

CURRICULUM COMMITTEE

October 12, 2012

Minutes

Present: Diane Brice, Susan Burks, Craig Clifton, Matt Craig, Kim Davis, Matthew Goodman, Kim Hays, Alan Kee, Judy Massie, Jerry Moller, Carol Moore, Mark Rowh, Mark Usnick, Kathy Wetzel, Lyndy Wilkinson

Absent: Bob Austin, Tamara Clunis, Danita McAnally, Jason Norman

ARTS & SCIENCES

Biology

Nichol Dolby submitted a request to add the following course to the course inventory:

- **BIOL 2416: Genetics**
Study of the principles of molecular and classical genetics and the function and transmission of hereditary material. May include population genetics and genetic engineering.
(3 sem hrs; 3 lec, 3 lab)
Learning Outcomes:
 1. Define genetics and the scientific method.
 2. Describe Mendel's Principles.
 3. Discuss non-Mendelian inheritance including epigenetics.
 4. Describe and outline mitosis and meiosis.
 5. Describe basic probability and statistics as it relates to genetics.
 6. Describe sex determination, sex linkage and pedigree analysis.
 7. Describe linkage and mapping in eukaryotes.
 8. Discuss linkage and mapping in prokaryotes.
 9. Discuss the chemistry of the gene.
 10. Describe the structure of the eukaryotic chromosome and cytogenetics.
 11. Describe the steps in transcription of the gene and contrast the processes in prokaryotes and eukaryotes.
 12. Describe the steps in translation of the gene and contrast the processes in prokaryotes and eukaryotes.
 13. Describe gene expression control in prokaryotes.
 14. Discuss gene expression control in eukaryotes.
 15. Discuss genetic engineering technology.

Delete the following course from the course inventory:

- **BIOL 2316: Genetics**

Replace BIOL 2316: Genetics with BIOL 2416: Genetics in the Biology (BIOL.AS) degree.

Usnick moved, seconded by Kee to approve the deletion of BIOL 2316 and the addition of BIOL 2416 in the course inventory and the replacement of BIOL 2316 with BIOL 2416 in the BIOL.AS degree. The motion carried.

Office Administration

Gay Mills submitted a request to update course descriptions/titles for the following courses based on WECM updates:

- ACNT 1303 - Introduction to Accounting I
A study of analyzing, classifying and recording business transactions in a manual and computerized environment. Emphasis on understanding the complete accounting cycle and preparing financial statements, bank reconciliations and payroll.
- ITSC 1309 - Integrated Software Applications I
Introduction to business productivity software suites using word processing, spreadsheets, databases and/or presentation software.
- ITSW 1304 - Introduction to Spreadsheets
Instruction in the concepts, procedures and application of electronic spreadsheets.
- POFI 1204 - Computer Fundamentals
Computer application specific software. Emphasizes the concurrent development of office skills and computer knowledge. This course is designed to be repeated multiple times to improve student proficiency.
- POFI 2301 - Word Processing
Word processing software focusing on business applications. This course is designed to be repeated multiple times to improve student proficiency.
- POFI 2331 - Desktop Publishing
In-depth coverage of desktop publishing terminology, text editing and use of design principles. Emphasis on layout techniques, graphics, multiple page displays and business applications. This course is designed to be repeated multiple times to improve student proficiency.
- POFI 2340 - Advanced Word Processing
Advanced word processing techniques using merging, macros, graphics and desktop publishing. Includes extensive formatting for technical documents. This course is designed to be repeated multiple times to improve student proficiency.
- POFL 1305 - Legal Terminology
This course presents an overview of legal terminology and how these terms are used in legal documents.
- POFT 1127 - Introduction to Keyboarding
Skill development in keyboarding techniques. Emphasis on the development of acceptable speed and accuracy.
- POFT 1313 - Professional Workforce Preparation

Preparation for career success including ethics, interpersonal relations, professional attire and advancement.

- POFT 1319 - Records and Information Management I
Introduction to basic records information management filing systems including manual and electronic filing.
- POFT 1325 - Business Math Using Technology
Skill development in business math problem-solving using electronic technology.
- POFT 1329 - Beginning Keyboarding
Skill development keyboarding techniques. Emphasis on development of acceptable speed and accuracy levels and formatting basic documents.
- POFT 1349 - Administrative Office Procedures II
In-depth coverage of office procedures with emphasis on decision-making, goal setting, management theories and critical thinking.
- POFT 2303 - Speed and Accuracy Building
Review, correct and improve keyboarding techniques for the purpose of increasing speed and improving accuracy. This course is designed to be repeated multiple times to improve student proficiency.
- POFT 2264 - Practicum (or Field Experience) - Administrative Assistant and Secretarial Science, General
- POFT 2265 - Practicum (or Field Experience) - Administrative Assistant and Secretarial Science, General
- POFT 2301 - Intermediate Keyboarding
A continuation of keyboarding skills emphasizing acceptable speed and accuracy levels and formatting documents.
- POFT 2312 - Business Correspondence & Communication
Development of writing and presentation skills to produce effective business communications.
- POFT 2333 - Advanced Keyboarding
A continuation of keyboarding skills in advanced document formatting emphasizing speed, accuracy and decision-making.
- POFT 2343 - Shorthand/Notetaking II
Archived
- POFT 2364 - Practicum (or Field Experience) - Administrative Assistant and Secretarial Science, General
- POFT 2365 - Practicum (or Field Experience) - Administrative Assistant and Secretarial Science, General

Brice moved, seconded by Burks to approve WECM updates to the Office Administration courses. The motion carried.

Gay Mills submitted a request to deactivate the following courses:

- INSR 1209: Principles of Insurance

- INSR 1217: Insurance Customer Service Representative
- INSR 1205: Personal Insurance

And remove the Insurance Office Administrative Professional option from the following programs:

- Office Administration AAS (OFAD.AAS)
- Office Administration Professional Certificate (OFAC.CERT.PRO)

Craig moved, seconded by Massie to approve the deactivation of INSR 1209, INSR 1217, INSR 1204 and the removal of the Insurance Office Administrative Professional option from the OFAD.AAS degree and the OFAC.CERT.PRO certificate. The motion carried.

Physical Education

Craig Clifton submitted a request to add the following course into the course inventory:

- PHED 1164: Fitness and Wellness
This course covers contemporary fitness concepts as they pertain to the individual student; scientific information concerning values and the preventive medical benefits of exercise; experiments to determine individual (Personal) health fitness levels; and the development of a personal exercise program based on the student's needs. Carter Fitness Center membership is included with this class.
(1 sem hr; 2 lec, 1 lab)
Learning Outcomes:
The student will demonstrate an understanding of
 1. The elements of physical fitness
 2. The effects of exercise on diseases related to inactivity.
 3. The relationships among nutrition, obesity, weight control and exercise.
 4. Short term and long term effects of stress.
 5. Various aspects of destructive habits (smoking, drug and alcohol abuse, sexually transmitted diseases).

Wetzel moved, seconded by Burks to approve the addition of PHED 1164 into the course inventory. The motion carried.

HEALTH SCIENCES **Respiratory Care**

Valerie Hansen submitted a request to add the following courses to the course inventory:

- RSPT 1207: Cardiopulmonary Anatomy & Physiology
Anatomy and physiology of the cardiovascular and pulmonary systems.
Hours (2 sem hrs; 2 lec)
Learning Outcomes:

Explain normal pulmonary anatomy and physiology; explain cardiovascular anatomy and physiology.

- RSPT 1325: Respiratory Care Sciences

Physics, mathematics and chemistry as related to respiratory care.

Hours (3 sem hrs; 3 lec)

Learning Outcomes:

Apply mathematics and the concepts of chemistry/physics related to respiratory care.

And update the Respiratory Care AAS (RSPT.AAS) as follows:

- Replace BIOL 2421: Microbiology with BIOL 2402: Human Anatomy & Physiology II
- Replace RSPT 1340: Advanced Cardiopulmonary Anatomy & Physiology with RSPT 1325: Respiratory Care Sciences
- Replace RSPT 1307: Cardiopulmonary Anatomy & Physiology with RSPT 1207: Cardiopulmonary Anatomy & Physiology
- Add RSPT 1137: Basic Dysrhythmia Interpretation

Moller moved, seconded by Wetzel to add RSPT 1207 and RSPT 1325 to the course inventory and update the Respiratory Care AAS (RSPT.AAS) program. The motion carried.

Curriculum Revision Request**Division:** Arts & Sciences**Department / Program:** Mathematics, Sciences & Engineering**Prepared By:** Nichol Dolby**Request**

- a. Add BIOL 2416, Genetics lecture + lab course (4 hr). ACGM: Study of the principles of molecular and classical genetics and the function and transmission of hereditary material. May include population genetics and genetic engineering. (No Learning Outcomes are published at this time.)
- b. Delete BIOL 2316, Genetics lecture, without lab (3 hr). ACGM: Study of the principles of molecular and classical genetics and the function and transmission of hereditary material. May include population genetics and genetic engineering. (No Learning Outcomes are published at this time.)
- c. Add BIOL 2416 to BIOL.AS degree plan (required course).
- d. Delete BIOL 2316 from BIOL.AS degree plan (required course).

Rationale / Justification: The BIOL 2316 Genetics course currently taught at Amarillo College has limited transferability. The primary reason given for not accepting it as a transfer course for Biology majors is the lack of a laboratory component. In fairness to AC students all courses required in a transfer degree plan should be transferable.

Effects of Revisions

- A. Faculty & Staff Requirements:** Increase load by 1 1/2 hr for one faculty member one semester per year.
- B. Equipment/Facility Requirements:** Requires the use of a science lab room for 3 hr/week one semester.
- C. Location:** SCIE for lab.
- D. Income projections:** A small tuition income increase will result from the 1 additional credit hour.

Effective Date: 08/13/2013

Current Genetics Course

Lecture Learning Outcomes

1. Define genetics and the scientific method.
2. Describe Mendel's Principles.
3. Discuss non-Mendelian inheritance including epigenetics.
4. Describe and outline mitosis and meiosis.
5. Describe basic probability and statistics as it relates to genetics.
6. Describe sex determination, sex linkage and pedigree analysis.
7. Describe linkage and mapping in eukaryotes.
8. Discuss linkage and mapping in prokaryotes.
9. Discuss the chemistry of the gene.
10. Describe the structure of the eukaryotic chromosome and cytogenetics.
11. Describe the steps in transcription of the gene and contrast the processes in prokaryotes and eukaryotes.
12. Describe the steps in translation of the gene and contrast the processes in prokaryotes and eukaryotes.
13. Describe gene expression control in prokaryotes.
14. Discuss gene expression control in eukaryotes.
15. Discuss genetic engineering technology.

Workshop (50 min/week)

1. Genetics problems practice
2. Problems-based quizzes
3. Student presentations

Proposed Genetics Course

Lecture Learning Outcomes

1. Define genetics and the scientific method.
2. Describe Mendel's Principles.
3. Discuss non-Mendelian inheritance including epigenetics.
4. Describe and outline mitosis and meiosis.
5. Describe basic probability and statistics as it relates to genetics.
6. Describe sex determination, sex linkage and pedigree analysis.
7. Describe linkage and mapping in eukaryotes.
8. Discuss linkage and mapping in prokaryotes.
9. Discuss the chemistry of the gene.
10. Describe the structure of the eukaryotic chromosome and cytogenetics.
11. Describe the steps in transcription of the gene and contrast the processes in prokaryotes and eukaryotes.
12. Describe the steps in translation of the gene and contrast the processes in prokaryotes and eukaryotes.
13. Describe gene expression control in prokaryotes.
14. Discuss gene expression control in eukaryotes.
15. Discuss genetic engineering technology.

Lab (3 hr/week)

1. Genetics problems practice
2. Problems-based quizzes
3. DNA techniques laboratory exercises
 - a. DNA preparation
 - b. Cloning techniques
 - c. Gel analysis
4. DNA sequence analysis
5. DNA database introduction and practice
6. Genomics research using DNA databases
7. Student presentations

Current BIOL.AS Program Requirements

General Education Requirements (42 Semester Hours)

Communication - 9 Hours

- Speech
- ENGL 1301 - Composition I
- ENGL 1302 - Composition II

Social/Behavioral Sciences - 15 Hours

- Social/Behavioral Science Elective
- GOVT 2305 - United States Government
- GOVT 2306 - Texas Government
- HIST 1301 - United States History I
- HIST 1302 - United States History II

Humanities - 3 Hours

- Humanities

Fine Arts - 3 Hours

- Fine Arts

Mathematics - 3 Hours

- MATH 1314 - College Algebra

Natural Sciences - 8 Hours

- BIOL 1406 - Biology I
- BIOL 1407 - Biology II

Lifetime Fitness - 1 Hour

- Lifetime Fitness

Major Course Requirements (11 Semester Hours)

- BIOL 2316 – Genetics (3 hr)
- CHEM 1111 - Principles of Chemistry I Laboratory
- CHEM 1112 - Principles of Chemistry II Laboratory
- CHEM 1311 - Principles of Chemistry I
- CHEM 1312 - Principles of Chemistry II

Recommended Courses (12 Semester Hours)

Students will be advised based on the university to which they plan to transfer.

Recommended Courses:

- BIOL 1411 - Botany
- BIOL 1413 - Zoology
- BIOL 2106 - Environmental Science Lab

Proposed BIOL.AS Program Requirements

General Education Requirements (42 Semester Hours)

Communication - 9 Hours

- Speech
- ENGL 1301 - Composition I
- ENGL 1302 - Composition II

Social/Behavioral Sciences - 15 Hours

- Social/Behavioral Science Elective
- GOVT 2305 - United States Government
- GOVT 2306 - Texas Government
- HIST 1301 - United States History I
- HIST 1302 - United States History II

Humanities - 3 Hours

- Humanities

Fine Arts - 3 Hours

- Fine Arts

Mathematics - 3 Hours

- MATH 1314 - College Algebra

Natural Sciences - 8 Hours

- BIOL 1406 - Biology I
- BIOL 1407 - Biology II

Lifetime Fitness - 1 Hour

- Lifetime Fitness

Major Course Requirements (12 Semester Hours)

- BIOL 2416 – Genetics (4 hr)
- CHEM 1111 - Principles of Chemistry I Laboratory
- CHEM 1112 - Principles of Chemistry II Laboratory
- CHEM 1311 - Principles of Chemistry I
- CHEM 1312 - Principles of Chemistry II

Recommended Courses (12 Semester Hours)

Students will be advised based on the university to which they plan to transfer.

Recommended Courses:

- BIOL 1411 - Botany
- BIOL 1413 - Zoology
- BIOL 2106 - Environmental Science Lab

- BIOL 2289 - Academic Cooperative in BIOL 2289 - Academic Cooperative in Biology
- BIOL 2306 - Environmental Science
- BIOL 2389 - Special Topics in Biology
- BIOL 2401 - Human Anatomy and Physiology I
- BIOL 2402 - Human Anatomy and Physiology II
- BIOL 2404 - Human Physiology
- BIOL 2421 - Microbiology
- BIOL 1414 - Introduction to Biotechnology I
- BIOL 1415 - Biotechnology II
- CHEM 2223 - Organic Chemistry I Laboratory
- CHEM 2225 - Organic Chemistry II Laboratory
- CHEM 2323 - Organic Chemistry I
- CHEM 2325 - Organic Chemistry II
- GEOL 1103 - Physical Geology Laboratory
- GEOL 1104 - Historical Geology Laboratory
- GEOL 1303 - Physical Geology
- GEOL 1304 - Historical Geology
- PHYS 1401 - College Physics I
- PHYS 1402 - College Physics II

Total (65 Semester Hours)

- BIOL 2289 - Academic Cooperative in BIOL 2289 - Academic Cooperative in Biology
- BIOL 2306 - Environmental Science
- BIOL 2389 - Special Topics in Biology
- BIOL 2401 - Human Anatomy and Physiology I
- BIOL 2402 - Human Anatomy and Physiology II
- BIOL 2404 - Human Physiology
- BIOL 2421 - Microbiology
- BIOL 1414 - Introduction to Biotechnology I
- BIOL 1415 - Biotechnology II
- CHEM 2223 - Organic Chemistry I Laboratory
- CHEM 2225 - Organic Chemistry II Laboratory
- CHEM 2323 - Organic Chemistry I
- CHEM 2325 - Organic Chemistry II
- GEOL 1103 - Physical Geology Laboratory
- GEOL 1104 - Historical Geology Laboratory
- GEOL 1303 - Physical Geology
- GEOL 1304 - Historical Geology
- PHYS 1401 - College Physics I
- PHYS 1402 - College Physics II

Total (66 Semester Hours) Proposed

Curriculum Revision Request**Division:** Arts and Sciences**Department / Program:** Business Department/Office Administration Program**Prepared By:** Gay Mills**Request**

- a. Update course titles and course descriptions for courses as listed on the attached sheets.
- b.
- c.
- d.

Rationale / Justification: Update existing course titles and course descriptions to correspond with titles and descriptions in WECM.**Effects of Revisions**

A. Faculty & Staff Requirements:	No changes
B. Equipment/Facility Requirements:	No changes
C. Location:	No changes
D. Income projections:	No changes

Effective Date: 01/14/2013

Office Administration Department

Title and Course Description Changes Related to WECM Updates

Current	Proposed
ACNT 1303 - Introduction to Accounting I A study of analyzing, classifying and recording business transactions in a manual and computerized environment. Emphasis on understanding the complete accounting cycle and preparing financial statements, bank reconciliation and payroll.	ACNT 1303 - Introduction to Accounting I A study of analyzing, classifying, and recording business transactions in a manual and computerized environment. Emphasis on understanding the complete accounting cycle and preparing financial statements, bank reconciliations, and payroll.
ITSC 1309 - Integrated Software Applications I Integration of applications from popular business productivity software suites. Instruction in embedding data, linking and combining documents using word processing spreadsheets, databases and/or presentation media software.	ITSC 1309 - Integrated Software Applications I Integration of applications from popular introduction to business productivity software suites. Instruction in embedding data, linking and combining documents using word processing spreadsheets, databases, and/or presentation media software.
ITSW 1304 - Introduction to Spreadsheets Instruction in the concepts, procedures and importance of electronic spreadsheets.	ITSW 1304 - Introduction to Spreadsheets Instruction in the concepts, procedures, and importance application of electronic spreadsheets.
POFI 1204 - Computer Fundamentals Computer applications specific to business-related software. Emphasizes the concurrent development of office skills and computer knowledge.	POFI 1204 - Computer Fundamentals Computer applications specific to business-related software. specific software. Emphasizes the concurrent development of office skills and computer knowledge. This course is designed to be repeated multiple times to improve student proficiency.
POFI 2301 - Word Processing In depth coverage of word processing software application. Emphasis on the use of text editing features to produce business documents.	POFI 2301 - Word Processing In depth coverage of w Word processing software focusing on business applications. Emphasis on the use of text editing features to produce business documents. This course is designed to be repeated multiple times to improve student proficiency.

*Highlighted areas indicate new wording proposed course descriptions.

*Strike-through areas will be deleted from proposed WECM course descriptions.

<p>POFI 2331 - Desktop Publishing for the Office</p> <p>In-depth coverage of desktop publishing terminology, text editing and use of design principles to create publishing material using word processing desktop publishing features. Emphasis on layout techniques, graphics and multiple page displays.</p>	<p>POFI 2331 - Desktop Publishing for the Office</p> <p>In-depth coverage of desktop publishing terminology, text editing, and use of design principles to create publishing material using word processing desktop features. Emphasis on layout techniques, graphics, and multiple page displays, and business applications. This course is designed to be repeated multiple times to improve student proficiency.</p>
<p>POFI 2340 - Advanced Word Processing</p> <p>Advanced techniques in merging, macros, graphics, and desktop publishing. Includes extensive formatting for technical documents. Emphasis on business applications.</p>	<p>POFI 2340 - Advanced Word Processing</p> <p>Advanced word processing techniques in using merging, macros, graphics, and desktop publishing. Includes extensive formatting for technical documents. Emphasis on business applications. This course is designed to be repeated multiple times to improve student proficiency.</p>
<p>POFL 1305 - Legal Terminology</p> <p>An introduction to legal terminology including spelling, pronunciation, definition of legal terms and an overview of the law and the professions.</p>	<p>POFL 1305 - Legal Terminology</p> <p>An introduction to This course presents an overview of legal terminology including spelling, pronunciation, definition of legal terms and an overview of the law and professions. and how these terms are used in legal documents.</p>
<p>POFT 1127 - Introduction to Keyboarding</p> <p>Skill development in keyboarding with emphasis on alphabet, number and symbol keys by touch. Skills can be applied to computers, typewriters and other equipment with keyboards.</p>	<p>POFT 1127 - Introduction to Keyboarding</p> <p>Skill development in keyboarding with techniques. Emphasis on alphabet, number and symbol keys by touch. Skills can be applied to computers, typewriters and other equipment with keyboards. the development of acceptable speed and accuracy.</p>
<p>POFT 1301 - Business English</p> <p>Introduction to a practical application of basic language usage skills with emphasis on fundamentals of writing and editing for business.</p>	<p>POFT 1301 - Business English</p> <p>Introduction to a practical application of basic language usage skills with emphasis on fundamentals of writing and editing for business.</p>
<p>POFT 1309 - Administrative Office Procedures I</p> <p>Study of current office procedures, duties and responsibilities applicable to an office environment.</p>	<p>POFT 1309 - Administrative Office Procedures I</p> <p>Study of current office procedures, duties, and responsibilities applicable to an office environment.</p>

*Highlighted areas indicate new wording proposed course descriptions.

*Strike-through areas will be deleted from proposed WECM course descriptions.

POFT 1313 - Professional Development for Office Personnel Preparation for the workforce including ethics, interpersonal relations, professional attire and career advancement.	POFT 1313 - Professional Development for Office Personnel Workforce Preparation Preparation for the workforce career success including ethics, interpersonal relations, professional attire and career advancement.
POFT 1319 - Records and Information Management I Introduction to basic records and information management. Includes the life cycle of a record, manual and electronic records management, basic filing procedures and rules.	POFT 1319 - Records and Information Management I Introduction to basic records and information management. Includes the life cycle of a record, manual and electronic records management, basic filing procedures and rules. filing systems including manual and electronic filing.
POFT 1325 - Business Math and Machine Applications Skill development in the use of electronic calculators and business math functions. Emphasis on business problem solving skills using spreadsheet software and/or electronic calculator/keyboard.	POFT 1325 - Business Math and Machine Applications Using Technology Skill development in the use of electronic calculators and business math functions. Emphasis on business problem solving skills using spreadsheet software and/or electronic calculator/keyboard. business math problem solving using electronic technology.
POFT 1329 - Keyboarding and Document Formatting Skill development in the operation of the keyboard by touch applying proper keyboarding techniques. Emphasis on development of acceptable speed and accuracy levels and formatting basic documents.	POFT 1329 - Keyboarding and Document Formatting Beginning Keyboarding Skill development in the operation of the keyboard by touch applying proper keyboarding techniques. Emphasis on development of acceptable speed and accuracy levels and formatting basic documents.
POFT 1345 - Shorthand/Notetaking I An introduction to shorthand/notetaking principles. Practice in accurate reading and writing of notes to produce mailable documents from dictation.	POFT 1345 - Shorthand/Notetaking I An introduction to shorthand/notetaking principles. Practice in accurate reading and writing of notes to produce mailable documents from dictation.
POFT 1349 - Administrative Office Procedures II In-depth coverage of office applications with special emphasis on decision making, goal setting, management theories and critical thinking.	POFT 1349 - Administrative Office Procedures II In-depth coverage of office applications procedures with special emphasis on decision making, goal setting, management theories, and critical thinking.

*Highlighted areas indicate new wording proposed course descriptions.

*Strike-through areas will be deleted from proposed WECM course descriptions.

<p>POFT 2203 - Speed and Accuracy Building</p> <p>Review, correct, improve and/or perfect touch keyboarding techniques for the purpose of increasing speed and improving accuracy.</p>	<p>POFT 2203 - Speed and Accuracy Building</p> <p>Review, correct, and improve and/or perfect touch keyboarding techniques for the purpose of increasing speed and improving accuracy. This course is designed to be repeated multiple times to improve student proficiency.</p>
<p>POFT 2264 - Practicum (Administrative Assistant/ Secretarial Science, General)</p> <p>Practical, general workplace training supported by and individualized learning plan developed by the employer, college and student.</p>	<p>POFT 2264 - Practicum (or Field Experience) - (Administrative Assistant/ and Secretarial Science, General)</p> <p>Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.</p>
<p>POFT 2265 - Practicum (Administrative Assistant/ Secretarial Science, General)</p> <p>Practical, general workplace training supported by an individualized learning plan developed by the employer, college and student.</p>	<p>POFT 2265 - Practicum (or Field Experience) - (Administrative Assistant/ and Secretarial Science, General)</p> <p>Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.</p>
<p>POFT 2301 - Document Formatting and Skillbuilding</p> <p>A continuation of keyboarding skills in document formatting, emphasizing speed and accuracy. Emphasis on proofreading, editing, following instructions and keying documents from various copy.</p>	<p>POFT 2301 - Document Formatting and Skillbuilding Intermediate Keyboarding</p> <p>A continuation of keyboarding skills in document formatting, emphasizing acceptable speed and accuracy. levels and formatting documents. Emphasis on proofreading, editing, following instructions and keying documents from various copy.</p>
<p>POFT 2312 - Business Correspondence and Communication</p> <p>Development of writing skills to produce effective business documents.</p>	<p>POFT 2312 - Business Correspondence and & Communication</p> <p>Development of writing and presentation skills to produce effective business documents communications.</p>
<p>POFT 2333 - Advanced Document Formatting and Skillbuilding</p> <p>Study of advanced concepts in a variety of office-simulated correspondence activities with emphasis on organization, prioritizing, decision making, composition, placement, accuracy and speed development.</p>	<p>POFT 2333 - Advanced Document Formatting and Skillbuilding Keyboarding</p> <p>Study of advanced concepts in a variety of office-simulated correspondence activities with emphasis on organization, prioritizing, decision-making, composition, placement, accuracy and speed development. A continuation of keyboarding skills in advanced document formatting emphasizing speed, accuracy, and decision-making.</p>

*Highlighted areas indicate new wording proposed course descriptions.

*Strike-through areas will be deleted from proposed WECM course descriptions.

POFT 2343 - Shorthand/Notetaking II A continuation of shorthand/notetaking principles with advanced mastery of accurate reading and writing of notes to produce mailable documents from dictation.	POFT 2343 - Shorthand/Notetaking II Archived
POFT 2364 - Practicum (Administrative Assistant/ Secretarial Science, General) Practical, general workplace training supported by an individualized learning plan developed by the employer, college and student.	POFT 2364 - Practicum (or Field Experience) - {Administrative Assistant/ and Secretarial Science, General} Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.
POFT 2365 - Practicum (Administrative Assistant/ Secretarial Science, General) Practical, general workplace training supported by an individualized learning plan developed by the employer, college and student.	POFT 2365 - Practicum (or Field Experience) - {Administrative Assistant/ and Secretarial Science, General} Practical, general workplace training supported by an individualized learning plan developed by the employer, college, and student.

*Highlighted areas indicate new wording proposed course descriptions.

*Strike-through areas will be deleted from proposed WECM course descriptions.

Curriculum Revision Request**Division:** Arts and Sciences**Department / Program:** Business Department/Office Administration Program**Prepared By:** Gay Mills**Request**

- a. Deactivate the Insurance Office Administrative Professional option
- b. Deactive the following courses associated ONLY with the Insurance Office option: INSR 1209 - Principles of Insurance INSR 1217 - Insurance Customer Service Representative INSR 1205 - Personal Insurance
- c.
- d.

Rationale / Justification: The Insurance Office option prepares Administrative Office Professionals specifically for insurance office settings. The track was added as requested by a group of insurance agents; however, we never had enough students for INSR 1209--Principles of Insurance course to make. We will encourage any potential insurance office students to major in the Medical Office option.

Effects of Revisions

A. Faculty & Staff Requirements:	No changes
B. Equipment/Facility Requirements:	No changes
C. Location:	No changes
D. Income projections:	No changes

Effective Date: 01/14/2013

Office Administration AAS Program Requirements

General Education Requirements (15 Semester Hours)

Communication - 6 Hours

Speech

ENGL 1301 - Composition I

Humanities/Fine Arts - 3 Hours

Mathematics/Natural Sciences - 3 Hours

MATH 1332 - Contemporary Mathematics I

(or any college level Mathematics course)

Social/Behavioral Sciences - 3 Hours

Legal Office Administrative Professional majors must take GOVT 2306 - Texas Government

Major Course Requirements (34 Semester Hours)

ITSC 1309 - Integrated Software Applications I

ITSW 1304 - Introduction to Spreadsheets

POFI 1204 - Computer Fundamentals

POFI 2301 - Word Processing

POFT 1301 - Business English

POFT 1309 - Administrative Office Procedures I

POFT 1313 - Professional Development for Office Personnel

POFT 1325 - Business Math and Machine Applications

POFT 2203 - Speed and Accuracy Building

POFT 2301 - Document Formatting and Skillbuilding

POFT 2312 - Business Correspondence and Communication

POFT 2333 - Advanced Document Formatting and Skillbuilding

Specialty Course Requirements (21-23 Semester Hours)

Student must choose one of the following specialties:

Administrative Professional (21 Semester Hours)

ACNT 1303 - Introduction to Accounting I

BMGT 1171 - Customer Service

POFI 2331 - Desktop Publishing for the Office

POFI 2340 - Advanced Word Processing

POFT 1319 - Records and Information Management I

POFT 1345 - Shorthand/Notetaking I

POFT 1349 - Administrative Office Procedures II

POFT 2264 - Practicum (Administrative Assistant/ Secretarial Science, General)

Insurance Office Administrative Professional (21 Semester Hours)

~~INSR 1209 - Principles of Insurance~~

~~INSR 1217 - Insurance Customer Service Representative~~

~~POFT 1345 - Shorthand/Notetaking I~~

~~POFI 2340 - Advanced Word Processing~~

~~ACNT 1303 - Introduction to Accounting I~~

~~INSR 1205 - Personal Insurance~~

~~BMGT 1171 - Customer Service~~

~~POFT 2264 - Practicum (Administrative Assistant/ Secretarial Science, General)~~

~~POFT 1319 - Records and Information Management I~~

Legal Office Administrative Professional (23 Semester Hours)

BUSI 2301 - Business Law I

HITT 1305 - Medical Terminology I

POFI 2331 - Desktop Publishing for the Office

POFI 2340 - Advanced Word Processing

POFL 1305 - Legal Terminology

POFT 1345 - Shorthand/Notetaking I

POFT 1349 - Administrative Office Procedures II

POFT 2264 - Practicum (Administrative Assistant/ Secretarial Science, General)

Medical Office Administrative Professional (23 Semester Hours)

ACNT 1303 - Introduction to Accounting I

HITT 1305 - Medical Terminology I
 HITT 1341 - Coding and Classification Systems
 HPRS 1205 - Essentials of Medical Law/Ethics for Health Professionals
 POFI 2340 - Advanced Word Processing
 POFM 1327 - Medical Insurance
 POFT 1319 - Records and Information Management I
 POFT 1345 - Shorthand/Notetaking I
Office Manager (23 Semester Hours)
 ACNT 1303 - Introduction to Accounting I
 BMGT 1301 - Supervision
 BMGT 2303 - Problem Solving and Decision Making
 Or
 HRPO 1311 - Human Relations
 POFI 2331 - Desktop Publishing for the Office
 POFI 2340 - Advanced Word Processing
 POFT 1319 - Records and Information Management I
 POFT 1349 - Administrative Office Procedures II
 POFT 2264 - Practicum (Administrative Assistant/ Secretarial Science, General)
 Total (70-72 Semester Hours)

Office Administration Professional Certificate Program Requirements

Major Course Requirements (34 Semester Hours)

ITSC 1309 - Integrated Software Applications I
 ITSW 1304 - Introduction to Spreadsheets
 POFI 1204 - Computer Fundamentals
 POFI 2301 - Word Processing
 POFT 1301 - Business English
 POFT 1309 - Administrative Office Procedures I
 POFT 1313 - Professional Development for Office Personnel
 POFT 1325 - Business Math and Machine Applications
 POFT 2203 - Speed and Accuracy Building
 POFT 2301 - Document Formatting and Skillbuilding
 POFT 2312 - Business Correspondence and Communication
 POFT 2333 - Advanced Document Formatting and Skillbuilding
 Specialty Course Requirements (21-23 Semester Hours)
 Student must choose one of the following specialties:

Administrative Professional (21 Semester Hours)

ACNT 1303 - Introduction to Accounting I
 BMGT 1171 - Customer Service
 POFI 2331 - Desktop Publishing for the Office
 POFI 2340 - Advanced Word Processing
 POFT 1319 - Records and Information Management I
 POFT 1345 - Shorthand/Notetaking I
 POFT 1349 - Administrative Office Procedures II
 POFT 2264 - Practicum (Administrative Assistant/ Secretarial Science, General)

Insurance Office Administrative Professional (21 Semester Hours)

~~INSR 1209 - Principles of Insurance~~
~~INSR 1217 - Insurance Customer Service Representative~~
~~POFT 1345 - Shorthand/Notetaking I~~
~~POFI 2340 - Advanced Word Processing~~
~~ACNT 1303 - Introduction to Accounting I~~
~~INSR 1205 - Personal Insurance~~
~~BMGT 1171 - Customer Service~~
~~POFT 2264 - Practicum (Administrative Assistant/ Secretarial Science, General)~~
~~POFT 1319 - Records and Information Management I~~

Legal Office Administrative Professional (23 Semester Hours)

BUSI 2301 - Business Law I
HITT 1305 - Medical Terminology I
POFI 2331 - Desktop Publishing for the Office
POFI 2340 - Advanced Word Processing
POFL 1305 - Legal Terminology
POFT 1345 - Shorthand/Notetaking I
POFT 1349 - Administrative Office Procedures II
POFT 2264 - Practicum (Administrative Assistant/ Secretarial Science, General)
Medical Office Administrative Professional (23 Semester Hours)
ACNT 1303 - Introduction to Accounting I
HITT 1305 - Medical Terminology I
HITT 1341 - Coding and Classification Systems
HPRS 1205 - Essentials of Medical Law/Ethics for Health Professionals
POFI 2340 - Advanced Word Processing
POFM 1327 - Medical Insurance
POFT 1319 - Records and Information Management I
POFT 1345 - Shorthand/Notetaking I
Office Manager (23 Semester Hours)
ACNT 1303 - Introduction to Accounting I
BMGT 1301 - Supervision
BMGT 2303 - Problem Solving and Decision Making
Or
HRPO 1311 - Human Relations
POFI 2331 - Desktop Publishing for the Office
POFI 2340 - Advanced Word Processing
POFT 1319 - Records and Information Management I
POFT 1349 - Administrative Office Procedures II
POFT 2264 - Practicum (Administrative Assistant/ Secretarial Science, General)
Total (55-57 Semester Hours)

Curriculum Revision Request	
Division: Behavioral Studies	
Department / Program: Sports and Exercise Sciences	
Prepared By: Craig Clifton	
Request	
a. Add PHED 1164 Fitness and Wellness to the Amarillo College Course inventory.	
b.	
c.	
d.	
Rationale / Justification: Dean's council has requested that PHED Fitness And Wellness be taught in the Spring 2013 semester as a co-requisite with First Year Seminar as a learning community. Student success data will be gathered on the linked classes. This data is necessary to make decisions on the upcoming changes to the core curriculum.	
Effects of Revisions	
A. Faculty & Staff Requirements:	None
B. Equipment/Facility Requirements:	None
C. Location:	Carter Fitness Center
D. Income projections:	N/A
Effective Date: 10/15/2012	

PHED 1164 – Fitness and Wellness

This course covers contemporary fitness concepts as they pertain to the individual student; scientific information concerning values and the preventive medical benefits of exercise; experiments to determine individual (personal) health fitness levels; and the development of a personal exercise program based on the student's needs. Carter Fitness Center membership is included with this class.

Hours (1 sem hr; 2 lec, 1 lab)

STUDENT PERFORMANCE/LEARNING OUTCOMES:

1. The student will demonstrate an understanding of the elements of physical fitness.
2. The student will demonstrate an understanding of the effects of exercise on diseases related to inactivity.
3. The student will demonstrate an understanding of the relationships among nutrition, obesity, weight control, and exercise.
4. The student will demonstrate an understanding of short term and long-term effects of stress.
5. The student will demonstrate an understanding of various aspects of destructive habits (smoking, drug and alcohol abuse, sexually transmitted diseases).

Curriculum Revision Request**Division:** Health Sciences**Department / Program:** Respiratory Care**Prepared By:** Valerie Hansen**Request**

- a. Replace BIOL 2421 Microbiology with BIOL 2402 Human A&P II
- b. Replace RSPT 1340 Advanced Cardiopulmonary A&P with RSPT 1325 Respiratory Care Sciences
- c. Replace RSPT 1307 Cardiopulmonary A&P with RSPT 1207 Cardiopulmonary A&P
- d. Add RSPT 1137 Basic Dysrhythmia Interpretation

Rationale / Justification: The heart and lung systems are taught in BIOL 2402, which would better serve our students. This would allow the reduction in credits of RSPT 1307 to 1207. Microbiology (BIOL 2421) is a requirement of our accrediting agency, CoARC, but it does not have to be a "stand-alone" course. Micro will be taught within the added course, RSPT 1325, which also will include the chemistry and physics of Respiratory Care. The addition of RSPT 1137 is needed as Respiratory Therapists are evolving towards Cardiopulmonary Specialists. EKG interpretation is now included in the national credentialing examinations.

Effects of Revisions

- | | |
|---|------------------------------------|
| A. Faculty & Staff Requirements: | No additional faculty are needed. |
| B. Equipment/Facility Requirements: | No additional equipment is needed. |
| C. Location: | No change from present spaces. |
| D. Income projections: | No changes anticipated. |

Effective Date: 08/19/13

Proposed Respiratory Care Course Descriptions

RSPT 1207: Cardiopulmonary Anatomy & Physiology

Anatomy and physiology of the cardiovascular and pulmonary systems.

Hours (2 sem hrs; 2 lec)

Learning Outcomes:

Explain normal pulmonary anatomy and physiology; explain cardiovascular anatomy and physiology.

RSPT 1325: Respiratory Care Sciences

Physics, mathematics and chemistry as related to respiratory care.

Hours (3 sem hrs; 3 lec)

Learning Outcomes:

Apply mathematics and the concepts of chemistry/physics related to respiratory care.

Respiratory Care Proposed Curriculum Changes

Current Curriculum

GENERAL EDUCATION REQUIREMENTS.....26

Communication

ENGL 1301: Freshman Composition 1
SPCH*

Humanities or Fine Arts*

Mathematics/Natural Sciences

BIOL 2424: Microbiology
BIOL 2401: Human Anatomy & Physiology
MATH 1301: Contemporary Mathematics 1
(or any college level MATH*)

Medical Terminology I

HITT 1305: Medical Terminology I

Social/Behavioral Science

PSYC*

MAJOR COURSE

REQUIREMENTS.....46

RSPT 1101: Introduction of Respiratory Care

RSPT 1166: Practicum 1 Respiratory Care
Therapy/Therapist

RSPT 1167: Practicum 2 Respiratory Care
Therapy/Therapist

RSPT 1307: Cardiopulmonary Anatomy & Physiology

~~RSPT 1340: Advanced Cardiopulmonary Anatomy & Physiology~~ *del 12*

RSPT 1410: Respiratory Care Procedures 1

RSPT 1411: Respiratory Care Procedures 2

RSPT 2131: Simulations in Respiratory Care

RSPT 2133: Respiratory Care Case Management

RSPT 2139: Advanced Cardiac Life Support

RSPT 2166: Practicum 5 Respiratory Care
Therapy/Therapist

RSPT 2217: Respiratory Care Pharmacology

RSPT 2230: Examination Preparation

RSPT 2266: Practicum 3 Respiratory Care
Therapy/Therapist

RSPT 2267: Practicum 4 Respiratory Care
Therapy/Therapist

RSPT 2305: Pulmonary Diagnostics

RSPT 2310: Cardiopulmonary Disease

RSPT 2319: Neonatal/Pediatric Mechanical Ventilation

RSPT 2353: Neonatal/Pediatric Cardiopulmonary Care

RSPT 2355: Critical Care Monitoring

RSPT 2258: Respiratory Care Patient Assessment

TOTAL.....72

*Please see pages 7-8 for General Education Course List

Proposed Curriculum

GENERAL EDUCATION REQUIREMENTS.....26

Communication

ENGL 1301: Freshman Composition 1
SPCH*

Humanities or Fine Arts*

Mathematics/Natural Sciences

BIOL 2401: Human Anatomy & Physiology I
BIOL 2402: Human Anatomy & Physiology II
MATH 1332: Contemporary Mathematics 1
(or any college level MATH*)

Medical Terminology I

HITT 1305: Medical Terminology I

Social/Behavioral Science

PSYC*

MAJOR COURSE

REQUIREMENTS.....46

RSPT 1101: Introduction of Respiratory Care

RSPT 1137: Basic Dysrhythmia Interpretation

RSPT 1166: Practicum 1 Respiratory Care
Therapy/Therapist

RSPT 1167: Practicum 2 Respiratory Care
Therapy/Therapist

RSPT 1207: Cardiopulmonary Anatomy & Physiology

RSPT 1325: Respiratory Care Sciences

RSPT 1410: Respiratory Care Procedures 1

RSPT 1411: Respiratory Care Procedures 2

RSPT 2131: Simulations in Respiratory Care

RSPT 2133: Respiratory Care Case Management

RSPT 2139: Advanced Cardiac Life Support

RSPT 2166: Practicum 5 Respiratory Care
Therapy/Therapist

RSPT 2217: Respiratory Care Pharmacology

RSPT 2230: Examination Preparation

RSPT 2266: Practicum 3 Respiratory Care
Therapy/Therapist

RSPT 2267: Practicum 4 Respiratory Care
Therapy/Therapist

RSPT 2305: Pulmonary Diagnostics

RSPT 2310: Cardiopulmonary Disease

RSPT 2319: Neonatal/Pediatric Mechanical Ventilation

RSPT 2353: Neonatal/Pediatric Cardiopulmonary Care

RSPT 2355: Critical Care Monitoring

RSPT 2258: Respiratory Care Patient Assessment

TOTAL.....72

*Please see pages 7-8 for General Education Course List