proposed as a Liberal Arts Course: [ ] Yes [ ] No

If Yes, Which MnTC Area/Areas Will it Fulfill (http://www.mntransfer.org)? [ ] Yes [ ] No

Is This Course a Requirement/Elective for a Specific Program or Programs? [ ] Yes [ ] No

If Yes, Which Program(s)? Administrative Office Specialist majors

Describe What is Changing/Being Added, and the Rationale:

Prerequisite list had to be changed to accommodate our new program redesign.

What Impact Will This New Course or Change Have on Other Programs or Areas? None

➢ Attach Common Course Outline to this Form.
## Appendix B

### New Course or Course Change Proposal Form

**Date of Proposal:** April 16, 2014  
**Author:** Diane Wergeland  
**Proposal Type:** New Course  
**Contact for the Course:** Diane Wergeland  
**Course Designator, Number and Title**  
(i.e.: ACCT 1800, Business Law): OTEC2860 Office Management  
**Number of Credits:** 3  
**Prerequisites:** OTEC1860 and OTEC2820  
**Course Description:** This course covers the managerial and organizational processes of Administrative Office Management; office environmental management, which include office layout, office environment, and office equipment and furniture; office employee management, which includes selecting, developing, supervising, and motivating office employees as well as performance appraisal, job analysis, job evaluation, salary administration, and work measurement and productivity; office systems analysis; and office functions management. (Prerequisites: OTEC1860 and OTEC2820)  
**Grading Method:** Grade  
**Scheduling:** Fall  
**Instructional Type:** Lecture  
**(*)Class Maximum:** (For New Courses Only) / All Unlimited faculty members of a program or discipline must sign.  
**Faculty Name:** Lynda Ernst  
**Faculty Signature:**  
**Class Max:** 20  
**Date:** 4-18-14  
**Dean's Name:** Diane Wergeland  
**Dean's Signature:**  
**Class Max:** 20  
**Date:** 4-18-14  
**Barbara Embacher:**  
**Faculty Signature:**  
**Class Max:** 20  
**Date:** 4-23-14  

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**Is this Course Proposed as a Liberal Arts Course:** Yes  
**If Yes, Which MnTC Area/Areas Will it Fulfill (http://www.mntransfer.org)?**  
**Is This Course a Requirement/Elective for a Specific Program or Programs:** Yes  
**If Yes, Which Program(s)? Administrative Office Specialist majors**  
**Describe What is Changing/Being Added, and the Rationale:** Prerequisite list had to be changed to accommodate our new program redesign.  
**What Impact Will This New Course or Change Have on Other Programs or Areas?** None