**CURRICULUM COMMITTEE CHECKLIST**

**NAME OF PROGRAM:** Office Administration & Technology  
**Date:** 01/31/14

**Step 1** Reviewed change at division meeting.  
**YES** ☒  **NO** ☐

**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).  
**YES** ☒  **NO** ☐

Division Chair’s signature ____________

**Step 3** Instructional Dean reviewed and indicated need for Curriculum Committee approval.  
**YES** ☒  **NO** ☐

Instructional Dean’s signature  

**Step 4** Advisory Committee approval indicated in meeting minutes if necessary. Minutes provided to Curriculum Committee.  
**YES** ☒  **NO** ☐

**Step 5** Curriculum Committee made recommendations (changes, additional approvals, etc.). If no, skip to Step 7.  
**YES** ☒  **NO** ☐

**Step 6** Committee’s recommendations completed. (Skip if not applicable.)  
**YES** ☒  **NO** ☐

**Step 7** Curriculum Committee approved.  
**YES** ☒  **NO** ☐

Curriculum Committee Chair’s signature ____________

**Step 8** Minutes and necessary materials provided to VP of Academic Affairs.  
**YES** ☒  **NO** ☐

**Step 9** Vice President of Academic Affairs approved.  
**YES** ☒  **NO** ☐

Vice President of Academic Affairs’ signature ____________

**Step 10** New Course Maximum Enrollment to Shared Governance.  
**YES** ☒  **NO** ☐

**Step 11** President’s approval for all changes requiring MnSCU approval.  
**YES** ☒  **NO** ☐

President’s signature ______________
New Course or Course Change Proposal Form

Date of Proposal: December 31, 2013

Author: Jean Guerber

Proposal Type: (*)New Course

Contact for the Course: Jean Guerber

Course Designator, Number and Title (i.e.: ACCT 1800, Business Law):
OTEC1800 – Keyboarding 1

Number of Credits: 3

Prerequisites:
Minimum keyboarding speed of 35 words per minute.

Course Description:
This course reviews basic keyboarding techniques using the touch method. Emphasis is on building speed and accuracy on a computer keyboard. Basic formatting concepts for producing documents such as letters, envelopes, memos, tables, and reports will be introduced. Proofreading skills will be emphasized.

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<tr>
<th>Grade</th>
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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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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)?

Describe What is Changing/Being Added, and the Rationale:
Since we have redesigned our program to 60-credit degrees, we no longer need this course.

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

➢ Attach Common Course Outline to this Form.
New Course or Course Change Proposal Form

Date of Proposal: December 31, 2013

Author: Jean Guerber

Proposal Type: (*)New Course Modify Course Delete Course

Contact for the Course: Jean Guerber

Course Designator, Number and Title (i.e.: ACCT 1800, Business Law):
OTEC1825 – Office Financial Applications I

Number of Credits: 3

Prerequisites:
Basic Windows navigation skills

Course Description:
This course introduces students to the concepts of basic bookkeeping features that build the foundation for analyzing transactions, applying the accounting equation, and creating financial statements. Students will also learn how to create and use spreadsheets with Microsoft Excel. Topics will include input and editing features, formulas and functions, formatting, creating charts and analyzing information in workbooks to organize and manage data.

Grading Method: Grade Pass/Fail

Scheduling: Fall Spring Summer Alternate Years Variable On Demand

Instructional Type: Lecture Lab Lecture/Lab Internship Seminar

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Faculty Name Faculty Signature Class Max Date
Lynda Ernst Lynda Ernst 24 12/31/13
Jean Guerber Jean Guerber 24 12/31/13
Becky Miller Becky Miller 24 12/31/13
Diane Wergeland Diane Wergeland 24 12/31/13
Dean’s Name Dean’s Signature Class Max Date
Barbara Embacher Barbara Embacher 24 12/31/13

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New Course or Course Change Proposal Form

Date of Proposal: December 31, 2013

Author: Becky Miller

Proposal Type: (*) New Course Modify Course Delete Course

Contact for the Course: Becky Miller

Course Designator, Number and Title (i.e.: ACCT 1800, Business Law):
OTECE1875 – Word Processing Concepts & Applications: Core

Number of Credits: 3

Prerequisites:
None

Course Description:
This course is designed to build an understanding of word processing using Microsoft Word software. It begins with the introduction of concepts such as file management, entering text, text editing, terminology, on-line help, spell checking, and printing. It continues with all the basic skills you will need to use the application at a core level of proficiency.

Grading Method: Grade Pass/Fail

Scheduling: Fall Spring Summer Alternate Years Variable On Demand

Instructional Type: Lecture Lab Lecture/Lab Internship Seminar

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Lynda Ernst | [Signature]     | 24        | 12/31/13
Jean Guerber | [Signature]    | 24        | 12/31/13
Becky Miller | [Signature]   | 24        | 12/31/13
Diane Wergeland | [Signature] | 24        | 12/31/13
Dean's Name | Dean's Signature | Date     |
Barbara Embacher |               | 24        | 12/31/13

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None

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New Course or Course Change Proposal Form

Date of Proposal: December 31, 2013

Author: Diane Wergeland

Proposal Type: (*) New Course

Contact for the Course: Diane Wergeland

Course Designator, Number and Title (i.e.: ACCT 1800, Business Law):
OTEC2812 – Office Procedures

Number of Credits: 3

Prerequisites:
OTEC 1875

Course Description:
Topics covered in this course may include aspects of the changing office; managing work, time and resources; using office technology and equipment; processing mail; providing customer service; making travel arrangements; planning meetings and conferences; using telecommunications; professional development and leadership, personal finance and investment strategies; and using Outlook for email, scheduling, contacts, tasks, and notes.

Grading Method: Grade
Scheduling: Fall
Instructional Type: Lecture

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Becky Miller  Becky Miller  30  12/31/13
Diane Wergeland  Diane Wergeland  30  12/31/13
Dean’s Name  Dean’s Signature  Date
Barbara Embacher  30  12/31/13

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New Course or Course Change Proposal Form

Date of Proposal: December 31, 2013

Author: Jean Guerber

Proposal Type: (*)New Course Modify Course Delete Course

Contact for the Course: Jean Guerber

Course Designator, Number and Title (i.e.: ACCT 1800, Business Law):
OTEC2835 – Office Financial Applications II

Number of Credits: 3

Prerequisites:
Basic Windows navigation skills; OTEC 1825 Office Financial Applications I

Course Description:
This course utilizes and builds upon the basic bookkeeping concepts introduced in Office Financial Applications I. Students will journalize/post transactions, complete a worksheet, perform end-of-month activities including adjusting and closing journal entries, financial statements, and reconciling a bank statement, and calculate and account for employee earnings. Students will learn how to complete tasks both manually and electronically using an automated accounting program.

Grading Method: Grade Pass/Fail

Scheduling: Fall Spring Summer Alternate Years Variable On Demand

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Date of Proposal: December 31, 2013

Author: Becky Miller

Proposal Type: (*)New Course  Modify Course  [Delete Course]

Contact for the Course: Becky Miller

Course Designator, Number and Title (i.e.: ACCT 1800, Business Law):
OTEC2875 – Word Processing Concepts & Applications: Expert

Number of Credits: 3

Prerequisites:
OTEC 1875

Course Description:
This course is for Office Technology majors and is a continuation of OTEC1875 - Word Processing Concepts & Applications: Core. In this course the student will learn expert concepts and the advanced features of Microsoft Word such as macros, merging, and creating tables; and effective file management and maintenance. Accurate proofreading is emphasized.

Grading Method: Grade  Pass/Fail

Scheduling: Fall  Spring  Summer  Alternate Years  Variable  On Demand

Instructional Type: Lecture  Lab  Lecture/Lab  Internship  Seminar

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