



Class Maximum Change Request

Current Date:

April 15, 2014

Course Designator, Number and Title (i.e. OTEC 1820, Business English):
OTEC 1815 Keyboarding for Speed and Accuracy

Current Class Size: 30

Proposed Class Size: _____

Method of Delivery:

~~Face-to-Face~~

Online

Hybrid

Enrollment numbers for the past three semesters the course was offered:

Semester 1 _____

Semester 2 _____

Semester 3 _____

Rationale for change in class size to include student success:

Due to the redesign of our program to a 60-credit degree, the Keyboarding I course was eliminated, which was required for 3 credits. This class is 2 credits and provides students with the speed and accuracy as a prerequisite to advance to the OTEC 2800 Office Keyboarding course that is a requirement for our new program. This course will help students move toward success in an office position as many offices require a typing speed test to qualify for a position.

Instructional Cost Study (Insert or attach):

Faculty Signatures (All full/part-time unlimited faculty credentialed to teach the course):

<u>Lynnda Ernst</u>	Date: <u>4-17-14</u>
<u>Bridgetta Mills</u>	Date: _____
<u>Deane Jergeland</u>	Date: _____
<u>Jean Huber</u>	Date: _____
_____	Date: _____
_____	Date: _____
_____	Date: _____

Signature of Dean: Barb Embacher Date: 4/16/14

Signature of President (or Designee): [Signature] Date: 4/16/14



Class Maximum Change Request

Current Date:

April 15, 2014

Course Designator, Number and Title (i.e. OTEC 1820, Business English):

OTEC 1822 Microsoft Excel

Current Class Size: 24

Proposed Class Size: _____

Method of Delivery:

Face-to-Face

Online

Hybrid

Enrollment numbers for the past three semesters the course was offered:

Semester 1 _____

Semester 2 _____

Semester 3 _____

Rationale for change in class size to include student success:

New course. As we redesign to a 60 cr. degree, it's necessary to reduce our cr. offerings. The previous Office Financial Applications 3 cr. and Office Financial Apps II 3 cr. covered Excel, bookkeeping & Quickbooks (total of 6 cr.) The skills taught in this course will prepare our students to utilize the Excel software at an advanced level in the office. Excel is a requirement for positions in the office field and will now be offered as a 4 credit course.

Instructional Cost Study (insert or attach):

Faculty Signatures (All full/part-time unlimited faculty credentialed to teach the course):

<u>Linda Ernat</u>	Date: <u>4-17-14</u>
<u>Billy A. Mills</u>	Date: _____
<u>Jean Hunter</u>	Date: _____
<u>Liane Berglund</u>	Date: _____
_____	Date: _____
_____	Date: _____
_____	Date: _____

Signature of Dean: Basil Embacher Date: 4/16/14

Signature of President (or Designee): [Signature] Date: 4/16/14

Class Maximum Change Request

Current Date:

April 15, 2014

Course Designator, Number and Title (i.e. OTEC 1820, Business English):

OTEC 1860 Microsoft Word

Current Class Size: 24

Proposed Class Size: _____

Method of Delivery:

~~Face-to-Face~~

Online

Hybrid

Enrollment numbers for the past three semesters the course was offered:

Semester 1 _____

Semester 2 _____

Semester 3 _____

Rationale for change in class size to include student success:

New course. As we redesign our program to 60 cr. degree, it's necessary to combine classes. Currently, we have 2 Microsoft Word classes that are 3 cr. in length. The new course will be 4 cr. and will include competencies from both of the Word classes that were taught in the past. Based on employer and advisory committee recommendations, faculty have identified required competencies needed for an administrative office specialist.

Instructional Cost Study (insert or attach):

Faculty Signatures (All full/part-time unlimited faculty credentialed to teach the course):

<u>Jonda Ernes</u>	Date: <u>8-17-14</u>
<u>Billy A. Miller</u>	Date: _____
<u>Jean Hunter</u>	Date: _____
<u>Alicia Argeland</u>	Date: _____
_____	Date: _____
_____	Date: _____

Signature of Dean: Barb Emboch Date: 4/14/14

Signature of President (or Designee): [Signature] Date: 4/16/14



Class Maximum Change Request

Current Date:

April 15, 2014

Course Designator, Number and Title (i.e. OTEC 1820, Business English):

OTEC 2814 Office Procedures

Current Class Size: 30

Proposed Class Size: _____

Method of Delivery:

~~Face-to-Face~~

Online

Hybrid

Enrollment numbers for the past three semesters the course was offered:

Semester 1 _____

Semester 2 _____

Semester 3 _____

Rationale for change in class size to include student success:

New course. As we redesign our programs to 60 cr. degrees, not all courses previously taught would fit into the 60 cr. and/or were not identified as major components that would require an entire course. Added to OTEC 2814 Office Procedures is a more generic overall study of records mgmnt. and electronic records mgmnt. that will meet the needs of all areas of emphasis for Administrative Office Specialists. This reflects the added 1 cr. that now makes this course 4 cr.

Instructional Cost Study (Insert or attach):

Faculty Signatures (All full/part-time unlimited faculty credentialed to teach the course):

Lynnda Ernst

Date: 4-17-14

Beth A. Miller

Date: _____

Jean Huber

Date: _____

Diane Argland

Date: _____

Date: _____

Date: _____

Date: _____

Signature of Dean: Barb Embach

Date: 4/16/14

Signature of President (or Designee): [Signature]

Date: 4/16/14