Present: Bob Austin, Susan Burks, Kim Davis, Kristin Edford, Lyndy Forrester, Matthew Goodman, Kim Hays, Alan Kee, Kristin McDonald-Willey, Jerry Moller, Carol Moore, Richard Pullen, Mark Rowh, Mark Usnick and Kathy Wetzel

Absent: Diane Brice, Tamara Clunis, Jason Norman and Delila Paredes

Others Present: Becky Burton and Gay Mills

ARTS & SCIENCES
Criminal Justice

Toni Gray submitted a request to add the following courses to the course inventory:

- CJLE 1135: Police Academy Fitness I
  Course provides information regarding personal health, fitness and stress management for police officers. Motivational, flexibility and stretching techniques will be emphasized in conjunction with dietary considerations and self-test for students to monitor while involved in fitness programs.
  (1 sem hr; 2 lab)
  Learning Outcomes:
  1. Develop a dietary plan conducive to maintaining good health and fitness as police officers
  2. Demonstrate specific flexibility, stretching and relaxation techniques that allow student to conduct effective and well-defined fitness workouts
  3. Assess training achievement pertaining to individual outcomes
- CJLE 1136: Police Academy Fitness II
  Course will focus on overall body strengthening which is important for police officers when required to defend themselves or others, subdue suspects or rescue victims of natural or unnatural disasters or events.
  (1 sem hr; 2 lab)
  Learning Outcomes:
  1. Develop a plan of how to properly improve body strength through weight and practical training with simulated body drags and carries
  2. Utilize body strengthening equipment to achieve specific benchmarks relative to body conditioning
  3. Achieve specific goals when performing training exercises relative to student's age, gender and physical condition
  4. Assess training accomplishments pertaining to individual goals

Delete the following course:
- CJLE 1132: Physical Fitness for Law Enforcement I

Update the following course descriptions:

- CJLE 1506: Basic Peace Officer I
  Basic preparation for a new peace officer. Should be taken in conjunction with Basic Peace Officer II, III, IV, and V (supplement) to satisfy the Texas Commission on Law Enforcement (TCLEOSE) approved Basic Peace Officer Training Academy.
- CJLE 1512: Basic Peace Officer II
  Basic preparation for a new peace officer. Should be taken in conjunction with Basic Peace Officer I, III, IV, and V (supplement) to satisfy the Texas Commission on Law Enforcement (TCLEOSE) approved Basic Peace Officer Academy.
- CJLE 1518: Basic Peace Officer III
  Basic preparation for a new peace officer. Should be taken in conjunction with Basic Peace Officer I, II, IV, and V (supplement) to satisfy the Texas Commission on Law Enforcement (TCLEOSE) approved Basic Peace Officer Academy.
- CJLE 1524: Basic Peace Officer IV
  Basic preparation for a new peace officer. Should be taken in conjunction with Basic Peace Officer I, II, III, and V (supplement) to satisfy the Texas Commission on Law Enforcement (TCLEOSE) approved Basic Peace Officer Training Academy.
- CJLE 1429: Basic Peace Officer V
  Supplemental course taken in conjunction with Basic Peace Officer Courses I, II, III, and IV. Satisfies or exceeds the Texas Commission on Law Enforcement (TCLEOSE) approved Basic Peace Officer Academy Course #1000.

Toni Gray also submitted a request to make the following changes to the Criminal Justice AAS (CJLE.AAS.LENF) degree:

- Update the program description to read:
  - "The following classes include the Texas Commission on Law Enforcement (TCOLE) approved Basic Peace Officer Academy and can only be taken as a Unit. Completion of all classes will enable students to sit for the state licensing (TCOLE) exam. Entrance into this program requires specific instruction. Please contact the program advisor."
- Delete the following courses from the Law Enforcement option:
  - PHED 1101: Lifetime Fitness
  - CJLE 1132: Physical Fitness for Law Enforcement
- Add the following courses to the Law Enforcement option:
  - CJLE 1135: Police Academy Fitness I
  - CJLE 1136: Police Academy Fitness I

And the following changes to the Criminal Justice Law Enforcement Certificate (CJLE.CERT.LE):

- Update the program description to read:
  - "The following classes are the Texas Commission on Law Enforcement (TCOLE) approved Basic Peace Officer Academy and can only be taken as a Unit.

Completion of all classes will enable students to sit for the state licensing (TCOLE) exam."

- Delete the following courses:
  - PHED 1101: Lifetime Fitness
  - CJLE 1132: Physical Fitness for Law Enforcement
- Add the following courses:
  - CJLE 1135: Police Academy Fitness I
  - CJLE 1136: Police Academy Fitness I

<u>Usnick moved, seconded by Hays to approve changes to the Criminal Justice courses, AAS degree and certificate. The motion carried.</u>

Office Technology

Gay Mills submitted a request to make the following changes to the Office Assistant Certificate (OFAD.CERT):

- Add the following courses to the Major Course Requirements:
  - ACNT 1303: Introduction to Accounting I
  - BMGT 1382: Cooperative Education
  - HRPO 1311: Human Relations
  - POFT 2203:Speed & Accuracy Building
- Delete the following course from the Major Course Requirements:
  - POFT 2312: Business Correspondence & Communication
- Increase the total from 32 to 40 semester hours

Gay Mills submitted a request to make the following changes to the Office Administration Professional Certificate (OFAD.CERT.PRO):

- Add the following courses to the Major Course Requirements:
  - ACNT 1303: Introduction to Accounting I
  - BMGT 1382: Cooperative Education
  - HRPO 1311: Human Relations
- Delete the following course from the Major Course Requirements:
  - POFT 1204: Computer Fundamentals
- Increase Major Course Requirements from 34 to 41 semester hours
- Reduce Specialty Course Requirements from 21-23 to 14-15 semester hours
- Reduce program total from 55-57 to 55-56 semester hours
- Administrative Professional Option:
  - Reduce from 21 to 14 semester hours
  - Delete the following courses:
    - ACNT 1303: Introduction to Accounting I
    - BMGT 1171: Customer Service
    - POFT 1349: Administrative Office Procedures II
    - POFT 2264: Practicum
  - Add the following course:

- ▪ POFI 1204: Computer Fundamentals
- Legal Office Administrative Professional Option:
  - o Reduce from 23 to 14 semester hours
  - o Delete the following courses:
    - ▪ BUSI 2301: Business Law I
    - ▪ HITT 1305: Medical Terminology
    - ▪ POFI 2331: Desktop Publishing for the Office
    - ▪ POFT 1349: Administrative Office Procedures II
    - ▪ POFT 2264: Practicum
  - o Add the following courses:
    - ▪ LGLA 1309: Introduction to Law and the Legal Profession
    - ▪ POFI 1204: Computer Fundamentals
- Medical Office Administrative Professional Option:
  - o Reduce from 23 to 15 semester hours
  - o Delete the following courses:
    - ▪ ACNT 1303: Introduction to Accounting I
    - ▪ HPRS 1205: Essentials of Medical Law/Ethics for Health Professionals
    - ▪ POFT 1345: Shorthand/Notetaking I
  - o Add the following course:
    - ▪ <u>Or</u> HITT 1342: Ambulatory Coding
- Office Manager Option:
  - o Reduce from 23 to 14 semester hours
  - o Delete the following courses:
    - ▪ ACNT 1303: Introduction to Accounting I
    - ▪ BMGT 2303: Problem Solving and Decision Making
    - ▪ HRPO 1311: Human Relations
    - ▪ POFT 1349: Administrative Office Procedures II
    - ▪ POFT 2264: Practicum
  - o Add the following course:
    - ▪ POFI 1204: Computer Fundamentals

Gay Mills submitted a request to make the following changes to the Office Administration AAS degree (OFAD.AAS):

- Replace any college math with MATH 1314: College Algebra
- Add the following courses to the Major Course Requirements:
  - o ACNT 1303: Introduction to Accounting I
  - o BMGT 1382: Cooperative Education
  - o HRPO 1311: Human Relations
- Delete the following course from the Major Course Requirements:
  - o POFT 1204: Computer Fundamentals
- Increase Major Course Requirements from 34 to 41 semester hours
- Reduce Specialty Course Requirements from 21-23 to 14-15 semester hours
- Reduce program total from 70-72 to 70-71 semester hours

- Administrative Professional Option:
    - Reduce from 21 to 14 semester hours
    - Delete the following courses:
        - ACNT 1303: Introduction to Accounting I
        - BMGT 1171: Customer Service
        - POFT 1349: Administrative Office Procedures II
        - POFT 2264: Practicum
    - Add the following course:
        - POFI 1204: Computer Fundamentals
- Legal Office Administrative Professional Option:
    - Reduce from 23 to 14 semester hours
    - Delete the following courses:
        - BUSI 2301: Business Law I
        - HITT 1305: Medical Terminology
        - POFI 2331: Desktop Publishing for the Office
        - POFT 1349: Administrative Office Procedures II
        - POFT 2264: Practicum
    - Add the following courses:
        - LGLA 1309: Introduction to Law and the Legal Profession
        - POFI 1204: Computer Fundamentals
- Medical Office Administrative Professional Option:
    - Reduce from 23 to 15 semester hours
    - Delete the following courses:
        - ACNT 1303: Introduction to Accounting I
        - HPRS 1205: Essentials of Medical Law/Ethics for Health Professionals
        - POFT 1345: Shorthand/Notetaking I
    - Add the following course:
        - Or HITT 1342: Ambulatory Coding
- Office Manager Option:
    - Reduce from 23 to 14 semester hours
    - Delete the following courses:
        - ACNT 1303: Introduction to Accounting I
        - BMGT 2303: Problem Solving and Decision Making
        - HRPO 1311: Human Relations
        - POFT 1349: Administrative Office Procedures II
        - POFT 2264: Practicum
    - Add the following course:
        - POFI 1204: Computer Fundamentals

Hays moved, seconded by Pullen to approve changes to the Office Technology 9 month certificate, professional certificate and AAS degree. The motion carried.

Paralegal Studies

Bruce Moseley submitted a request to make the following changes to the Paralegal Studies AAS (LGLA.AAS) degree:

- Change the program title to Legal Studies AAS
- Allow any speech from the approved list
- Reduce the Major Course Requirements to 21 semester hours including:
  - ENGL 1301: Composition II
  - LGLA 1301: Legal Research and Writing
  - LGLA 1307: Introduction to Law and the Legal Professions
  - LGLA 1345: Civil Litigation
  - LGLA 1353: Wills, Trusts and Probate Administration
  - LGLA 1355: Family Law
  - LGLA 2305: Interviewing and Investigating
- Add Major Course Options (12 semester hours)
  Choose 4 courses from the following list:
  - BUSI 1301: Business Law I
  - CRIJ 1310: Fundamentals of Criminal Law
  - LGLA 1309: Cognitive Skills for the Legal Profession
  - LGLA 1351: Contracts
  - LGLA 2303: Torts and Personal Injury Law
  - LGLA 2309: Real Property
  - LGLA 2366: Practicum
  - POFL 1305: Legal Terminology
- Increase Related Course Options to 12 semester hours
  Choose 4 courses from the following list:
  - BCIS 1305: Business Computer Applications
  - BCIS 1401: Microcomputer Applications
  - ENGL 2311: Technical and Business Writing
  - POFI 2340: Advanced Word Processing
  - POFT 2301: Intermediate Keyboarding
- Reduce the total from 68-69 to 60 semester hours

Moseley also submitted a request to make the following changes to the Paralegal Studies Professional Certificate (LGLA.CERT.PRO):

- Change program title to Legal Studies/Paralegal Professional Certificate
- Reduce the Major Course Requirements to 6 semester hours
  Choose 2 courses from the following list:
  - LGLA 1309: Cognitive Skills for the Legal Profession
  - LGLA 1351: Contracts
  - LGLA 1353: Wills, Trusts and Probate Administration
  - LGLA 1355: Family Law
  - LGLA 2303: Torts and Personal Injury Law

- o LGLA 2309: Real Property
- o LGLA 2366: Practicum
- Add Related Course Requirements (6 semester hours)
  - o BCIS 1305 Business Computer Applications
  - o BCIS 1401: Microcomputer Applications

Burton expressed concern that courses identified in the law career cluster are listed as optional courses in the Paralegal proposal.

Austin motioned, seconded by Pullen to table the request until Burton can discuss the career cluster concerns with Moseley. The motion carried.

Curriculum Revision Request

Division: Arts and Sciences

epartment/Program: Criminal Justice

Prepared by: Toni Gray

Request for the Criminal Justice Law Enforcement AAS (CJLE.AAS.LENF) and Law Enforcement Certificate (CJLE.CERT.LE):

    a. Add the following to the Amarillo College course inventory.
       CJLE 1135 Police Academy Fitness I
       CJLE 1136 Police Academy Fitness II

    b. Delete the following from the Amarillo College course inventory.
       CJLE 1132 Physical Fitness for Law Enforcement I

    c. Revise the Criminal Justice Law Enforcement AAS and Law Enforcement Certificate from the current to the proposed plans.

    d. Add and revise the WECM course descriptions that are attached. They now reflect word for word that of the WECM.

    e. Change Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE) to Texas Commission on Law Enforcement (TCOLE) where necessary.

The current and proposed degree plan, course descriptions and learning outcomes are attached.

Rationale / Justification / Assessment Data: At the WECM Workshop in Houston, Texas June 4-6, 2013, changes were made to include the physical fitness component to the WECM inventory to compliment the Basic Peace Officer Curriculum (BPOC). Prior to June 2013, there was only one physical fitness course for the BPOC and it could not be repeated if offered as an academic course. The WECM Committee added Police Academy Fitness I, II, III, and IV to the inventory. Amarillo College Criminal Justice will only use CJLE 1135 Police Academy Fitness I and CJLE 1136 Police Academy Fitness II.

CJLE 1135 and CJLE 1136 will be offered through the Physical Education Department as they have the expertise to implement a PT program beneficial for the recruits and that is defensible in a court of law.

The degree plan has been revised to reflect the two new courses.

The descriptions of Basic Peace Officer I, II, III, IV, and V have been revised to reflect the most current wording contained in the WECM inventory.

Also, the Commission has changed their name from the Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE) to Texas Commission on Law Enforcement (TCOLE). This change needs to be made in the degree plan and certificate.

Effects of Revisions

A. Faculty & Staff Requirements:	The addition of the CJLE 1135 and CJLE 1136 will be taught by existing adjunct faculty. Courses will be set up and offered according to the standard policy of Amarillo College.
B. Equipment/Facility Requirements:	West Campus Building B, Room 113. Equipment was purchased in fiscal year 2012-13 to use with existing equipment.
C. Location:	West Campus Building B, Room 113
D. Income projections:	Academic tuition and basic fees.
Effective Date:	January 2014

Course Descriptions

ADD

CJLE 1135 -Police Academy Fitness I

Course Description: Course provides information regarding personal health, fitness and stress management for police officers. Motivational, flexibility, and stretching techniques will be emphasized in conjunction with dietary considerations and self-test for students to monitor while involved in fitness programs.
Hours (1 sem hr; 2 lab)

End-of-Course Outcomes: Develop a dietary plan conducive to maintaining good health and fitness as police officers; demonstrate specific flexibility, stretching, and relaxation techniques that allow student to conduct effective and well-defined fitness workouts; assess training achievement pertaining to individual outcomes.

CJLE 1136 – Police Academy Fitness II

Course Description: Course will focus on overall body strengthening which is important for police officers when required to defend themselves or others, subdue suspects, or rescue victims of natural or unnatural disasters or events.
Hours (1 sem hr; 2 lab)

End-of-Course Outcomes: Develop a plan of how to properly improve body strength through weight and practical training with simulated body drags and carries; utilize body strengthening equipment to achieve specific benchmarks relative to body conditioning; achieve specific goals when performing training exercises relative to student's age, gender, and physical condition; assess training accomplishments pertaining to individual goals.

REVISE

CJLE 1506 - Basic Peace Officer I

~~Basic preparation for a new peace officer. Covers fitness and wellness, stress management, professional policing, professionalism and ethics, U.S. Constitution and Bill of Rights, Texas Penal Code, Texas Code of Criminal Procedure, civil process, mental illness and crisis intervention training, and Family Code and Juvenile~~ ~~Issues.~~

Course Description: Basic preparation for a new peace officer. Should be taken in conjunction with Basic Peace Officer II, III, IV, and V (supplement) to satisfy the Texas Commission on Law Enforcement approved Basic Peace Officer Training Academy. ***THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS LICENSED AS A POLICE ACADEMY BY Texas Commission on Law Enforcement. ***
Hours (5 sem hrs; 10.25 hours per week/164 actual clock hours)

End-of-Course Outcomes: Demonstrate outcomes set forth for Texas Commission on Law Enforcement Course #1000.

CJLE 1512 - Basic Peace Officer II
Prerequisite: CJLE 1506

~~Basic preparation for a new peace officer. Covers traffic law, accident investigation, traffic direction, intoxicated driver and standard field sobriety testing, Texas Alcohol Beverage Commission, written and verbal communications, multicultural diversity and Health and Safety Code.~~

Course Description: Basic preparation for a new peace officer. Should be taken in conjunction with Basic Peace Officer I, III, IV, and V (supplement) to satisfy the Texas Commission on Law Enforcement approved Basic Peace Officer Academy. ***THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS LICENSED AS A POLICE ACADEMY BY Texas Commission on Law Enforcement. ***
Hours (5 sem hrs; 10.25 hours per week/164 actual clock hours)

End-of-Course Outcomes: Demonstrate outcomes set forth for Texas Commission on Law Enforcement Course #1000.

CJLE 1518 - Basic Peace Officer III
Prerequisites: CJLE 1506

~~Basic preparation for a new peace officer. Covers Spanish for peace officers, use of force law and options, emergency medical care, emergency communications, family violence and mechanics of arrest.~~

Course Description: Basic preparation for a new peace officer. Should be taken in conjunction with Basic Peace Officer I, II, IV, and V (supplement) to satisfy the Texas Commission on Law Enforcement approved Basic Peace Officer Academy. ***THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS LICENSED AS A POLICE ACADEMY BY Texas Commission on Law Enforcement. ***
Hours (5 sem hrs; 9 hours per week/144 actual clock hours)

End-of-Course Outcomes: Demonstrate the outcomes set forth for Texas Commission on Law Enforcement Course #1000.

CJLE 1524 - Basic Peace Officer IV
Prerequisites: CJLE 1506

~~Basic preparation for a new peace officer. Covers criminal investigation topics, victims of crime, firearms training, driving, hazardous material recognition and problem solving for law enforcement.~~

Course Description: Basic preparation for a new peace officer. Should be taken in conjunction with Basic Peace Officer I, II, III, and V (supplement) to satisfy the Texas Commission on Law Enforcement approved. Basic Peace Officer Training Academy. ***THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS LICENSED AS A POLICE ACADEMY BY Texas Commission on Law Enforcement. ***
Hours (5 sem hrs; 10.25 hours per week/164 actual clock hours)

End-of-Course Outcomes: Demonstrate outcomes set forth for Texas Commission on Law Enforcement Course #1000.

CJLE 1429 - Basic Peace Officer V
Prerequisite: CJLE 1506

~~Basic preparation for a new peace officer. Includes patrol procedures and a review of entire basic peace officer training to prepare for the state licensing exam.~~

Course Description: Supplemental course taken in conjunction with Basic Peace Officer Courses I, II, III, and IV. Satisfies or exceeds the Texas Commission on Law Enforcement approved Basic Peace Officer Academy Course #1000. ***THIS COURSE MAY BE OFFERED ONLY BY INSTITUTIONS LICENSED AS A POLICE ACADEMY BY Texas Commission on Law Enforcement. ***
(4 sem hrs; 4 hours per week/64 actual clock hours)

End-of-Course Outcomes: Demonstrate the role and function of a Texas Peace Officer and identify, analyze, and resolve law enforcement issues, problems, and concerns.

CRIMINAL JUSTICE (A.A.S.)

Program Advisors: Sondra Beighle, 354-6049 (skbeighle@actx.edu), Toni Gray, 354-6081 (tbgray@actx.edu) or contact Cherie Clifton, 354-6007 (caclifton@actx.edu)

Associate in Applied Science
Major Code - CJLE.AAS.LENF

For students wishing to pursue a career in law enforcement or homeland security.

General Education Requirements (15 Semester Hours)
Communication –6 Hours
   Speech*
   ENGL 1301: Freshman Composition I
Humanities/Fine Arts*
Mathematics/Natural Sciences* **– 3 Hours**
Social Behavioral Sciences
   PSYC 2301: General Psychology

Law & Public Safety Core (9 Semester Hours)
   BUSI 2301: Business Law I
   CRIJ 1310: Fundamentals of Criminal Law
   POFL 1305: Legal Terminology

Major Course Requirements (12 Semester Hours)
   CRIJ 1301: Introduction to Criminal Justice
   CRIJ 1306: Court Systems and Practices
   CRIJ 2313: Correctional Systems and Practices
   CRIJ 2328: Police Systems and Practices

Major Options (24-27 Semester Hours)
Students should select a program concentration in Homeland Security or Law Enforcement.

Homeland Security (24-27)

   HMSY 1337: Introduction to Homeland Security
   HMSY 1342: Understanding and Combating Terrorism
   HMSY 1340: Homeland Security Intelligence Ops
   HMSY 1343: Weapons of Mass Destruction
   SOCI 2336: Criminology
Complete 9-12 hours (3) from the following:
   CRIJ 1307: Crime in America
   CRIJ 2314: Criminal Investigation
   FORS 2440: Forensic Science I
   FORS 2450: Forensic Science II
   CPMT 1351: IT Essentials I: PC Hardware & Software
   ITCC 1401: ITCC 1401 - Cisco Exploration I – Network Fundamentals
   ITSY 1342: Information Technology Security

Law Enforcement – 26 Hours
The following classes include the ~~Texas Commission on Law Enforcement Officers Standards and Education (TCLEOSE)~~ approved Basic Peace Officer Academy and can only be taken as a Unit. ~~The classes are a total of 796 clock hours and will enable students who complete all classes to sit for the state licensing (TCLEOSE) exam.~~ *Entrance into this program requires specific instruction. Please contact the program advisor.*

   CJLE 1506: Basic Peace Officer I
   CJLE 1512: Basic Peace Officer II
   CJLE 1518: Basic Peace Officer III
   CJLE 1524: Basic Peace Officer IV
   CJLE 1429: Basic Peace Officer V
   ~~PHED 1101: Lifetime Fitness~~
   ~~CJLE 1132: Physical Fitness for Law Enforcement~~

Related Course Requirement (3 Semester Hours)
   BCIS 1305: Business Computer Applications

   Total (63-66 Semester Hours)

PROPOSED CRIMINAL JUSTICE (A.A.S.)

Program Advisors: Sondra Beighle, 354-6049 (skbeighle@actx.edu), Toni Gray, 354-6081 (tbgray@actx.edu) or contact Cherie Clifton, 354-6007 (caclifton@actx.edu)

Associate in Applied Science
Major Code - CJLE.AAS.LENF

For students wishing to pursue a career in law enforcement or homeland security.

General Education Requirements (15 Semester Hours)
Communication – 3 Hours
    ENGL 1301: Freshman Composition I
Social Behavioral Sciences
    PSYC 2301: General Psychology
Life & Physical Sciences/Mathematics * – 3 Hours
Language, Philosophy & Culture/Creative Arts*
Institutional Requirement – 3 Hours
    Speech*

Law & Public Safety Core (9 Semester Hours)
    BUSI 2301: Business Law I
    CRIJ 1310: Fundamentals of Criminal Law
    POFL 1305: Legal Terminology

Major Course Requirements (12 Semester Hours)
    CRIJ 1301/*CJSA 1322: Introduction to Criminal Justice
    CRIJ 1306/*CJSA 1313: Court Systems and Practices
    CRIJ 2313: Correctional Systems and Practices
    CRIJ 2328/*CJSA 1359: Police Systems and Practices

Major Options (24-27 Semester Hours)
Students should select a program concentration in Homeland Security or Law Enforcement.

Homeland Security (24-27)

    HMSY 1337: Introduction to Homeland Security
    HMSY 1342: Understanding and Combating Terrorism
    HMSY 1340: Homeland Security Intelligence Ops
    HMSY 1343: Weapons of Mass Destruction
    SOCI 2336: Criminology
    Complete 9-12 hours (3) from the following:
    CRIJ 1307: Crime in America
    CRIJ 2314: Criminal Investigation
    FORS 2440: Forensic Science I
    FORS 2450: Forensic Science II
    CPMT 1351: IT Essentials I: PC Hardware & Software
    ITCC 1401: ITCC 1401 - Cisco Exploration I – Network Fundamentals
    ITSY 1342: Information Technology Security

Law Enforcement – 26 Hours
The following classes include the Texas Commission on Law Enforcement (TCOLE) approved Basic Peace Officer Academy and can only be taken as a Unit. Completion of all classes will enable students to sit for the state licensing (TCOLE) exam. *Entrance into this program requires specific instruction. Please contact the program advisor.*

    CJLE 1506: Basic Peace Officer I
    CJLE 1512: Basic Peace Officer II
    CJLE 1518: Basic Peace Officer III
    CJLE 1524: Basic Peace Officer IV
    CJLE 1429: Basic Peace Officer V
    CJLE 1135: Police Academy Fitness I
    CJLE 1136: Police Academy Fitness II

Related Course Requirement (3 Semester Hours)
    BCIS 1305: Business Computer Applications

Total (63-66 Semester Hours)

Program Advisor: Sondra Beighle, 354-6049 (skbeighle@actx.edu) or contact Cherie Clifton, 354-6007 (caclifton@actx.edu)

Certificate of Completion
Major Code - CJLE.CERT.LE
actx.edu/cj

Contact the Testing Center or the Program Advisor for testing requirements. Testing requirements are based on the unique needs of the certificate program.

For persons wishing to pursue a career in law enforcement. Students will receive a certificate enabling them to sit for the State Examination by Texas Commission on Law Enforcement Officer Standards and Education (TCLEOSE) to become a Licensed Peace Officer. The hours will also apply toward an Associate of Applied Science Degree in Criminal Justice Law Enforcement. A student desiring entrance into this program must contact the Program Advisor or Criminal Justice Programs for instructions.

Program Requirements

Major Requirements (26 Semester Hours)

The following classes are the Texas Commission on Law Enforcement Officers Standards and Education (TCLEOSE) approved Basic Peace Officer Academy and can only be taken as a Unit. The classes will enable students who complete all classes to sit for the state licensing (TCLEOSE) exam.

- CJLE 1429 - Basic Peace Officer V
- CJLE 1506 - Basic Peace Officer I
- CJLE 1512 - Basic Peace Officer II
- CJLE 1518 - Basic Peace Officer III
- CJLE 1524 - Basic Peace Officer IV
- PHED 1101 – Lifetime Fitness
- CJLE 1132 – Physical Fitness for Law Enforcement

Total (26 Semester Hours)

PROPOSED

Program Advisor: Sondra Beighle, 354-6049 (skbeighle@actx.edu) or contact Cherie Clifton, 354-6007 (caclifton@actx.edu)

Certificate of Completion
Major Code - CJLE.CERT.LE
actx.edu/cj

Contact the Testing Center or the Program Advisor for testing requirements. Testing requirements are based on the unique needs of the certificate program.

For persons wishing to pursue a career in law enforcement. Students will receive a certificate enabling them to sit for the State Examination by Texas Commission on Law Enforcement (TCOLE) to become a Licensed Peace Officer. The hours will also apply toward an Associate of Applied Science Degree in Criminal Justice Law Enforcement. A student desiring entrance into this program must contact the Program Advisor or Criminal Justice Programs for instructions.

Program Requirements

Major Requirements (26 Semester Hours)

The following classes are the Texas Commission on Law Enforcement (TCOLE) approved Basic Peace Officer Academy and can only be taken as a Unit. Completion of all classes will enable students to sit for the state licensing (TCOLE) exam.

- CJLE 1429 - Basic Peace Officer V
- CJLE 1506 - Basic Peace Officer I
- CJLE 1512 - Basic Peace Officer II
- CJLE 1518 - Basic Peace Officer III
- CJLE 1524 - Basic Peace Officer IV
- CJLE 1135 – Police Academy Fitness I
- CJLE 1136 – Police Academy Fitness II

Total (26 Semester Hours)

Curriculum Revision Request Form

Division: Arts and Sciences

Department / Program: Business Department/Office Administration

Prepared by: Gay Mills

Request: Program Revisions for Office Assistant Certificate

- Course additions must include student learning outcomes
- Program changes/additions must include program goals

a.

Add HRPO 1311 (Human Relations) to Office Assistant (9-month certificate) major course requirements

b.

Add BMGT 1382 (Cooperative Education--Business) to Office Assistant (9-month certificate) major course requirements

c.

Add ACNT 1303 (Introduction to Accounting) to Office Assistant (9-month certificate) major course requirements

d.

Eliminate POFT 2312 (Business Correspondence and Communication) from the Office Assistant major course requirements to remain within maximum program loads.

Rationale / Justification / Assessment Data:

In order to align the Office Administration programs with career cluster mandates, three courses were determined to serve as core courses for Office Administration core cluster students: HRPO 1311--Human Relations, ACNT 1303--Introduction to Accounting, and BMGT 1382--Cooperative Education--Business. The changes in our proposed curriculum reflect these changes.

Effects of Revisions: None

    A. Faculty & Staff Requirements: No changes

    B. Equipment/Facility Requirements: No changes

    C. Location: N/A

    D. Income projections: No changes

Effective Term: Fall 2014

Print

CURRENT	PROPOSED

CURRENT

Office Assistant – 9 month Certificate

P... ...am Advisor: Gay Mills, 371-5099 (jgmills@actx.edu) or contact Donna Pergrem, 371-5451 (drpergrem@actx.edu)

Contact the Testing Center or Program Advisor for testing requirements. Testing requirements are based on the unique needs of the certificate program.

Certificate of Completion
Major Code - OFAD.CERT
actx.edu/office_admin
This certificate creates the foundation for all other Office Administration certificates and degrees. This curriculum prepares the student for office employment as an Office Assistant. The student will be proficient on a computer with satisfactory speed and accuracy, will be competent in Microsoft Word, Excel, Access and PowerPoint, will possess professional traits when communicating with others (both verbally and in writing), will be knowledgeable of grammar rules and business math principles, and will practice office simulations. Upon completion of this curriculum, a certificate will be awarded. Additional information is available on the Office Administration website.

Pi ...ram Requirements

Major Course Requirements (32 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 Workforce Preparation
POFT 1325 - Business Math Using Technology
*POFT 2301 - Intermediate Keyboarding
~~POFT 2312 - Business Correspondence & Communication~~
POFT 2333 - Advanced Keyboarding

Note: *Student must have POFT 1329: ~~Keyboarding and Document Formatting~~ skills or instructor approval before enrolling in POFT 2301: ~~Document Formatting and Skillbuilding.~~

Total (32 Semester Hours)

PROPOSED

Office Assistant – 9 month Certificate

Program Advisor: Gay Mills, 371-5099 (jgmills@actx.edu) or contact Donna Pergrem, 371-5451 (drpergrem@actx.edu)

Contact the Testing Center or Program Advisor for testing requirements. Testing requirements are based on the unique needs of the certificate program.

Certificate of Completion
Major Code - OFAD.CERT
actx.edu/office_admin
This certificate creates the foundation for all other Office Administration certificates and degrees. This curriculum prepares the student for office employment as an Office Assistant. The student will be proficient on a computer with satisfactory speed and accuracy, will be competent in Microsoft Word, Excel, Access and PowerPoint, will possess professional traits when communicating with others (both verbally and in writing), will be knowledgeable of grammar rules and business math principles, and will practice office simulations. Upon completion of this curriculum, a certificate will be awarded. Additional information is available on the Office Administration website.

Program Requirements

Major Course Requirements (40 Semester Hours)

ACNT 1303 - Introduction to Accounting I
BMGT 1382 - Cooperative Education - Business
HRPO 1311 - Human Relations
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 Workforce Preparation
POFT 1325 - Business Math Using Technology
POFT 2203 - Speed & Accuracy Building
*POFT 2301 - Intermediate Keyboarding
POFT 2333 - Advanced Keyboarding

Note: *Student must have POFT 1329: Beginning Keyboarding skills or instructor approval before enrolling in POFT 2301: Intermediate Keyboarding

Total (40 Semester Hours)

Curriculum Revision Request Form

Division: Arts and Sciences

Department / Program: Business Department/Office Administration

Prepared by: Gay Mills

Request: Program Revisions for Professional Certificate

- Course additions must include student learning outcomes
- Program changes/additions must include program goals

a.

   Add HRPO 1311 (Human Relations) to Professional Certificate major course requirements

b.

   Add BMGT 1382 (Cooperative Education--Business) to Professional Certificate major course requirements

c.

   Add ACNT 1303 (Introduction to Accounting) to Professional Certificate major course requirements

d.

   Eliminate courses--as needed--from the Professional Certificate specialty course requirements to remain within maximum program loads

Rationale / Justification / Assessment Data:

In order to align the Office Administration programs with career cluster mandates, three courses were determined to serve as core courses for Office Administration Professional Certificate students: HRPO 1311--Human Relations, ACNT 1303--Introduction to Accounting, and BMGT 1382--Cooperative Education--Business. The changes in our proposed curriculum reflect these changes.

Effects of Revisions: None

    A. Faculty & Staff Requirements: No changes

    B. Equipment/Facility Requirements: No changes

    C. Location: N/A

    D. Income projections: No changes

Effective Term: Fall 2014

Print

CURRENT	PROPOSED

Office Administration Professional Certificate
Program Advisor: Gay Mills, 371-5099 (jgmills@actx.edu) or contact Donna Pergrem, 371-5451 (drpergrem@actx.edu)

Office Administration Professional Certificate
Program Advisor: Gay Mills, 371-5099 (jgmills@actx.edu) or contact Donna Pergrem, 371-5451 (drpergrem@actx.edu)

Certificate of Completion
Major Code - OFAD.CERT.PRO
actx.edu/office_admin
This curriculum prepares students for positions requiring advanced training in the Administrative Professional field. Students will complete the courses included in the Office Assistant certificate, with options of specializing in legal offices, medical offices and office manager positions. The major course requirements (34 semester hours) are shared by all areas. Additional information is available on the Office Administration website.

Certificate of Completion
Major Code - OFAD.CERT.PRO
actx.edu/office_admin
This curriculum prepares students for positions requiring advanced training in the Administrative Professional field. Students will complete the courses included in the Office Assistant certificate, with options of specializing in legal offices, medical offices and office manager positions. The major course requirements (34 semester hours) are shared by all areas. Additional information is available on the Office Administration website.

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 Workforce Preparation
POFT 1325 - Business Math Using Technology
PO 203 - Speed and Accuracy Building
POFT 2301 - Intermediate Keyboarding
POFT 2312 - Business Correspondence & Communication
POFT 2333 - Advanced Keyboarding

Program Requirements
Major Course Requirements (41 Semester Hours)
ACNT 1303 - Introduction to Accounting I
BMGT 1382 - Cooperative Education - Business
HRPO 1311 - Human Relations
ITSC 1309 - Integrated Software Applications I
ITSW 1304 - Introduction to Spreadsheets
POFI 2301 - Word Processing
POFT 1301 - Business English
POFT 1309 - Administrative Office Procedures I
POFT 1313 - Professional Workforce Preparation
POFT 1325 - Business Math Using Technology
POFT 2203 - Speed and Accuracy Building
POFT 2301 - Intermediate Keyboarding
POFT 2312 - Business Correspondence & Communication
POFT 2333 - Advanced Keyboarding

Specialty Course Requirements (21-23 Semester Hours)

Specialty Course Requirements (14-15 Semester Hours)

Student must choose one of the following specialties:
Administrative Professional (21 Semester Hours)

Student must choose one of the following specialties:
Administrative Professional (14 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 (or Field Experience) - Administrative Assistant and Secretarial Science, General

POFI 1204 – Computer Fundamentals
POFI 2331 - Desktop Publishing for the Office
POFI 2340 - Advanced Word Processing
POFT 1319 - Records and Information Management I
POFT 1345 - Shorthand/Notetaking I

CURRENT	PROPOSED

CURRENT

Legal Office Administrative Professional (23 Semester Hours)

B~~~ 1301 - 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 (or Field Experience) - Administrative Assistant and 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 (or Field Experience) - Administrative Assistant and Secretarial Science, General~~

Total (55-57 Semester Hours)

PROPOSED

Legal Office Administrative Professional (14 Semester Hours)

LGLA 1309 – Introduction to Law and the Legal Profession
POFI 1204 – Computer Fundamentals
POFI 2340 – Advanced Word Processing
POFL 1305 – Legal Terminology
POFT 1345 – Shorthand/Notetaking I

Medical Office Administrative Professional (15 Semester Hours)

HITT 1305 – Medical Terminology I
HITT 1341 – Coding and Classification Systems — hours are 4 in WECM
or
HITT 1342 Ambulatory Coding
POFI 2340 – Advanced Word Processing
POFM 1327 – Medical Insurance
POFT 1319 – Records and Information Management I

Office Manager (14 Semester Hours)

BMGT 1301 – Supervision
POFI 1204 - Computer Fundamentals
POFI 2331 - Desktop Publishing for the Office
POFI 2340 - Advanced Word Processing
POFT 1319 - Records and Information Management I

Total (55-56 Semester Hours)

Curriculum Revision Request Form

Division: Arts and Sciences

Department / Program: Business Department/Office Administration

Prepared by: Gay Mills

Request: Program Revisions for A.A.S. Degree

- Course additions must include student learning outcomes
- Program changes/additions must include program goals

a.

    Add HRPO 1311 (Human Relations) to A.A.S. degree major course requirements
    Add BMGT 1382 (Cooperative Education--Business) to A.A.S. degree major course requirements
    Add ACNT 1303 (Introduction to Accounting) to A.A.S. degree major course requirements

b.

    Eliminate courses--as needed--from the A.A.S. degree specialty course requirements to remain within maximum credit range

c.

    Propose revisions to general education requirements to reflect new core curriculum guidelines

d.

Rationale / Justification / Assessment Data:

In order to align the Office Administration programs with career cluster mandates, three courses were determined to serve as core courses for Office Administration Associate Degree students: HRPO 1311--Human Relations, ACNT 1303--Introduction to Accounting, and BMGT 1382--Cooperative Education--Business. The changes in our proposed curriculum reflect these changes.

Also included in this proposal are the necessary revisions to the general education requirements that reflect the newly-updated core curriculum guidelines.

Effects of Revisions: None

    A. Faculty & Staff Requirements: No changes

    B. Equipment/Facility Requirements: No changes

    C. Location: N/A

    D. Income projections: No changes

Effective Term: Fall 2014

Print

CURRENT	PROPOSED
Office Administration (A.A.S.)	**Office Administration (A.A.S.)**
Program Advisor: Gay Mills, 371-5099 (jgmills@actx.edu) or cc ct Donna Pergrem, 371-5451 (drpergrem@actx.edu)	Program Advisor: Gay Mills, 371-5099 (jgmills@actx.edu) or contact Donna Pergrem, 371-5451 (drpergrem@actx.edu)

Current

Office Administration (A.A.S.)

Program Advisor: Gay Mills, 371-5099 (jgmills@actx.edu) or cc ct Donna Pergrem, 371-5451 (drpergrem@actx.edu)

Associate in Applied Science
Major Code - OFAD.AAS
actx.edu/office_admin

This curriculum prepares students for positions requiring advanced training in the Administrative Professional field. Students will complete the courses included in the Office Assistant certificate, with options of specializing in legal offices, medical offices and office manager positions. The Associate Degree includes courses in the Professional Certificate as well as 15 semester hours of general education requirements.

Program Requirements
General Education Requirements (15 Semester Hours)

Communication - 6 Hours
Speech
ENGL 1301 - Composition I

Humanities/Fine Arts - 3 Hours
Humanities or Fine Arts

M   matics/Natural Sciences - 3 Hours
~~MATH 1332 - Contemporary Mathematics I~~
~~(or any college level Mathematics course)~~

Social/Behavioral Sciences - 3 Hours
Social/Behavioral Science
~~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 Workforce Preparation
POFT 1325 - Business Math Using Technology
POF ^203 - Speed and Accuracy Building
POF ∠301 - Intermediate Keyboarding
POFT 2312 - Business Correspondence & Communication
POFT 2333 - Advanced Keyboarding

Proposed

Office Administration (A.A.S.)

Program Advisor: Gay Mills, 371-5099 (jgmills@actx.edu) or contact Donna Pergrem, 371-5451 (drpergrem@actx.edu)

Associate in Applied Science
Major Code - OFAD.AAS
actx.edu/office_admin

This curriculum prepares students for positions requiring advanced training in the Administrative Professional field. Students will complete the courses included in the Office Assistant certificate, with options of specializing in legal offices, medical offices and office manager positions. The Associate Degree includes courses in the Professional Certificate as well as 15 semester hours of general education requirements.

AAS General Education Requirements

Communication - 3 Hours
ENGL 1301 - Composition I

Social/Behavioral Science - 3 Hours
EDUC/PSYC 1300: First Year Seminar – Learning Framework
OR
EDUC/PSYC 1200: First Year Seminar-Learning Framework
AND
PHED 1164: Fitness and Wellness

Life & Physical Sciences - 3 Hours
Or
Mathematics
MATH 1314 - College Algebra   *any math*

Language, Philosophy & Culture - 3 Hours
Or
Creative Arts

Institutional Requirement - 3 Hours
Speech

Major Course Requirements (41 Semester Hours)
ACNT 1303 – Introduction to Accounting I
BMGT 1382 – Cooperative Education – Business
HRPO 1311 – Human Relations
ITSC 1309 – Integrated Software Applications I
ITSW 1304 – Introduction to Spreadsheets
POFI 2301 – Word Processing
POFT 1301 – Business English
POFT 1309 – Administrative Office Procedures I
POFT 1313 – Professional Workforce Preparation
POFT 1325 – Business Math Using Technology
POFT 2203 – Speed and Accuracy Building
POFT 2301 – Intermediate Keyboarding
POFT 2312 – Business Correspondence & Communication
POFT 2333 – Advanced Keyboarding

CURRENT	PROPOSED
Specialty Course Requirements (21-23 Semester Hours)	**Specialty Course Requirements (14-15 Semester Hours)**

<table>
<tr><td>

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 (or Field Experience) –
Administrative Assistant and Secretarial Science, General

</td><td>

Student must choose one of the following specialties:
Administrative Professional (14 Semester Hours)

POFI 1204 - Computer Fundamentals
POFI 2331 - Desktop Publishing for the Office
POFI 2340 - Advanced Word Processing
POFT 1319 - Records and Information Management I
POFT 1345 - Shorthand/Notetaking I

</td></tr>
<tr><td>

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 (or Field Experience) –
Administrative Assistant and Secretarial Science, General

</td><td>

Legal Office Administrative Professional (14 Semester Hours)

LGLA 1309 – Introduction to Law and the Legal Profession
POFI 1204 - Computer Fundamentals
POFI 2340 - Advanced Word Processing
POFL 1305 - Legal Terminology
POFT 1345 - Shorthand/Notetaking I

</td></tr>
<tr><td>

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

</td><td>

Medical Office Administrative Professional (15 Semester Hours)

HITT 1305 - Medical Terminology I
HITT 1341 - Coding and Classification Systems
or
HITT 1342 - Ambulatory Coding
POFI 2340 - Advanced Word Processing
POFM 1327 - Medical Insurance
POFT 1319 - Records and Information Management I

</td></tr>
</table>

CURRENT	PROPOSED

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 (or Field Experience) - Administrative~~
~~Assistant and Secretarial Science, General~~

Total (70-72 Semester Hours)

Office Manager (14 Semester Hours)

BMGT 1301 – Supervision
POFI 1204 - Computer Fundamentals
POFI 2331 - Desktop Publishing for the Office
POFI 2340 - Advanced Word Processing
POFT 1319 - Records and Information Management I

Total (70-71 Semester Hours)