**Division:** STEM
**Department / Program:** BSET/Office Administration
**Prepared by:** Dr. Carol Buse
**Request:**

1. Add POFI 2350 Databases to the course inventory.
2. Change the Office Administration AAS degree as follows:
   a. Remove the following courses from the Major Course Requirements:
      a. ITSC 1309 – Integrated Software Applications I
      b. ITSW 1304 – Introduction to Spreadsheets
      c. POFI 2301 – Word Processing
      d. POFT 2303 – Speed & Accuracy Building
   b. Remove the following specialty options from the OFAD.AAS degree program:
      a. Administrative Professional (15 hours)
      b. Legal Office Administrative Professional (15 hours)
      c. Medical Office Administrative Professional (15 hours)
      d. Office Manager (15 hours)
   c. Add BCIS 1305 Business Computer Applications to required Social and Behavioral Sciences core course.
   d. Add the following courses to the Major Course Requirements:
      a. ACNT 1303 – Introduction to Accounting I
      b. POFI 2331 – Desktop Publishing for the Office
      c. POFI 2350 – Databases
      d. POFT 1329 – Beginning Keyboarding
      e. POFT 1349 – Administrative Office Procedures II
   e. Add Related Course Requirements (9 Hours)
      a. ITSC 2335 – Application Software Problem Solving
      b. BMGT 1305 – Communications in Management
      c. HRPO 1311 – Human Relations
3. Remove the following marketable-skills certificates:
   OFAD.MKT.SOFT – Office Administration Software Cert
4. Revise the OFAD.MKT.BASICS Office Administration Basics to become a Level 1 OFAD.CERT.BASIC – Basic Skills
5. Revise the following Level-1, 30 hour certificate:
   OFAD.CERT – Office Assistant
6. Revise the following Professional certificate
   OFAD.CERT.PRO – Office Administration Professional Cert

# Amarillo College Curriculum Committee Form

Course Curriculum Changes – Add POFI 2350 to the Inventory

**Program Division:** STEM
**Department:** Business Systems and Emerging Technology
**Program Point of Contact:** Gay Mills, Program Coordinator 371- 5099
**Date of Submission:** 1/20/2016 (Revised 2/29/2016)

| Requested Information | Information Response |
|---|---|
| Associated 10-digit CIP (If Applicable): Use the CIP for the majority of the courses within the program | 5204010004 |
| Associated Study Area Identify primary program associated with course | Office Administration |
| Planned Effective Date: | Term: Fall Year: 2016 |
| Course title (written out): | Databases |
| Course prefix and number: | POFI 2350 |
| Course Description: | In-depth instruction of database theory and the practical applications of a database. This course is designed to be repeated multiple times to improve student proficiency. |
| Reason for Request: We have had requests for this class from both the several industry professionals in both the Administrative Assistant area and in Legal Studies. We plan on using this course for three programs: OFAD, LGLA, and as an elective in CIS | |

| Requested Information | Information Response |
|---|---|
| On this section, please delete out the options in the right column that do not apply. The answers you leave will be your response. | |
| Course Type | • Workforce Education Manual (WECM) |
| Instructional Method | . <br> • Lecture – Instruction delivered in face-to-face format <br> Faculty give oral presentation facts/figures <br> • Lab – Instruction delivered in face-to-face format <br> Designed for individual or group study of a subject involving application of theory through observation, experimentation, and <br> • Lecture/Lab – Instruction delivered in face-to-face format <br> Combination of Lecture/Lab Instruction <br> • Hybrid <br> 50-84% of instruction occurs with student/instructor in different location <br> • WEB <br> 100% Web based – may use variety of teaching methods <br> • Enhanced Online <br> Face-to-face totals no more than 15% instructional time – may use variety of teaching methods |
| Is this class intended to be included in next year's core curriculum? | • No |

| If not a class intended for core inclusion, please list your outcomes. Otherwise, leave this table blank. |
| --- |
| **Course Outcomes for Course Not Intended for Core** |
| 1. Structure a database<br>2. Create and format tables, forms, and reports<br>3. Create and modify queries<br>4. Manipulate data |

| Requested Information | Information Response |
| --- | --- |
| On this section, please delete out the options in the right column that do not apply. The answers you leave will be your response. | |
| Is this a unique needs course? | • No |
| Is this a local needs course? | • No |
| What is the session cycle? | • Fall/spring only |
| What is the yearly cycle? | • Every year |
| What is the retake policy? | • Unlimited<br>(CoBoard will not fund more than 3 repeats of a course, but student may be allowed unlimited times) |

| Requested Information | Information Response |
| --- | --- |
| List any pre-requisites (prefix and number) and provide a justification | BCIS 1305 – WECM states basic computer skills are required. BCIS 1305 satisfies Basic Computer Skills.  WECM also has this course listed as Intermediate.   It will be difficult for beginning students to be successful in POFI 2350 without the prerequisite. |
| List any co-requisites (prefix and number) and provide a justification | |
| Are there fees? (Yes or No) and if so, please list the fee information | Any automatic fees for lab or distance learning.  No unique fees |
| Number of semester credit hours or contact hours | 3 Credit hours    96 Contact hours |
| Number of weekly lecture hours<br>(If none, please leave blank) | 2 |
| Number of weekly lab hours<br>(If none, please leave blank) | 4 |
| Number of weekly external hours<br>(If none, please leave blank) | |

# Amarillo College Curriculum Committee Form

Close OFAD.MKT.SOFT Major Code

**Program Division:** STEM
**Department:** Business Systems & Emerging Technology
**Program Point of Contact:** Gay Mills, Program Coordinator 371- 5099
**Date of Submission:** 1/20/2016 (Revised 2/29/2016)

| Requested Information | Information Response |
|---|---|
| Associated 10-digit CIP (If Applicable): <br> Use the CIP for the majority of the courses within the program | 5204010004 |
| Associated Study Area <br> Identify primary program associated with course | Office Administration |
| Planned Effective Date: | Term: Fall <br> Year: 2016 |
| Program Title (Written Out): <br> (e.g. Aviation Maintenance Technology) | Office Administration Software Certificate |
| Degree Audit Name <br> (e.g. AERM.AAS) | OFAD.MKT.SOFT |
| Reason/Justification for Request. No students are currently enrolled in this certificate.  The courses that were required for this certificate are being phased out and merged with courses in CIS to streamline the department. | |

| Requested Information | Information Response |
|---|---|
| **On this section, please delete out the options in the right column that do not apply. The answers you leave will be your response.** | |
| Will other major codes still be active in this program area? | o   Yes |
| Do you wish to deactivate or close this program? | • Close (i.e. discontinue and remove from program inventory) <br>    ➢ Note: Only if "0" students are enrolled |

| Please provide a plan for how you will accommodate currently enrolled students and include information related to your planned deactivation/closure of the program. | |
|---|---|
| **Requested Information** | **Information Response** |
| Date of deactivation/closure (Date when new students will no longer be admitted) | Fall, 2016 |
| Teach-Out Plan | o   An explanation of how affected parties (students, faculty, staff) will be informed of the impending deactivation/closure <br> Advising.  Currently 0 students are enrolled in this certificate <br> o   An explanation of how all affected students will be able to complete their programs of study with minimal disruption <br> Currently 0 students are enrolled in this certificate. <br> o   An indication as to whether the teach-out plan will incur additional charges/expenses to the students and, if so, how the students will be notified <br> Currently 0 students are enrolled in this |
| Signed Copies of Teach-out Agreements with other institutions (if any) | N/A |
| Explain how faculty/staff will be redeployed or helped to find new employment | Faculty members are not affected. |

# Amarillo College Curriculum Committee Form

Program Changes – Revise OFAD.MKT.BASICS Curriculum

**Program Division:** STEM
**Department:** Business Systems & Emerging Technology/Office Administration
**Program Point of Contact:** Carol Buse, Chair 371-5994
**Date of Submission:** 1/20/2016 (Revised 2/29/2016)

| Requested Information | Information Response |
|---|---|
| Associated 10-digit CIP (If Applicable):<br>Use the CIP for the majority of the courses within the program | 5204010004 |
| Associated Study Area<br>Identify primary program associated with course | Office Administration |
| Planned Effective Date: | Term: Fall<br>Year: 2016 |
| Current Program Title (Written Out):<br>(e.g. Aviation Maintenance Technology) | Office Administration Basics |
| Degree Audit Name<br>(e.g. AERM.AAS) | OFAD.MKT.BASICS |
| Reason/Justification for Request: Create stackable certificates leading to an AAS. Change the Marketable Skills Certificate to a Level-1 Certificate. | |
| Potential Impact on Current Students Enrolled in Certificate or Degree Programs: Potential Impact on Current Students Enrolled in Certificate or Degree Programs: One course is being removed from the certificate and two courses are added. Since this certificate is moving to a Level-1 certificate, students must take the additional course to receive this certificate. | |

| Requested Information | Information Response |
|---|---|
| On this section, please delete out the options in the right column that do not apply. The answers you leave will be your response. | |
| Has a substantial increase or decrease in the number of clock or credit hours awarded for successful completion of a program occurred (substantial defined as noticeable impact on time to completion)? | • From 12 to 15 hours |
| Does this change involve a move from clock to credit hours? | • No |
| This change relates to the following items | • None of the Above |

**COURSE SEQUENCING AND REQUIREMENTS – For Catalog**

| Current | | | Proposed | |
|---|---|---|---|---|
| **Office Administration Basic Skills Certificate** | HRS | | **Office Administration Basic Skills Certificate** | HRS |
| **Total Hours** | **12** | | **Total Hours** | **15** |
| Program advisor: ~~Gay Mills, 371-5099 (jgmills@actx.edu),~~ ~~Debbie Bailey, 345-5522 (dabailey@actx.edu)~~ or contact Samantha Jewett, 345-5664 (sljewett@actx.edu) | | | Program Advisor: Lynne Seal, 371-5219 (l0504159@actx.edu) or contact Samantha Jewitt  345-5664 (s0114380@actx.edu) | |
| | | | | |
| **Description** | | | **Description** | |
| Prepares students for entry-level office administration positions by developing confidence to communicate with others, improving keyboarding speed and accuracy, ~~gaining proficiency in Microsoft Word and~~ learning correct grammar and punctuation. | | | Prepares students for entry-level office administration positions by developing confidence to communicate with others, improving keyboarding speed and accuracy, learning correct grammar and punctuation, and gaining proficiency in business math for the office using a 10-key. | |
| | | | | |
| **Certificate of Completion** | | | **Certificate of Completion** | |
| ~~Major Code - OFAD.MKT.BASIC~~ | | | **Major Code - OFAD.CERT.BASIC** | |
| actx.edu/office_admin | | | actx.edu/office_admin | |
| | | | | |
| **Program Requirements** | | | **Program Requirements** | |
| **Major Course Requirements (~~12 Semester Hours~~)** | | | **Major Course Requirements (15 Semester Hours)** | |
| POFT 1313 - Professional Workforce Preparation | 3 | | POFT 1313 - Professional Workforce Preparation | 3 |
| POFT 1301 - Business English | 3 | | POFT 1301 - Business English | 3 |
| ~~POFI 2301 - Word Processing~~ | ~~3~~ | | POFT 1325 - Business Math Using Technology | 3 |
| POFT 2301 - Intermediate Keyboarding | 3 | | POFT 1329 - Beginning Keyboarding | 3 |
| | | | POFT 2301 - Intermediate Keyboarding | 3 |
| | | | | |
| **Total (12 Semester Hours)** | **12** | | **Total (15 Semester Hours)** | **15** |

# Amarillo College Curriculum Committee Form

Program Changes – Revise OFAD.CERT Curriculum

**Program Division:** STEM
**Department:** Business Systems & Emerging Technology
**Program Point of Contact:** Gay Mills, Program Coordinator 371- 5099
**Date of Submission:** 1/20/2016 (Revised 2/29/2016)

| Requested Information | Information Response |
|---|---|
| Associated 10-digit CIP (If Applicable): <br> Use the CIP for the majority of the courses within the program | 5204010004 |
| Associated Study Area <br> Identify primary program associated with course | Office Administration |
| Planned Effective Date: | Term: Fall <br> Year: 2016 |
| Current Program Title (Written Out): <br> (e.g. Aviation Maintenance Technology) | Office Assistant 9 month certificate |
| Degree Audit Name <br> (e.g. AERM.AAS) | OFAD.CERT |
| Reason/Justification for Request: Update Certificate to reflect changes in the AAS Program. This certificate leads to an AAS in Office Administration. | |
| Potential Impact on Current Students Enrolled in Certificate or Degree Programs: Potential Impact on Current Students Enrolled in Certificate or Degree Programs: 4 courses are being removed from the program and being replaced with the following courses. We will teach out the current classes through Summer, and if enrollment demands, in Fall 2016 or Spring 2017. <br><br> Current            Replacement <br> ITSC 1309 Integrated Software Applications I    POFI 2350 Databases <br> ITSW 1304 Introduction to Spreadsheets    ITSC 2335 Application Software Problem Solving <br> POFI 2301 Word Processing    BCIS 1305 Business Computer Applications <br> POFT 2303 Speed and Accuracy Building    POFT 1329 Beginning Keyboarding <br><br> If students are in a previous catalog and lack the current courses, they can take the replacement courses. This works one way only. In other words, POFI 2350 can count for ITSC 1309 for students in an older catalog. However, if students move to a new catalog year, ITSC 1309 will NOT replace POFI 2350, as POFI 2350 is a much more rigorous course. This is true for all the replacement courses. | |

| Requested Information | Information Response |
|---|---|
| On this section, please delete out the options in the right column that do not apply. The answers you leave will be your response. | |
| Has a substantial increase or decrease in the number of clock or credit hours awarded for successful completion of a program occurred (substantial defined as noticeable impact on time to completion)? | • No |
| Does this change involve a move from clock to credit hours? | • No |
| This change relates to the following items | • None of the Above |

**COURSE SEQUENCING AND REQUIREMENTS – For Catalog**

- ☐ On "Old" side, use Strikethrough to indicate course(s) no longer in curriculum
- ☐ On "New" side, use bold/red font to indicate new courses
- ☐ Remove blocks that do not apply (e.g. if there are no general education requirements for your major, you may delete that table).

| CURRENT CURRICULUM | | PROPOSED CURRICULUM | |
|---|---|---|---|
| **Degree Name:** | OFAD.CERT Office Assistant | **Degree Name:** | OFAD.CERT Office Assistant |
| **Total Credit Hours:** | **30** | **Total Credit Hours:** | **30** |
| **Total Clock Hours:** | | **Total Clock Hours:** | |
| **Description:** | ~~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 certifcate will be awarded.  Additional information is available on the Office Administration web site.~~ | **Description:** | This curriculum prepares the student for office employment as an Office Assistant.  The student will be computer proficient  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. Students will prepare to take the Microsoft Office Specialist Certification exam in Word, Excel, and Access. |

Current

Proposed

| Major Course Requirements (30 hours) | Hours |
|---|---|
| POFT 1313 - Professional Workforce Preparation | 3 |
| POFT 2301 - Intermediate Keyboarding | 3 |
| ITSC 1309 - Integrated Software Applications I | 3 |
| POFT 1301 - Business English | 3 |
| POFT 1309 - Administrative Office Procedures I | 3 |
| POFT 1325 - Business Math Using Technology | 3 |
| POFT 2333- Advanced Keyboarding | 3 |
| | |
| ITSW 1304 - Introduction to Spreadsheets | 3 |
| POFI 2301 - Word Processing | 3 |
| POFT 2303 - Speed & Accuracy Building | 3 |

| Major Course Requirements (30 hours) | Hours |
|---|---|
| POFT 1313 - Professional Workforce Preparation | 3 |
| POFT 2301 - Intermediate Keyboarding | 3 |
| POFI 2350 - Databases | 3 |
| POFT 1301 - Business English | 3 |
| POFT 1309 - Administrative Office Procedures I | 3 |
| POFT 1325 - Business Math Using Technology | 3 |
| POFT 2333 - Advanced Keyboarding | 3 |
| ITSC 2335 - Application Software Problem Solving | 3 |
| BCIS 1305 – Business Computer Applications | 3 |
| POFT 1329 – Beginning Keyboarding | 3 |

# Amarillo College Curriculum Committee Form

Program Changes – Revise OFAD.CERT.PRO Curriculum

**Program Division:**          STEM
**Department:**                Business Systems & Emerging Technology/Office Administration
**Program Point of Contact:**  Carol Buse, Professor and Chair (371-5994)
**Date of Submission:**        1/20/2016 (Revised 2/29/2016)

| Requested Information | Information Response |
|---|---|
| Associated 10-digit CIP (If Applicable):<br>Use the CIP for the majority of the courses within the program | 5204010004 |
| Associated Study Area<br>Identify primary program associated with course | Office Administration |
| Planned Effective Date: | Term: Fall<br>Year: 2016 |
| Current Program Title (Written Out):<br>(e.g. Aviation Maintenance Technology) | Office Administration Professional Certificate<br>Change to Office Administration Executive Certificate |
| Degree Audit Name<br>(e.g. AERM.AAS) | OFAD.CERT.PRO<br>Change to OFAD.CERT.EXEC |
| Reason/Justification for Request:  Update Certificate to reflect changes in the AAS Program.  This certificate leads to an AAS in Office Administration.  Changing the name to Office Administration Executive certificate is consistent with other college's certification naming. | |
| Potential Impact on Current Students Enrolled in Certificate or Degree Programs:  Potential Impact on Current Students Enrolled in Certificate or Degree Programs:   4 courses are being removed from the program and being replaced with the following courses.  We will teach out the current classes through Summer, and if enrollment demands, in Fall 2016 or Spring 2017.<br>Current                              Replacement<br>ITSC 1309 Integrated Software Applications I    POFI 2350 Databases<br>ITSW 1304 Introduction to Spreadsheets        ITSC 2335 Application Software Problem Solving<br>POFI 2301 Word Processing                  BCIS 1305 Business Computer Applications<br>POFT 2303 Speed and Accuracy Building      POFT 1329 Beginning Keyboarding<br><br>If students are in a previous catalog and lack the current courses, they can take the replacement courses.  This works one way only.  In other words, POFI 2350 can count for ITSC 1309 for students in an older catalog.  However, if students move to a new catalog year, ITSC 1309 will NOT replace POFI 2350, as POFI 2350 is a much more rigorous course.  This is true for all the replacement courses. | |

| Requested Information | Information Response |
|---|---|
| On this section, please delete out the options in the right column that do not apply. The answers you leave will be your response. | |
| Has a substantial increase or decrease in the number of clock or credit hours awarded for successful completion of a program occurred (substantial defined as noticeable impact on time to completion)? | •   No |
| Does this change involve a move from clock to credit hours? | •   No |
| This change relates to the following items | •   None of the Above |

**COURSE SEQUENCING AND REQUIREMENTS – For Catalog**

| Current | Hrs | | Proposed | Hrs |
|---|---|---|---|---|
| **Office Administration ~~Professional~~ Certificate** | **Hrs** | | **Office Administration Executive Certificate** | **Hrs** |
| Total Hours | 45 | | Total Hours | 48 |
| | | | | |
| Program Advisor: ~~Gay Mills, 371-5099 (jgmills@actx.edu) or contact Jarrod Madden, 345-5664 (jjmadden@actx.edu)~~ | | | Program Advisor: Lynne Seal, 371-5219 (l0504159@actx.edu) or contact Samantha Jewitt  345-5664 (s0114380@actx.edu) | |
| | | | | |
| **Certificate of Completion** | | | **Certificate of Completion** | |
| ~~**Major Code - OFAD.CERT.PRO**~~ | | | **Major Code - OFAD.CERT.EXE** | |
| actx.edu/office_admin | | | 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 (30 semester hours) are shared by all areas.~~ Additional information is available on the Office Administration website. | | | 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 additional classes in Accounting, Human Relations, Supervision, Office Procedures, and Desktop Publishing.** Additional information is available on the Office Administration website. | |
| **Program Requirements** | | | **Program Requirements** | |
| **Major Course Requirements (30 Semester Hours)** | | | **Major Course Requirements (30 Semester Hours)** | |
| ~~ITSC 1309 - Integrated Software Applications I~~ | ~~3~~ | | POFT 1313 - Professional Workforce Preparation | 3 |
| ~~ITSW 1304 - Introduction to Spreadsheets~~ | ~~3~~ | | POFT 2301 - Intermediate Keyboarding | 3 |
| ~~POFI 2301 - Word Processing~~ | ~~3~~ | | POFI 2350 - Databases | 3 |
| POFT 1301 - Business English | 3 | | POFT 1301 - Business English | 3 |
| POFT 1309 - Administrative Office Procedures I | 3 | | POFT 1309 - Administrative Office Procedures I | 3 |
| POFT 1313 - Professional Workforce Preparation | 3 | | POFT 1325 - Business Math Using Technology | 3 |
| POFT 1325 - Business Math Using Technology | 3 | | POFT 2333 - Advanced Keyboarding | 3 |

| Course | Hrs | Course | Hrs |
|---|---|---|---|
| POFT 2301 - Intermediate Keyboarding | 3 | ACNT 1303 – Introduction to Accounting I | 3 |
| ~~POFT 2303 - Speed & Accuracy Building~~ | ~~3~~ | POFI 2331 – Desktop Publishing for the Office | 3 |
| POFT 2333 - Advanced Keyboarding | 3 | POFT 1329 – Beginning Keyboarding | 3 |
| **~~Specialty Course Requirements (15 Semester Hours)~~** | - | POFT 1349 – Administrative Office Procedures II | 3 |
| ~~Student must choose one of the following specialties:~~ | | BCIS 1305 – Business Computer Applications | 3 |
| - | - | **Related Course Requirements (9 Semester Hours)** | |
| **~~Administrative Professional (15 Semester Hours)~~** | - | ITSC 2335 - Application Software Problem Solving | 3 |
| ~~ACNT 1303 - Introduction to Accounting I~~ | ~~3~~ | BMGT 1305 - Communications in Management | 3 |
| ~~POFI 2331 - Desktop Publishing for the Office~~ | ~~3~~ | HRPO 1311 - Human Relations | 3 |
| ~~POFI 2340 - Advanced Word Processing~~ | ~~3~~ | | |
| ~~POFT 1349 - Administrative Office Procedures II~~ | ~~3~~ | **Choose one of the following (3 Semester Hours)** | 3 |
| ~~POFT 2312 - Business Correspondence & Communication~~ | ~~3~~ | BMGT 1301 - Supervision | |
| - | - | HITT 1305 - Medical Terminology I | |
| **~~Legal Office Administrative Professional (15 Semester Hours)~~** | - | POFL 1305 - Legal Terminology | |
| ~~ACNT 1303 - Introduction to Accounting I~~ | ~~3~~ | | |
| ~~LGLA 1307 - Introduction to Law and the Legal Professions~~ | ~~3~~ | **Total (48 Semester Hours)** | 48 |
| ~~POFI 2340 - Advanced Word Processing~~ | ~~3~~ | | |
| ~~POFL 1305 - Legal Terminology~~ | ~~3~~ | | |
| ~~POFT 2312 - Business Correspondence & Communication~~ | ~~3~~ | | |
| - | - | | |
| **~~Medical Office Administrative Professional (15 Semester Hours)~~** | - | | |
| ~~HITT 1305 - Medical Terminology I~~ | ~~3~~ | | |
| ~~HITT 1341 - Coding and Classification Systems~~ | - | | |
| ~~or~~ | - | | |
| ~~HITT 1342 - Ambulatory Coding~~ | ~~3~~ | | |
| ~~POFI 2340 - Advanced Word Processing~~ | ~~3~~ | | |

| | | | |
|---|---|---|---|
| ~~POFM 1327 - Medical Insurance~~ | ~~3~~ | | |
| ~~POFT 2312 - Business Correspondence & Communication~~ | ~~3~~ | | |
| ~~-~~ | ~~-~~ | | |
| **~~Office Manager (15 Semester Hours)~~** | ~~-~~ | | |
| ~~ACNT 1303 - Introduction to Accounting I~~ | ~~3~~ | | |
| ~~BMGT 1301 - Supervision~~ | ~~3~~ | | |
| ~~HRPO 1311 - Human Relations~~ | ~~3~~ | | |
| ~~POFI 2340 - Advanced Word Processing~~ | ~~3~~ | | |
| ~~POFT 2312 - Business Correspondence & Communication~~ | ~~3~~ | | |
| | | | |
| **Total (45 Semester Hours)** | | | |

# Curriculum Revision Request Form

**Division:**             STEM

**Department / Program:**   Legal Studies

**Prepared by:**          Dr. Carol Buse

**Request:**              REVISIONS – LGLA.AAS

a.  Replace Bruce Moseley, 345-5551 (bamosely@actx.edu) with Robin Malone, 345-5671 (r0114502@actx.edu) as program advisor.

b.  Replace Donna Pergrem, 371-5451 (drpergrem@actx.edu) with Samantha Jewett, 345-5664 (s0114380@actx.edu) as program advisor.

c.  Remove the following from Related Course Requirements list.
   - POFI 2301 – Word Processing
   - POFI 2340 – Advanced Word Processing

d.  Add the following to the Related Course Requirements list.
   - POFI 2350 – Databases

# Amarillo College Curriculum Committee Form

Program Changes – Revise Curriculum

| | |
|---|---|
| **Program Division:** | STEM |
| **Department:** | Business Systems & Emerging Technology |
| **Program Point of Contact:** | Robin Malone, Program Coordinator, 345-5671 |
| **Date of Submission:** | 1/20/2016 (Revised 2/29/2016) |

| Requested Information | Information Response |
|---|---|
| Associated 6-digit CIP (If Applicable):<br>Use the CIP for the majority of the courses within the program<br>   • ACGM – Use first 6 of "Approval Number"<br>   • WECM – Course Inventory CIP Number | 2203020024 |
| Associated Study Area<br>Identify primary program associated with course | Legal Studies |
| Planned Effective Date: | Term: Fall<br>Year: 2016 |
| Current Program Title (Written Out):<br>(e.g. Aviation Maintenance Technology) | Legal Studies A.A.S. |
| Degree Audit Name<br>(e.g. AERM.AAS) | LGLA.AAS |
| Reason/Justification for Request: | |

POFI 2301 and POFI 2340 have been removed from the Office Administration curriculum. Students gain the Word Processing skills in the BCIS 1305 course which is required by LGLA students. Additionally, students gain advanced word processing skills in ITSC 2335 Application Software Problem Solving, which is listed as a Related Course Requirement.

    A database and e-filing course was requested by the Legal Studies Advisory Committee. POFI 2350 Databases was chosen as the closest course in the WECM course manual for that need. This course will be offered and taught through the Office Administration program and both Office Administration and Legal Studies students will take the class. It will, also, be offered as an elective for CIS students. Advisory meeting minutes are attached.

| |
|---|
| Potential Impact on Current Students Enrolled in Certificate or Degree Programs: Limited impact on students, since the changes affect optional courses. |

| Requested Information | Information Response |
|---|---|
| On this section, please delete out the options in the right column that do not apply. The answers you leave will be your response. | |
| Has a substantial increase or decrease in the number of clock or credit hours awarded for successful completion of a program occurred (substantial defined as noticeable impact on time to completion)? | • No |
| Does this change involve a move from clock to credit hours? | • No |
| This change relates to the following items | • None of the Above |

## COURSE SEQUENCING AND REQUIREMENTS – For Catalog

- ☐ On "Old" side, use Strikethrough to indicate course(s) no longer in curriculum
- ☐ On "New" side, use bold/red font to indicate new courses
- ☐ Remove blocks that do not apply (e.g. if there are no general education requirements for your major, you may delete that table).

| CURRENT CURRICULUM | | PROPOSED CURRICULUM | |
|---|---|---|---|
| Degree Name: | LGLA.AAS | Degree Name: | LGLA.AAS |
| Total Credit Hours: | 60 | Total Credit Hours: | 60 |
| Total Clock Hours: | | Total Clock Hours: | |

| CURRENT General Education Curriculum (If Applicable) | | | | PROPOSED General Education Curriculum (If Applicable) | | | |
|---|---|---|---|---|---|---|---|
| Total Hours = INSERT HOUR NUMBER FOR GENERAL EDUCATION | | | | Total Hours = INSERT HOUR NUMBER FOR GENERAL EDUCATION | | | |
| If you type in a specific general education course request below, please provide justification in notes box. | | | | If you type in a specific general education course request below, please provide justification in notes box. | | | |
| Foundational Area | Course Prefix and Number (If Applicable) | Course Name (If Applicable) | Credit Hours | Foundational Area | Course Prefix and Number (If Applicable) | Course Name (If Applicable) | Credit Hours |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |
| | | | | | | | |

| CURRENT Major Course Requirements Hours = INSERT HOUR NUMBER FOR MAJOR REQUIREMENTS | | | PROPOSED Major Course Requirements Hours = INSERT HOUR NUMBER FOR MAJOR REQUIREMENTS | | |
|---|---|---|---|---|---|
| Course Prefix and Number | Course Name | Credit Hours | Course Prefix and Number | Course Name | Credit Hours |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

| CURRENT Major Course Option Hours = INSERT HOUR NUMBER FOR MAJOR COURSE OPTION REQUIREMENTS | PROPOSED Major Course Option Hours = INSERT HOUR NUMBER FOR MAJOR COURSE OPTION REQUIREMENTS |
|---|---|

| OPTION 1: CHOOSE X MANY OUT OF THESE CHOICES (Note: If multiple options exist, merge cells to indicate next option block) | | | OPTION 1: CHOOSE X MANY OUT OF THESE CHOICES (Note: If multiple options exist, merge cells to indicate next option block) | | |
|---|---|---|---|---|---|
| Course Prefix and Number | Course Name | Credit Hours | Course Prefix and Number | Course Name | Credit Hours |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |

**CURRENT Related Course Requirements Hours = INSERT HOUR NUMBER FOR RELATED COURSE REQUIREMENTS 12**

**PROPOSED Related Course Requirements Hours = INSERT HOUR NUMBER FOR RELATED COURSE REQUIREMENTS 12**

| Current Related Course Requirements (12 Semester Hours) Choose 4 from the following: | | Credit Hours | Proposed Related Course Requirements (12 Semester Hours) Choose 4 from the following: | | Credit Hours |
|---|---|---|---|---|---|
| CRIJ 2314 | Criminal Investigation | 3 | CRIJ 2314 | Criminal Investigation | 3 |
| ENGL 2311 | Technical and Business Writing | 3 | ENGL 2311 | Technical and Business Writing | 3 |
| HRPO 1311 | Human Relations | 3 | HRPO 1311 | Human Relations | 3 |
| ITDF 1300 | Introduction to Digital Forensics | 3 | ITDF 1300 | Introduction to Digital Forensics | 3 |
| ITDF 2325 | Digital Forensics Tools | 3 | ITDF 2325 | Digital Forensics Tools | 3 |
| ITSC 2335 | Application Software Problem Solving | 3 | ITSC 2335 | Application Software Problem Solving | 3 |
| ~~POFI 2301~~ | ~~Word Processing~~ | 3 | POFI 2350 | Databases | 3 |
| ~~POFI 2340~~ | ~~Advanced Word Processing~~ | 3 | POFL 1305 | Legal Terminology | 3 |
| POFL 1305 | Legal Terminology | 3 |  |  |  |

Advisory Committee Meeting Minutes

| PROGRAM COMMITTEE NAME: | Legal Studies Advisory Committee | | | |
|---|---|---|---|---|
| CHAIRPERSON: | Robin Malone | | | |
| MEETING DATE: Nov 16, 2015 | MEETING TIME: 12:00 pm | MEETING PLACE: Room 120, Amarillo College Downtown Campus | | |
| RECORDER: Madison Stubbs | PREVIOUS MEETING: April 24, 2015 | | | |

**COMMITTEE MEMBERS**

List all members of the committee, then place an X in the box left of name of those present

| | NAME | TITLE | EMPLOYER INFO | PHONE | EMAIL |
|---|---|---|---|---|---|
| X | David Kemp | Assistant County Attorney | Potter County Attorney's Office | 379-2255 | davidkemp@co.potter.tx.us |
| X | Carl Mueller | CLAS/ Paralegal | Burdett, Morgan, Williamson & | 358-8116 | cmueller@bmwb-law.com |
| X | Amy Conner | Student Representative | Amarillo College | 336-5011 | a0040336@amarillocollege.com |
| X | Christopher Wrampelmeier | Attorney | Underwood Law Firm | 379-0392 | Chris.wrampelmeier@uwlaw.com |

**EX-OFFICIO MEMBERS**

| | | | | | |
|---|---|---|---|---|---|
| X | Mindy Weathersbee | Instructor, Lynn Library | Amarillo College | 371-5462 | mlweathersbee@actx.edu |
| X | Madison Stubbs | Administration Assistant | Amarillo College | 345-5670 | M0251021@actx.edu |
| X | Dr. Carol Buse | Dept. Chair/Professor-Computer Infor | Amarillo College | 371-5994 | acbuse@actx.edu |
| X | Dan Ferguson | Dean of Liberal Arts | Amarillo College | 371-5216 | dwferguson@actx.edu |
| X | Michelle Tyree | Paralegal | Amarillo College | 358-8116 | mtyree@bmwb-law.com |
| X | Bruce Moseley | P-T Instructor - Paralegal Studies | Amarillo College | 345-5551 | bamoseley@actx.edu |
| X | Donna Pergrem | Advisor, Business Department | Amarillo College | 371-5451 | drpergrem@actx.edu |
| X | Toni Van Dyke | Administrative Assistant | Amarillo College | 371-5269 | tjvandyke@actx.edu |
| X | Robin Malone | Assistant Professor-Legal Studies | Amarillo College | 345-5671 | r0114502@actx.edu |

| AGENDA ITEM | ACTION / DISCUSSION / INFORMATION | RESPONSIBILITY |
|---|---|---|
| Old Business: | NA | |
| Continuing Business: | NA | |
| New Business: | NA | |
| Curriculum Decisions: | NA | |
| Other: | NA | |

| KEY DISCUSSION POINTS | DISCUSSION |
|---|---|
| Old Business | NA |
| Continuing Business | NA |

Advisory Committee Meeting Minutes

New Business:

Robin Malone started off the meeting by introducing herself.

Introductions were made around the room, members introduced themselves, position title, and place of employment.

Minutes from last April's meeting were reviewed. Members were told they would receive an email about approving them that coming week.

Robin Malone informed members that the training she has received thus far has been emphasizing Learner Centered Pedagogy. She mentioned that it was a shift from the traditional teaching style. She is applying this learning style to her classes by getting students involved, and giving them responsibility for their own learning. A few things she has been doing in her classes are, group exercises, critical thinking, fact patterns, and having students teach lessons as a group.

Other teaching strategies that she informed members on are, bringing cases to class and getting students opinions on that. Another teaching strategy she uses is having the class divide into groups and do a 6-week project over a movie that has to do with Business Law and Ethics. Other activities her classes did were Kahoot.it.net, and relating songs to law concepts.

She discussed how she is trying to make the program more visible by setting up a Twitter page. She also created a new Facebook page to post things that are going on in the Legal Studies program.

Some practical assignments the students continue to do are, creating portfolios and using Pro Doc. Also mentioned was Trial Notebooks and E-Filing, and one of her class finals will have the students go to a courtroom for more hands on learning.

She is hoping to remove roadblocks by trying to get computers donated.

Donna Pergrem confirmed that it had already been taken care of, and she would be happy to discuss that with her later.

Another thing that was mentioned in helping the students was the WIOA (Workforce Innovation and Opportunity Act) program and how it might be something worth exploring into. She also talked about Student Resource Guides and how she would like to provide packets for students that will provide resources for them.

Donna Pergrem suggested that Ms. Malone create a link to some of those resources on the Legal Studies website.

She also mentioned that she is wanting to provide a newsletter for the program once a semester.

Robin Malone has initiated contact with the Presidents of the Paralegal Associates in town, and she would like to have a mentorship program for students in the future.

She informed members that she and Toni were working diligently on ABA approval which is due in January.

Legal Society is trying to make themselves more visible on campus. They were involved with Constitution Day and the Fall Festival this semester. They are working on fundraising for a trip to Washington, D.C. She discussed the service projects Legal Society is involved with and how they continue working with Legal Clinics.

The programs honor society, LEX currently have 31 members and they will be inducting two this semester.

The committee members that work in a legal profession were asked if they could suggest some of the technology students should learn.

Michelle Tyree said she thinks it's very important that students understand and know how to use document management systems. Bruce Moseley mentioned Clio, the practice management software that is offered for free online.

Christopher Wrampelmeier said that PDF is another good program to work with. There is so much you can do with that program. He also mentioned using Nuance which is a lot cheaper and does some of what Adobe Pro can do.

David Kemp said that the firm he works at has a special program they use instead of Adobe. Almost all of their research is done on the internet, and they rarely pick up a book anymore. He wanted to remind everybody about E-filing because that's about to become more popular with other law firms as well. It's already here in civil, and it's about to hit on the criminal level too.

Christopher Wrampelmeier suggested surveying different law firms to see what programs they use, for instance, case maps or similar programs like that.

Michelle Tyree mentioned that she and her coworker could invite a couple of students to the firm she works at and show them what programs they use.

David Kemp mentioned he has a librarian come to his class to inform students on what resources and databases are available.

Mindy Weathersbee said that they have resources like live guides at the library. She said she can send that to Ms. Malone for her Syllabi or she can send someone to her classes and help.

Robin Malone then went into the program's goals and objectives. She suggested that she was okay with leaving them the way they are for now. Everyone agreed.

Also mentioned was the topic of recruitment for the program, and member's opinions on 8-weeks courses. They asked how the courses will work.

Carol Buse did a brief overview of the courses and the idea behind it.

David Kemp expressed concerns with recruiting adjunct due to class meeting times.

Carol Buse addressed concerns about 8-weeks courses and meeting times. There is still an option for one night a week as long as it's hybrid.

Christopher Wrampelmeier asked what the college's goal is with switching from 16-weeks to 8-weeks.

Carol Buse explained that the reason was to increase the number of people finishing.

Carl Mueller mentioned it might be easier on the students around the final exam time because they are doing two or three classes as opposed to five.

Michelle Tyree mentioned picking 8-weeks courses as a student because it gave her an option to finish faster. She said from a student's standpoint it would encourage them to finish classes, and from the college's standpoint it will lower their drop rate.

Robin Malone thanked everyone for their advice and for serving on the committee.

Last up for discussion was Employment Outlook. According to the numbers from the Workforce Commission page the average starting-out salary for Paralegals is $19.82 an hour. Robin Malone asked the Committee members for their input on average salary. They mentioned the starting out pay is a lot lower, around $15 an hour which is more feasible for the average paralegal in our area.

Meeting was adjourned at 1:05 p.m.

**Division:** STEM

**Department/Program:** **BSET/** Management

**Prepared By:** Carol Buse

**Request:**

1. Add Course: MRKG 1301 Customer Relationship Management to Inventory
2. Add Course: HAMG 1313 Front Office Management to Inventory
3. Add Course: MRKG 1302 Principles in Retail Marketing to Inventory
4. Deactivate Call Center Management Cert. (BMGT.CERT.CALL) Major Code
5. Deactivate Hospitality, Travel, and Tourism .Mkt Cert. (BMGT.MKT.HOSP) Major Code
6. Deactivate Food Service Management Mkt. Skills Cert. (BMGT.MKT.FSM) Major Code
7. Deactivate Food Service Mgmt. Cert. (BMGT.CERT.FSM) Major Code
8. Deactivate Food Service Supervisor Cert. (BMGT.CERT.FSS) Major Code
9. Revise Business Management Basic Certificate (BMGT.CERT.SBM)
10. Revise Business Management Intermediate Certificate (BMGT.CERT)
11. Revise Business Management Advanced Certificate (BMGT.CERT.ADV)
12. Revise Business Management Associate Degree (BMGT.AAS)

# Amarillo College Curriculum Committee Form

Course Changes – Add MRKG 1301 to the Inventory

| | |
|---|---|
| **Program Division:** | STEM |
| **Department:** | **BSET -** Management |
| **Program Point of Contact:** | Jodi Lindseth (806) 371-5102 |
| **Date of Submission:** | April 22, 2016 |

| Requested Information | Information Response |
|---|---|
| Associated 6-digit CIP (If Applicable): <br> • ACGM – Use first 6 of "Approval Number" <br> • WECM – Course Inventory CIP Number | WECM – CIP 52.1401 |
| Associated Study Area <br> Identify primary program associated with course | Business Management |
| Planned Effective Date: | Term: Fall <br> Year: 2016 |
| Course Title (Written Out): | Customer Relationship Management |
| Course Prefix and Number: | MRKG – 1301 |
| Course Description: | General principles of customer relationship management including skills, knowledge, attitudes, and behaviors. |
| Reason/Justification for Request: <br> (Considerations may include other institutions offering the course, industry need, transferability, etc.): <br><br> In 2014-2015, Customer Service was deleted from the core requirements because of the state mandated 60 hour degree plan. Customer Service was only a 1 credit course. The Business Management Advisory Board expressed significant concern about deleting it from the course requirements as it is a needed soft skill in the workforce. Customer Relationship Management (CRM) is a 3 credit course that would meet that need for the workforce. Every management student will take CRM as it is essential not only for customers, business customers and employee customers as well. Every job needs customer relationship management. | |

| Requested Information | Information Response |
|---|---|
| On this section, please delete out the options in the right column that do not apply. The answers you leave will be your response. | |
| Course Type | • Workforce Education Manual (WECM) |
| Instructional Method | • Lecture – Instruction delivered in face-to-face format <br> Faculty give oral presentation facts/figures <br><br> • WEB <br> 100% Web based – may use variety of teaching methods <br> **It is the goal of the Management department to offer the whole degree online to address the needs of the students. Most Management students are working, so online coursework addresses availability to the student. <br><br> • Hybrid |
| Is this class intended to be included in next year's core curriculum? | No |

| If not a class intended for core inclusion, please list your outcomes. Otherwise, leave this table blank. |
|---|
| **Course Outcomes for Course Not Intended for Core** |
| 1. Examine internal and external customer relationship management (CRM) strategies. |

| Requested Information | Information Response |
|---|---|
| **On this section, please delete out the options in the right column that do not apply. The answers you leave will be your response.** | |
| Is this a unique needs course? | • No |
| Is this a local needs course? | • Yes |
| What is the session cycle? | • Every semester |
| What is the yearly cycle? | • Every year |
| What is the retake policy? | • Unlimited<br>(CoBoard will not fund more than 3 repeats of a course, but student may be allowed unlimited times) |

| Requested Information | Information Response |
|---|---|
| List any pre-requisites (prefix and number) and provide a justification | No |
| List any co-requisites (prefix and number) and provide a justification | No |
| Are there fees? (Yes or No) and if so, please list the fee information | Distance fees when available on WEB |
| Number of semester credit hours or contact hours | 48 Contact Hrs.; 3 SCH |
| Number of weekly lecture hours<br>(If none, please leave blank) | 3 |
| Number of weekly lab hours<br>(If none, please leave blank) | 0 |
| Number of weekly external hours<br>(If none, please leave blank) | 0 |

# Amarillo College Curriculum Committee Form

Course Changes – Add HAMG 1313 to the Inventory

**Program Division:** STEM
**Department:** **BSET -** Management
**Program Point of Contact:** Jodi Lindseth (806) 371-5102
**Date of Submission:** May 13, 2016

| Requested Information | Information Response |
|---|---|
| Associated 6-digit CIP (If Applicable):<br>• ACGM – Use first 6 of "Approval Number"<br>• WECM – Course Inventory CIP Number | WECM – 52.0901 |
| Associated Study Area<br>Identify primary program associated with course | Business Management |
| Planned Effective Date: | Term: Fall<br>Year: 2016 |
| Course Title (Written Out): | Front Office Management |
| Course Prefix and Number: | HAMG - 1313 |
| Course Description: | Functions of front office operations as they relate to customer service. Includes a study of front office interactions with other departments in the lodging operation. |
| Reason/Justification for Request:<br> (Considerations may include other institutions offering the course, industry need, transferability, etc.):<br><br>The hospitality/hotel management industry heavy due to 1-40 in Amarillo.  Additionally, with downtown Amarillo gaining a ball park and the convention center having a hotel next to it, there are local needs to provide training to the industry. | |

| Requested Information | Information Response |
|---|---|
| **On this section, please delete out the options in the right column that do not apply. The answers you leave will be your response.** | |
| Course Type | • Workforce Education Manual (WECM) |
| Instructional Method | • Lecture – Instruction delivered in face-to-face format<br>Faculty give oral presentation facts/figures<br><br>• WEB<br>100% Web based – may use variety of teaching methods<br>**It is the goal of the Management department to offer the whole degree online to address the needs of the students.  Most Management students are working, so online coursework addresses availability to the student.<br><br>• Hybrid |
| Is this class intended to be included in next year's core curriculum? | No |

| If not a class intended for core inclusion, please list your outcomes. Otherwise, leave this table blank. |
|---|
| **Course Outcomes for Course Not Intended for Core** |
| 1. Identify the various service levels and market segments in the lodging industry as they pertain to the front office area of the hospitality operation; and identify front office responsibilities, accounting procedures, revenue management, checkout and settlement procedures, and night audit functions and verification. |

| Requested Information | Information Response |
|---|---|
| On this section, please delete out the options in the right column that do not apply. The answers you leave will be your response. | |
| Is this a unique needs course? | • No |
| Is this a local needs course? | • Yes |
| What is the session cycle? | • Every semester |
| What is the yearly cycle? | • Every year |
| What is the retake policy? | • Unlimited<br>(CoBoard will not fund more than 3 repeats of a course, but student may be allowed unlimited times) |

| Requested Information | Information Response |
|---|---|
| List any pre-requisites (prefix and number) and provide a justification | No |
| List any co-requisites (prefix and number) and provide a justification | No |
| Are there fees? (Yes or No) and if so, please list the fee information | Distance fees when available on WEB |
| Number of semester credit hours or contact hours | 48 Contact Hrs.; 3 SCH |
| Number of weekly lecture hours (If none, please leave blank) | 3 |
| Number of weekly lab hours (If none, please leave blank) | 0 |
| Number of weekly external hours (If none, please leave blank) | 0 |

# Amarillo College Curriculum Committee Form

Course Changes – Add MRKG 1302 to the Inventory

**Program Division:** STEM
**Department:** **BSET -** Management
**Program Point of Contact:** Jodi Lindseth, Business Management Program Coordinator (806) 371-5102
**Date of Submission:** April 22, 2016

| Requested Information | Information Response |
|---|---|
| Associated 6-digit CIP (If Applicable): <br> • ACGM – Use first 6 of "Approval Number" <br> • WECM – Course Inventory CIP Number | WECM – CIP - 52.1401 |
| Associated Study Area <br> Identify primary program associated with course | Business Management |
| Planned Effective Date: | Term: Fall <br> Year: 2016 |
| Course Title (Written Out): | Principles in Retail Marketing |
| Course Prefix and Number: | MRKG -1302 |
| Course Description: | Introduction to the retailing environment, types of retailers, current trends, the employment of retailing techniques, and factors that influence retailing |
| Reason/Justification for Request: <br> (Considerations may include other institutions offering the course, industry need, transferability, etc.): <br><br> Convenience store certificate is being taken out of the management curriculum in order to streamline the management degree for a clearer path.  However, the convenience stores would like a class that addresses the retail management end of the business.  Toot n' Totum is partnering with PRPC (Panhandle Regional Planning Center) to pay for students tuition, fees and books in the AC Management program, this class is needed to address the local need and request.  This will be in the Marketing Specialty Certificate. | |

| Requested Information | Information Response |
|---|---|
| **On this section, please delete out the options in the right column that do not apply. The answers you leave will be your response.** | |
| Course Type | • Workforce Education Manual (WECM) |
| Instructional Method | • Lecture – Instruction delivered in face-to-face format <br> Faculty give oral presentation facts/figures <br><br> • WEB <br> 100% Web based – may use variety of teaching methods <br> **It is the goal of the Management department to offer the whole degree online to address the needs of the students.  Most Management students are working, so online coursework addresses availability to the student. <br><br> • Hybrid |
| Is this class intended to be included in next year's core curriculum? | • No |

| If not a class intended for core inclusion, please list your outcomes. Otherwise, leave this table blank. |
|---|
| **Course Outcomes for Course Not Intended for Core** |
| 1. Identify consumer segments, environmental trends, and traditional and nontraditional retailing markets; explain the functions of retailing; and describe effective retailing techniques. |

| Requested Information | Information Response |
|---|---|
| On this section, please delete out the options in the right column that do not apply. The answers you leave will be your response. | |
| Is this a unique needs course? | • No |
| Is this a local needs course? | • Yes |
| What is the session cycle? | • Spring only |
| What is the yearly cycle? | • Every year |
| What is the retake policy? | • Unlimited<br>(CoBoard will not fund more than 3 repeats of a course, but student may be allowed unlimited times) |

| Requested Information | Information Response |
|---|---|
| List any pre-requisites (prefix and number) and provide a justification | No |
| List any co-requisites (prefix and number) and provide a justification | No |
| Are there fees? (Yes or No) and if so, please list the fee information | Distance fees when available on WEB |
| Number of semester credit hours or contact hours | 48 contact hours; 3 SCH |
| Number of weekly lecture hours (If none, please leave blank) | 3 |
| Number of weekly lab hours (If none, please leave blank) | 0 |
| Number of weekly external hours (If none, please leave blank) | 0 |

# Amarillo College Curriculum Committee Form

Deactivate BMGT.CERT.CALL Major Code

**Program Division:** BSET
**Department:** Management
**Program Point of Contact:** Jodi Lindseth, Program Coordinator (806) 371-5102
**Date of Submission:** April 22nd, 2016

| Requested Information | Information Response |
|---|---|
| Associated 10-digit CIP (If Applicable):<br>Use the CIP for the majority of the courses within the program<br>   • ACGM – Use first 6 of "Approval Number"<br>   • WECM – Course Inventory CIP Number | WECM |
| Associated Study Area<br>Identify primary program associated with course | Associates in Applies Science (A.A.S) in Management |
| Planned Effective Date: | Term: Fall<br>Year: 2016 |
| Program Title (Written Out):<br>(e.g. Aviation Maintenance Technology) | Call Center Management Certificate |
| Degree Audit Name<br>(e.g. AERM.AAS) | BMGT.CERT.CALL |
| Reason/Justification for Request:<br>Management is moving to a more streamlined degree plan with consistent stackable certificates and specialties to help students clearly identify their degree and guided pathway. | |

| Requested Information | Information Response |
|---|---|
| On this section, please delete out the options in the right column that do not apply. The answers you leave will be your response. | |
| Will other major codes still be active in this program area? | o  Yes |
| Do you wish to deactivate or close this program? | •  Deactivate (i.e. suspend new student enrollment) |

| Please provide a plan for how you will accommodate currently enrolled students and include information related to your planned deactivation/closure of the program. | |
|---|---|
| **Requested Information** | **Information Response** |
| Date of deactivation/closure | Fall 2016 |
| Teach-Out Plan | o  An explanation of how affected parties (students, faculty, staff) will be informed of the impending deactivation/closure<br>Emails will be sent to affected parties, Information will be communicated to faculty, staff. Advisors already know of this change.<br>o  An explanation of how all affected students will be able to complete their programs of study with minimal disruption<br>Students can change their certificate to the 30 hour management certificate, it aligns with the same classes.<br>o  An indication as to whether the teach-out plan will incur additional charges/expenses to the students and, if so, how the students will be notified<br>The core management classes are currently taught so no teach-out is required. |
| Explain how faculty/staff will be redeployed or helped to find new employment | Faculty are still employed in the Management Program for AAS degree and certificates. |

# Amarillo College Curriculum Committee Form

Deactivate BMGT.MKT.HOSP Major Code

**Program Division:** BSET
**Department:** Management
**Program Point of Contact:** Jodi Lindseth, Program Coordinator, (806) 371-
**Date of Submission:** April 22, 2016

| Requested Information | Information Response |
|---|---|
| Associated 10-digit CIP (If Applicable): Use the CIP for the majority of the courses within the program <br> • ACGM – Use first 6 of "Approval Number" <br> • WECM – Course Inventory CIP Number | WECM |
| Associated Study Area <br> Identify primary program associated with course | BMGT. MKT.HOSP |
| Planned Effective Date: | Term: Fall <br> Year: 2016 |
| Program Title (Written Out): <br> (e.g. Aviation Maintenance Technology) | Hospitality, Travel & Tourism Marketable Skills Certificate |
| Degree Audit Name <br> (e.g. AERM.AAS) | BMGT.MKT.HOSP |
| Reason/Justification for Request: <br> Management is moving to a more streamlined degree plan with consistent stackable certificates and specialties to help students clearly identify their degree and guided pathway. | |

| Requested Information | Information Response |
|---|---|
| On this section, please delete out the options in the right column that do not apply. The answers you leave will be your response. | |
| Will other major codes still be active in this program area? | o Yes |
| Do you wish to deactivate or close this program? | • Deactivate (i.e. suspend new student enrollment) |

| Please provide a plan for how you will accommodate currently enrolled students and include information related to your planned deactivation/closure of the program. | |
|---|---|
| **Requested Information** | **Information Response** |
| Date of deactivation/closure | Fall 2016 |
| Teach-Out Plan | o An explanation of how affected parties (students, faculty, staff) will be informed of the impending deactivation/closure <br> Emails will be sent to affected parties, Information will be communicated to faculty, staff. Advisors already know of this change <br> o An explanation of how all affected students will be able to complete their programs of study with minimal disruption <br> Students can change their certificate to the 12 hour management certificate. <br> o An indication as to whether the teach-out plan will incur additional charges/expenses to the students and, if so, how the students will be notified <br> The core food management classes are currently taught so no teach-out is required. |
| Explain how faculty/staff will be redeployed or helped to find new employment | Faculty are still employed in the Management Program for AAS degree and certificates. |

# Amarillo College Curriculum Committee Form

Deactivate BMGT.MKT.FSM Major Code

**Program Division:** BSET
**Department:** Management
**Program Point of Contact:** Jodi Lindseth, Program Coordinator (806) 371-5102
**Date of Submission:** April 22, 2016

| Requested Information | Information Response |
|---|---|
| Associated 10-digit CIP (If Applicable): Use the CIP for the majority of the courses within the program <br> • ACGM – Use first 6 of "Approval Number" <br> • WECM – Course Inventory CIP Number | WECM |
| Associated Study Area <br> Identify primary program associated with course | Associates in Applies Science (A.A.S) in Management |
| Planned Effective Date: | Term: Fall <br> Year: 2016 |
| Program Title (Written Out): <br> (e.g. Aviation Maintenance Technology) | Food Service Management Marketable Skills Certificate |
| Degree Audit Name <br> (e.g. AERM.AAS) | BMGT.MKT.FSM |
| Reason/Justification for Request: <br> Management is moving to a more streamlined degree plan with consistent stackable certificates and specialties to help students clearly identify their degree and guided pathway. | |

| Requested Information | Information Response |
|---|---|
| On this section, please delete out the options in the right column that do not apply. The answers you leave will be your response. | |
| Will other major codes still be active in this program area? | o Yes |
| Do you wish to deactivate or close this program? | • Deactivate (i.e. suspend new student enrollment) |

| Please provide a plan for how you will accommodate currently enrolled students and include information related to your planned deactivation/closure of the program. | |
|---|---|
| Requested Information | Information Response |
| Date of deactivation/closure | Fall 2016 |
| Teach-Out Plan | o An explanation of how affected parties (students, faculty, staff) will be informed of the impending deactivation/closure <br> Emails will be sent to affected parties, Information will be communicated to faculty, staff. Advisors already know of this change. <br> o An explanation of how all affected students will be able to complete their programs of study with minimal disruption <br> Students can change their certificate to the 12 hour management certificate, it aligns with the same classes. <br> o An indication as to whether the teach-out plan will incur additional charges/expenses to the students and, if so, how the students will be notified <br> The core food management classes are currently taught so no teach-out is required. |
| Explain how faculty/staff will be redeployed or helped to find new employment | Faculty are still employed in the Management Program for AAS degree and certificates. |

# Amarillo College Curriculum Committee Form

Deactivate BMGT.CERT.FSM Major Code

**Program Division:** BSET
**Department:** Management
**Program Point of Contact:** Jodi Lindseth, Program Coordinator (806) 371-5102
**Date of Submission:** April 22, 2016

| Requested Information | Information Response |
|---|---|
| Associated 10-digit CIP (If Applicable): Use the CIP for the majority of the courses within the program <br> • ACGM – Use first 6 of "Approval Number" <br> • WECM – Course Inventory CIP Number | WECM |
| Associated Study Area <br> Identify primary program associated with course | Associates in Applies Science (A.A.S) in Management |
| Planned Effective Date: | Term: Fall <br> Year: 2016 |
| Program Title (Written Out): <br> (e.g. Aviation Maintenance Technology) | Food Service Manager Certificate |
| Degree Audit Name <br> (e.g. AERM.AAS) | BMGT.CERT.FSM |
| Reason/Justification for Request: <br> Management is moving to a more streamlined degree plan with consistent stackable certificates and specialties to help students clearly identify their degree and guided pathway. | |

| Requested Information | Information Response |
|---|---|
| On this section, please delete out the options in the right column that do not apply. The answers you leave will be your response. | |
| Will other major codes still be active in this program area? | ○ Yes |
| Do you wish to deactivate or close this program? | • Deactivate (i.e. suspend new student enrollment) |

| Please provide a plan for how you will accommodate currently enrolled students and include information related to your planned deactivation/closure of the program. | |
|---|---|
| **Requested Information** | **Information Response** |
| Date of deactivation/closure | Fall 2016 |
| Teach-Out Plan | ○ An explanation of how affected parties (students, faculty, staff) will be informed of the impending deactivation/closure <br> Emails will be sent to affected parties, Information will be communicated to faculty, staff. Advisors already know of this change <br> ○ An explanation of how all affected students will be able to complete their programs of study with minimal disruption <br> Students can change their certificate to the 30 hour Culinary Management certificate, it aligns with the same classes. <br> ○ An indication as to whether the teach-out plan will incur additional charges/expenses to the students and, if so, how the students will be notified <br> The core food management classes are currently taught so no teach-out is required. |
| Explain how faculty/staff will be redeployed or helped to find new employment | Faculty are still employed in the Management Program for AAS degree and certificates. |

# Amarillo College Curriculum Committee Form

Deactivate BMGT.CERT.FSS Major Code

**Program Division:** BSET
**Department:** Management
**Program Point of Contact:** Jodi Lindseth, Program Coordinator (806) 371-5102
**Date of Submission:** April 22, 2016

| Requested Information | Information Response |
|---|---|
| Associated 10-digit CIP (If Applicable):<br>Use the CIP for the majority of the courses within the program<br>&bull; ACGM – Use first 6 of "Approval Number"<br>&bull; WECM – Course Inventory CIP Number | WECM |
| Associated Study Area<br>Identify primary program associated with course | Associates in Applies Science (A.A.S) in Management |
| Planned Effective Date: | Term: Fall<br>Year: 2016 |
| Program Title (Written Out):<br>(e.g. Aviation Maintenance Technology) | Food Service Supervisor Certificate |
| Degree Audit Name<br>(e.g. AERM.AAS) | BMGT.CERT.FSS |
| Reason/Justification for Request:<br>Management is moving to a more streamlined degree plan with consistent stackable certificates and specialties to help students clearly identify their degree and guided pathway. | |

| Requested Information | Information Response |
|---|---|
| On this section, please delete out the options in the right column that do not apply. The answers you leave will be your response. | |
| Will other major codes still be active in this program area? | o Yes |
| Do you wish to deactivate or close this program? | &bull; Deactivate (i.e. suspend new student enrollment) |

| Please provide a plan for how you will accommodate currently enrolled students and include information related to your planned deactivation/closure of the program. | |
|---|---|
| Requested Information | Information Response |
| Date of deactivation/closure | Fall 2016 |
| Teach-Out Plan | o An explanation of how affected parties (students, faculty, staff) will be informed of the impending deactivation/closure<br>Emails will be sent to affected parties, Information will be communicated to faculty, staff. Advisors already know of this change.<br>o An explanation of how all affected students will be able to complete their programs of study with minimal disruption<br>Students can change their certificate to the 30 hour Culinary Management certificate, it aligns with the same classes.<br>o An indication as to whether the teach-out plan will incur additional charges/expenses to the students and, if so, how the students will be notified<br>The core food management classes are currently taught so no teach-out is required. |
| Explain how faculty/staff will be redeployed or helped to find new employment | Faculty are still employed in the Management Program for AAS degree and certificates. |

# Amarillo College Curriculum Committee Form

Program Changes – Revise BMGT.CERT.SBM Curriculum

**Program Division:** STEM
**Department:** **BSET** - Management
**Program Point of Contact:** Jodi Lindseth, Program Coordinator (806) 371-5102
**Date of Submission:** Aprill 22, 2015

| Requested Information | Information Response |
|---|---|
| Associated 6-digit CIP (If Applicable):<br>Use the CIP for the majority of the courses within the program<br>• ACGM – Use first 6 of "Approval Number"<br>• WECM – Course Inventory CIP Number | WECM |
| Associated Study Area<br>Identify primary program associated with course | Business Management |
| Planned Effective Date: | Term: Fall<br>Year: 2016 |
| Current Program Title (Written Out):<br>(e.g. Aviation Maintenance Technology) | Business Management (A.A.S) |
| Degree Audit Name<br>(e.g. AERM.AAS) | Business Management Basic Certificate<br>BMGT.CERT.SBM |
| Reason/Justification for Request:<br><br>These proposed Curriculum program changes are to make a clearer path for students with stackable credits that build on the Marketable Skills, Basic, Intermediate, Advanced Certificates to the Associates Degree. | |
| Potential Impact on Current Students Enrolled in Certificate or Degree Programs:<br><br>The 2015-2016 catalog have the same courses, but had many more choices. This change will put most courses in the management core.  Most students will benefit to move or start in the 2016-2017.  Students staying in the 2015-2016 catalog will have Advanced Communications will be substituted for Customer Relationship Management. | |

| Requested Information | Information Response |
|---|---|
| On this section, please delete out the options in the right column that do not apply. The answers you leave will be your response. | |
| Has a substantial increase or decrease in the number of clock or credit hours awarded for successful completion of a program occurred (substantial defined as noticeable impact on time to completion)? | • No |
| Does this change involve a move from clock to credit hours? | • No |
| This change relates to the following items | • Change certificate from level-1 (TSI-waived) to Level 2 (TSI-liable) or vice versa |

## COURSE SEQUENCING AND REQUIREMENTS – For Catalog

- ☐ On "Old" side, use Strikethrough to indicate course(s) no longer in curriculum
- ☐ On "New" side, use bold/red font to indicate new courses
- ☐ Remove blocks that do not apply (e.g. if there are no general education requirements for your major, you may delete that table).

| CURRENT CURRICULUM | | | PROPOSED CURRICULUM | |
|---|---|---|---|---|
| Degree Name: | Entrepreneurship | | Degree Name: | Business Management Basic Certificate |
| Total Credit Hours: | 15 | | Total Credit Hours: | 15 |
| Total Clock Hours: | | | Total Clock Hours: | |

| CURRENT Major Course Requirements Hours = 24 INSERT HOUR NUMBER FOR MAJOR REQUIREMENTS | | | PROPOSED Major Course Requirements Hours = 9 INSERT HOUR NUMBER FOR MAJOR REQUIREMENTS | | |
|---|---|---|---|---|---|
| Course Prefix and Number | Course Name | Credit Hours | Course Prefix and Number | Course Name | Credit Hours |
| ACNT 2301/ACNT 1303 | Accounting Principles I or Intro. to Accounting | 3 | HRPO 1311 | Human Relations | 3 |
| BMGT 1301 | Supervision | 3 | BMGT 1301 | Supervision | 3 |
| BMGT 1305 | Communications in Management | 3 | BMGT 1305 | Communications in Management` | 3 |
| BUSG 1315 | Small Business Operations | 3 | | | |
| BUSG 2309 | Small Business Management | 3 | | | |
| HRPO 1311 | Human Relations | 3 | | | |
| MRKG 1311 | Principles of Marketing | 3 | | | |
| MRKG 2333 | Principles of Selling | 3 | | | |
| | | | | | |

| CURRENT Major Course Option Hours = INSERT HOUR NUMBER FOR MAJOR COURSE OPTION REQUIREMENTS | | | PROPOSED Major Course Option Hours = 6 | | |
|---|---|---|---|---|---|
| OPTION 1: CHOOSE X MANY OUT OF THESE CHOICES (Note: If multiple options exist, merge cells to indicate next option block) | | | OPTION: Specialty: Entrepreneurship (Note: If multiple options exist, merge cells to indicate next option block) | | |
| Course Prefix and Number | Course Name | Credit Hours | Course Prefix and Number | Course Name | Credit Hours |
| N/A | | | BUSG 1315 | Small Business Operations | 3 |
| | | | BUSG 2309 | Small Business Management | 3 |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

| CURRENT Major Course Option Hours = <mark>INSERT HOUR NUMBER FOR MAJOR COURSE OPTION REQUIREMENTS</mark> | | |
| --- | --- | --- |
| **OPTION 1:** <mark>CHOOSE X MANY OUT OF THESE CHOICES</mark> (Note: If multiple options exist, merge cells to indicate next option block) | | |
| **Course Prefix and Number** | **Course Name** | **Credit Hours** |
| N/A | | |
| | | |
| | | |
| | | |
| | | |
| | | |
| | | |

| PROPOSED Major Course Option Hours = 6 | | |
| --- | --- | --- |
| **OPTION:  Specialty: Culinary/Food Services** (Note: If multiple options exist, merge cells to indicate next option block) | | |
| **Course Prefix and Number** | **Course Name** | **Credit Hours** |
| CHEF 1205 | Sanitation and Safety | 2 |
| IFWA 1217 | Food Production and Planning | 2 |
| HAMG 2201 | Principles of Food and Beverage | 2 |
| | | |
| | | |
| | | |
| | | |

| CURRENT Major Course Option Hours = <mark>INSERT HOUR NUMBER FOR MAJOR COURSE OPTION REQUIREMENTS</mark> | | |
| --- | --- | --- |
| **OPTION 1:** <mark>CHOOSE X MANY OUT OF THESE CHOICES</mark> (Note: If multiple options exist, merge cells to indicate next option block) | | |
| **Course Prefix and Number** | **Course Name** | **Credit Hours** |
| N/A | | |
| | | |
| | | |
| | | |
| | | |
| | | |

| PROPOSED Major Course Option Hours = 6 | | |
| --- | --- | --- |
| **OPTION:  Specialty: Management** (Note: If multiple options exist, merge cells to indicate next option block) | | |
| **Course Prefix and Number** | **Course Name** | **Credit Hours** |
| MRKG 1311 | Principles of Marketing | 3 |
| MRKG 1301 | Customer Relationship Management | 3 |
| | | |
| | | |
| | | |
| | | |

| CURRENT Major Course Option Hours = <mark>INSERT HOUR NUMBER FOR MAJOR COURSE OPTION REQUIREMENTS</mark> | | |
| --- | --- | --- |
| **OPTION 1:** <mark>CHOOSE X MANY OUT OF THESE CHOICES</mark> (Note: If multiple options exist, merge cells to indicate next option block) | | |
| **Course Prefix and Number** | **Course Name** | **Credit Hours** |
| N/A | | |
| | | |
| | | |
| | | |

| PROPOSED Major Course Option Hours = 6 | | |
| --- | --- | --- |
| **OPTION:  Specialty: Marketing** (Note: If multiple options exist, merge cells to indicate next option block) | | |
| **Course Prefix and Number** | **Course Name** | **Credit Hours** |
| MRKG 1311 | Principles of Marketing | 3 |
| MRKG 1302 | Principles of Retailing | 3 |
| | | |
| | | |

| | | | | | |
|---|---|---|---|---|---|
| | | | | | |
| | | | | | |

| CURRENT Major Course Option Hours = ==INSERT HOUR NUMBER FOR MAJOR COURSE OPTION REQUIREMENTS== | | | PROPOSED Major Course Option Hours = 6 | | |
|---|---|---|---|---|---|
| OPTION 1: ==CHOOSE X MANY OUT OF THESE CHOICES== (Note: If multiple options exist, merge cells to indicate next option block) | | | OPTION : Specialty: Hospitality/Hotel Management (Note: If multiple options exist, merge cells to indicate next option block) | | |
| Course Prefix and Number | Course Name | Credit Hours | Course Prefix and Number | Course Name | Credit Hours |
| N/A | | | HAMG 1321 | Introduction to Hospitality | 3 |
| | | | HAMG 1313 | Front Office Management | 3 |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

| CURRENT Major Course Option Hours = ==INSERT HOUR NUMBER FOR MAJOR COURSE OPTION REQUIREMENTS== | | | PROPOSED Major Course Option Hours = 6 | | |
|---|---|---|---|---|---|
| OPTION 1: ==CHOOSE X MANY OUT OF THESE CHOICES== (Note: If multiple options exist, merge cells to indicate next option block) | | | OPTION : Specialty: Recording Arts Management (Note: If multiple options exist, merge cells to indicate next option block) | | |
| Course Prefix and Number | Course Name | Credit Hours | Course Prefix and Number | Course Name | Credit Hours |
| N/A | | | MUSIC 1327 | Audio Engineering I | 3 |
| | | | MUSIC 2327 | Audio Engineering II | 3 |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

# Amarillo College Curriculum Committee Form

## Program Changes – Revise BMGT.CERT Curriculum

**Program Division:** STEM
**Department:** BSET - Management
**Program Point of Contact:** Jodi Lindseth, Program Coordinator (806) 371-5102
**Date of Submission:** Aprill 22, 2015

| Requested Information | Information Response |
|---|---|
| Associated 6-digit CIP (If Applicable):<br>Use the CIP for the majority of the courses within the program<br>• ACGM – Use first 6 of "Approval Number"<br>• WECM – Course Inventory CIP Number | WECM |
| Associated Study Area<br>Identify primary program associated with course | Business Management |
| Planned Effective Date: | Term: Fall<br>Year: 2016 |
| Current Program Title (Written Out):<br>(e.g. Aviation Maintenance Technology) | Business Management (A.A.S) |
| Degree Audit Name<br>(e.g. AERM.AAS) | Business Management Intermediate Certificate<br>BMGT.CERT |
| Reason/Justification for Request:<br><br>These proposed Curriculum program changes are to make a clearer path for students with stackable credits that build on the Marketable Skills, Basic, Intermediate, Advanced Certificates to the Associates Degree. | |
| Potential Impact on Current Students Enrolled in Certificate or Degree Programs:<br><br>The 2015-2016 catalog have the same courses, but had many more choices. This change will put most courses in the management core. Most students will benefit to move or start in the 2016-2017. Students staying in the 2015-2016 catalog will have Advanced Communications will be substituted for Customer Relationship Management. | |

| Requested Information | Information Response |
|---|---|
| On this section, please delete out the options in the right column that do not apply. The answers you leave will be your response. | |
| Has a substantial increase or decrease in the number of clock or credit hours awarded for successful completion of a program occurred (substantial defined as noticeable impact on time to completion)? | • No |
| Does this change involve a move from clock to credit hours? | • No |
| This change relates to the following items | • Change certificate from level-1 (TSI-waived) to Level 2 (TSI-liable) or vice versa |

**COURSE SEQUENCING AND REQUIREMENTS – For Catalog**

☐ On "Old" side, use Strikethrough to indicate course(s) no longer in curriculum
☐ On "New" side, use bold/red font to indicate new courses
☐ Remove blocks that do not apply (e.g. if there are no general education requirements for your major, you may delete that table).

| CURRENT CURRICULUM | | PROPOSED CURRICULUM | |
|---|---|---|---|
| Degree Name: | Business Management Certificate | Degree Name: | Business Management Intermediate Certificate |
| Total Credit Hours: | 30 | Total Credit Hours: | 30 |
| Total Clock Hours: | | Total Clock Hours: | |

| CURRENT General Course Requirements Hours = 30 INSERT HOUR NUMBER FOR MAJOR REQUIREMENTS | | | PROPOSED Major Course Requirements Hours = 15 INSERT HOUR NUMBER FOR MAJOR REQUIREMENTS | | |
|---|---|---|---|---|---|
| **Course Prefix and Number** | **Course Name** | **Credit Hours** | **Course Prefix and Number** | **Course Name** | **Credit Hours** |
| ENGL 1301 | Composition I | 3 | HRPO 1311 | Human Relations | 3 |
| SPCH 1321 | Business and Professional Speaking | 3 | | | |
| | | | | | |
| | | | | | |
| | | | BMGT 1301 | Supervision | 3 |
| | | | BMGT 1305 | Communications in Management` | 3 |
| | | | MRKG 1301 | Customer Relationship Management | 3 |
| | | | MRKG 1311 | Principles of Marketing | 3 |
| | | | | | |
| | | | | | |
| | | | | | |
| | | | | | |

| CURRENT Major Course Option Hours = INSERT HOUR NUMBER FOR MAJOR COURSE OPTION REQUIREMENTS | | | PROPOSED Major Course Option Hours = 15 | | |
|---|---|---|---|---|---|
| OPTION 1: CHOOSE X MANY OUT OF THESE CHOICES (Note: If multiple options exist, merge cells to indicate next option block) | | | OPTION 1:  Specialty: Entrepreneurship (Note: If multiple options exist, merge cells to indicate next option block) | | |
| **Course Prefix and Number** | **Course Name** | **Credit Hours** | **Course Prefix and Number** | **Course Name** | **Credit Hours** |
| BCIS 1305 | Business Computer Applications | 3 | BUSG 1315 | Small Business Operations | 3 |
| BMGT 1301 | Supervision | 3 | BUSG 2309 | Small Business Management | 3 |

| | | | | MRKG 2302 | Principles of Selling | 3 |
|---|---|---|---|---|---|---|
| BMGT 1305 | Communications in Management | 3 | | MRKG 2302 | Principles of Selling | 3 |
| ACNT 2301/ACNT 1303/POFT 1324 | Accounting Principles I or Intro. to Accounting or Business Math Using Technology | 3 | | BCIS 1305 | Business Computing Applications | 3 |
| Choose Two: | | | | ACCT 2302/ACNT 1301 | Accounting Principles or Into to Accounting | 3 |
| BMGT 1307 | High Performance Work Teams | 3 | | | | |
| BMGT 1382 | Cooperative Educations | 3 | | | | |
| BUSG 1315 | Small Business Operations | 3 | | | | |
| BUSG 2309 | Small Business Management | 3 | | | | |
| | | 3 | | | | |

| CURRENT Major Course Option Hours = <mark>INSERT HOUR NUMBER FOR MAJOR COURSE OPTION REQUIREMENTS</mark> | | | | PROPOSED Major Course Option Hours = 15 | | |
|---|---|---|---|---|---|---|
| OPTION 1: <mark>CHOOSE X MANY OUT OF THESE CHOICES</mark> (Note: If multiple options exist, merge cells to indicate next option block) | | | | OPTION 1:  Specialty: Culinary (Note: If multiple options exist, merge cells to indicate next option block) | | |
| Course Prefix and Number | Course Name | Credit Hours | | Course Prefix and Number | Course Name | Credit Hours |
| N/A | | | | CHEF 1205 | Sanitation and Safety | 2 |
| | | | | IFWA 1217 | Food Production and Planning | 2 |
| | | | | FDNS 2300 | Food Management Systems | 3 |
| | | | | HAMG 2201 | Principles of Food and Beverage Operations | 2 |
| | | | | RSTO 2307 | Catering | 3 |
| | | | | HAMG 1321 | Introduction to Hospitality | 3 |
| | | | | | | |

| CURRENT Major Course Option Hours = <mark>INSERT HOUR NUMBER FOR MAJOR COURSE OPTION REQUIREMENTS</mark> | | | | PROPOSED Major Course Option Hours = 15 | | |
|---|---|---|---|---|---|---|
| OPTION 1: <mark>CHOOSE X MANY OUT OF THESE CHOICES</mark> (Note: If multiple options exist, merge cells to indicate next option block) | | | | OPTION 1:  Specialty: Management (Note: If multiple options exist, merge cells to indicate next option block) | | |
| Course Prefix and Number | Course Name | Credit Hours | | Course Prefix and Number | Course Name | Credit Hours |
| N/A | | | | MRKG 1311 | Principles of Marketing | 3 |
| | | | | MRKG 1301 | Customer Relationship Management | 3 |
| | | | | BCIS 1305 | Business Computing Applications | 3 |

| | | ITSC 2335 | Application Software Problem Solving | 3 |
|---|---|---|---|---|
| | | ACCT 2301/ACNT 1301 | Accounting Principles or Intro to Accounting | 3 |
| | | | | |

| CURRENT Major Course Option Hours = | | | PROPOSED Major Course Option Hours = 15 | | |
|---|---|---|---|---|---|
| | | | | | |
| OPTION 1: | | | OPTION 1: Specialty: Marketing | | |
| (Note: If multiple options exist, merge cells to indicate next option block) | | | (Note: If multiple options exist, merge cells to indicate next option block) | | |
| Course Prefix and Number | Course Name | Credit Hours | Course Prefix and Number | Course Name | Credit Hours |
| N/A | | | MRKG 1311 | Principles of Marketing | 3 |
| | | | MRKG 1302 | Principles of Retailing | 3 |
| | | | MRKT 2312 | e-Commerce Marketing | 3 |
| | | | MRKG 2333 | Principles of Selling | 3 |
| | | | MRKG 1302 | Principles of Retailing | 3 |
| | | | | | |

| CURRENT Major Course Option Hours = | | | PROPOSED Major Course Option Hours = 15 | | |
|---|---|---|---|---|---|
| | | | | | |
| OPTION 1: | | | OPTION 1: Specialty: Hospitality/Hotel | | |
| (Note: If multiple options exist, merge cells to indicate next option block) | | | (Note: If multiple options exist, merge cells to indicate next option block) | | |
| Course Prefix and Number | Course Name | Credit Hours | Course Prefix and Number | Course Name | Credit Hours |
| N/A | | | HAMG 1321 | Introduction to Hospitality | 3 |
| | | | HAMG 1313 | Front Office Management | 3 |
| | | | FDNS 2300 | Food Management Systems | 3 |
| | | | RSTO 2307 | Catering | 3 |
| | | | HAMG 2330 | Convention and Group Management Service | 3 |
| | | | | | |

| CURRENT Major Course Option Hours = | | | | PROPOSED Major Course Option Hours = 15 | | |
|---|---|---|---|---|---|---|
| <mark>INSERT HOUR NUMBER FOR MAJOR COURSE OPTION REQUIREMENTS</mark> | | | | | | |
| OPTION 1: <mark>CHOOSE X MANY OUT OF THESE CHOICES</mark> | | | | OPTION 1:  Specialty: Recording Arts | | |
| (Note: If multiple options exist, merge cells to indicate next option block) | | | | (Note: If multiple options exist, merge cells to indicate next option block) | | |
| Course Prefix and Number | Course Name | Credit Hours | | Course Prefix and Number | Course Name | Credit Hours |
| N/A | | | | MUSIC 1327 | Audio Engineering I | 3 |
| | | | | MUSIC 2327 | Audio Engineering II | 3 |
| | | | | MUSIC 1120 | Live Sound Workshop | 1 |
| | | | | MUSIC 1220 | Live Sound Workshop | 2 |
| | | | | BUSG 2309 | Small Business Management – Entrepreneurship | 3 |
| | | | | | | |

# Amarillo College Curriculum Committee Form

Program Changes – Revise BMGT.CERT.ADV Curriculum

**Program Division:** STEM
**Department:** **BSET** - Management
**Program Point of Contact:** Jodi Lindseth, Program Coordinator (806) 371-5102
**Date of Submission:** April 22, 2015

| Requested Information | Information Response |
|---|---|
| Associated 6-digit CIP (If Applicable):<br>Use the CIP for the majority of the courses within the program<br>• ACGM – Use first 6 of "Approval Number"<br>• WECM – Course Inventory CIP Number | WECM |
| Associated Study Area<br>Identify primary program associated with course | Business Management |
| Planned Effective Date: | Term: Fall<br>Year: 2016 |
| Current Program Title (Written Out):<br>(e.g. Aviation Maintenance Technology) | Business Management (A.A.S) |
| Degree Audit Name<br>(e.g. AERM.AAS) | Business Management Advanced Certificate<br>BMGT.CERT.ADV |
| Reason/Justification for Request:<br><br>These proposed Curriculum program changes are to make a clearer path for students with stackable credits that build on the Marketable Skills, Basic, Intermediate, Advanced Certificates to the Associates Degree. | |
| Potential Impact on Current Students Enrolled in Certificate or Degree Programs:<br><br>The 2015-2016 catalog have the same courses, but had many more choices. This change will put most courses in the management core. Most students will benefit to move or start in the 2016-2017. Students staying in the 2015-2016 catalog will have Advanced Communications will be substituted for Customer Relationship Management. | |

| Requested Information | Information Response |
|---|---|
| On this section, please delete out the options in the right column that do not apply. The answers you leave will be your response. | |
| Has a substantial increase or decrease in the number of clock or credit hours awarded for successful completion of a program occurred (substantial defined as noticeable impact on time to completion)? | • No |
| Does this change involve a move from clock to credit hours? | • No |
| This change relates to the following items | • Change certificate from level-1 (TSI-waived) to Level 2 (TSI-liable) or vice versa |

**COURSE SEQUENCING AND REQUIREMENTS – For Catalog**

☐ On "Old" side, use Strikethrough to indicate course(s) no longer in curriculum
☐ On "New" side, use bold/red font to indicate new courses
☐ Remove blocks that do not apply (e.g. if there are no general education requirements for your major, you may delete that table).

| CURRENT CURRICULUM | | PROPOSED CURRICULUM | |
|---|---|---|---|
| Degree Name: | Business Management Certificate | Degree Name: | Business Management Advanced Certificate |
| Total Credit Hours: | 45 | Total Credit Hours: | 45 |
| Total Clock Hours: | | Total Clock Hours: | |

| CURRENT General Course Requirements Hours = 30 INSERT HOUR NUMBER FOR MAJOR REQUIREMENTS | | | PROPOSED Major Course Requirements Hours = INSERT HOUR NUMBER FOR MAJOR REQUIREMENTS | | |
|---|---|---|---|---|---|
| Course Prefix and Number | Course Name | Credit Hours | Course Prefix and Number | Course Name | Credit Hours |
| | | | HRPO 1311 | Human Relations | 3 |
| | | | BMGT 1301 | Supervision | 3 |
| | | | BMGT 1305 | Communications in Management` | 3 |
| | | | MRKG 1301 | Customer Relationship Management | 3 |
| | | | MRKG 1311 | Principles of Marketing | 3 |
| | | | HRPO 2301 | Human Resources Management | 3 |
| | | | BMGT 1307 | High Performance Work Teams | 3 |
| | | | BGMT 2309 | Leadership | |
| | | | *Choose two:* | | |
| | | | BMGT 1382 | Co-op | 3 |
| | | | BMGT 1383 | Co-op | 3 |
| | | | BMGT 1373 | Professional Image Development | 3 |
| | | | BMGT 2302 | Problem Solving and Decision Making | 3 |
| | | | MRKG 2333 | Principle of Selling | 3 |
| | | | BUSA 1315 | Investments | 3 |
| | | | BMGT 2331 | Principles of Quality Management | 3 |
| | | | | | |

| CURRENT Major Course Option Hours = <mark>INSERT HOUR NUMBER FOR MAJOR COURSE OPTION REQUIREMENTS</mark> | | | PROPOSED Major Course Option Hours = 15 | | |
|---|---|---|---|---|---|
| **OPTION 1:** <mark>CHOOSE X MANY OUT OF THESE CHOICES</mark><br>(Note: If multiple options exist, merge cells to indicate next option block) | | | **OPTION 1:  Specialty: Entrepreneurship**<br>(Note: If multiple options exist, merge cells to indicate next option block) | | |
| **Course Prefix and Number** | **Course Name** | **Credit Hours** | **Course Prefix and Number** | **Course Name** | **Credit Hours** |
| BCIS 1305 | Business Computer Applications | 3 | BUSG 1315 | Small Business Operations | 3 |
| BMGT 1301 | Supervision | 3 | BUSG 2309 | Small Business Management | 3 |
| BMGT 1305 | Communications in Management | 3 | MRKG 2302 | Principles of Selling | 3 |
| ACNT 2301/ACNT 1303/POFT 1324 | Accounting Principles I or Intro. to Accounting or Business Math Using Technology | 3 | BCIS 1305 | Business Computing Applications | 3 |
| Choose Two: | | | ACCT 2302/ACNT 1301 | Accounting Principles or Into to Accounting | 3 |
| BMGT 1307 | High Performance Work Teams | 3 | | | |
| BMGT 1382 | Cooperative Educations | 3 | | | |
| BUSG 1315 | Small Business Operations | 3 | | | |
| BUSG 2309 | Small Business Management | 3 | | | |
| | | 3 | | | |

| CURRENT Major Course Option Hours = <mark>INSERT HOUR NUMBER FOR MAJOR COURSE OPTION REQUIREMENTS</mark> | | | PROPOSED Major Course Option Hours = 15 | | |
|---|---|---|---|---|---|
| **OPTION 1:** <mark>CHOOSE X MANY OUT OF THESE CHOICES</mark><br>(Note: If multiple options exist, merge cells to indicate next option block) | | | **OPTION 1:  Specialty: Culinary**<br>(Note: If multiple options exist, merge cells to indicate next option block) | | |
| **Course Prefix and Number** | **Course Name** | **Credit Hours** | **Course Prefix and Number** | **Course Name** | **Credit Hours** |
| N/A | | | CHEF 1205 | Sanitation and Safety | 2 |
| | | | IFWA 1217 | Food Production and Planning | 2 |
| | | | FDNS 2300 | Food Management Systems | 2 |
| | | | HAMG 2201 | Principles of Food and Beverage Operations | 3 |
| | | | RSTO 2307 | Catering | 3 |
| | | | HAMG 1321 | Introduction to Hospitality | |
| | | | | | |

| CURRENT Major Course Option Hours = <mark>INSERT HOUR NUMBER FOR MAJOR COURSE OPTION REQUIREMENTS</mark> | PROPOSED Major Course Option Hours = 15 |
|---|---|

| OPTION 1: CHOOSE X MANY OUT OF THESE CHOICES | | | | OPTION 1: Specialty: Management | | |
| (Note: If multiple options exist, merge cells to indicate next option block) | | | | (Note: If multiple options exist, merge cells to indicate next option block) | | |
| Course Prefix and Number | Course Name | Credit Hours | | Course Prefix and Number | Course Name | Credit Hours |
|---|---|---|---|---|---|---|
| N/A | | | | MRKG 1311 | Principles of Marketing | 3 |
| | | | | MRKG 1301 | Customer Relationship Management | 3 |
| | | | | BCIS 1305 | Business Computing Applications | 3 |
| | | | | ITSC 2335 | Application Software Problem Solving | 3 |
| | | | | ACCT 2301/ACNT 1301 | Accounting Principles or Intro to Accounting | 3 |
| | | | | | | |

| CURRENT Major Course Option Hours = | | | | PROPOSED Major Course Option Hours = 15 | | |
| INSERT HOUR NUMBER FOR MAJOR COURSE OPTION REQUIREMENTS | | | | | | |
| OPTION 1: CHOOSE X MANY OUT OF THESE CHOICES | | | | OPTION 1: Specialty: Marketing | | |
| (Note: If multiple options exist, merge cells to indicate next option block) | | | | (Note: If multiple options exist, merge cells to indicate next option block) | | |
| Course Prefix and Number | Course Name | Credit Hours | | Course Prefix and Number | Course Name | Credit Hours |
|---|---|---|---|---|---|---|
| N/A | | | | MRKG 1311 | Principles of Marketing | 3 |
| | | | | MRKG 1302 | Principles of Retailing | 3 |
| | | | | MRKT 2312 | e-Commerce Marketing | 3 |
| | | | | MRKG 2333 | Principles of Selling | 3 |
| | | | | MRKG 1302 | Principles of Retailing | 3 |
| | | | | | | |

| CURRENT Major Course Option Hours = | | | | PROPOSED Major Course Option Hours = 15 | | |
| INSERT HOUR NUMBER FOR MAJOR COURSE OPTION REQUIREMENTS | | | | | | |
| OPTION 1: CHOOSE X MANY OUT OF THESE CHOICES | | | | OPTION 1: Specialty: Hospitality/Hotel | | |
| (Note: If multiple options exist, merge cells to indicate next option block) | | | | (Note: If multiple options exist, merge cells to indicate next option block) | | |
| Course Prefix and Number | Course Name | Credit Hours | | Course Prefix and Number | Course Name | Credit Hours |
|---|---|---|---|---|---|---|

| N/A | | | | HAMG 1321 | Introduction to Hospitality | 3 |
|---|---|---|---|---|---|---|
| | | | | HAMG 1313 | Front Office Management | 3 |
| | | | | FDNS 2300 | Food Management Systems | 3 |
| | | | | RSTO 2307 | Catering | 3 |
| | | | | HAMG 2330 | Convention and Group Management Service | 3 |
| | | | | | | |

| CURRENT Major Course Option Hours = <mark>INSERT HOUR NUMBER FOR MAJOR COURSE OPTION REQUIREMENTS</mark> | | | | PROPOSED Major Course Option Hours = 15 | | |
|---|---|---|---|---|---|---|
| **OPTION 1:** <mark>CHOOSE X MANY OUT OF THESE CHOICES</mark><br>(Note: If multiple options exist, merge cells to indicate next option block) | | | | **OPTION 1:  Specialty: Recording Arts**<br>(Note: If multiple options exist, merge cells to indicate next option block) | | |
| **Course Prefix and Number** | **Course Name** | **Credit Hours** | | **Course Prefix and Number** | **Course Name** | **Credit Hours** |
| N/A | | | | MUSIC 1327 | Audio Engineering I | 3 |
| | | | | MUSIC 2327 | Audio Engineering II | 3 |
| | | | | MUSIC 1120 | Live Sound Workshop | 1 |
| | | | | MUSIC 1220 | Live Sound Workshop | 2 |
| | | | | BUSG 2309 | Small Business Management – Entrepreneurship | 3 |
| | | | | | | |

# Amarillo College Curriculum Committee Form

Program Changes – Revise BMGT.AAS Curriculum

**Program Division:**     STEM
**Department:**     **BSET -** Management
**Program Point of Contact:**     Jodi Lindseth, Program Coordinator (806) 371-5102
**Date of Submission:**     April 22, 2016

| Requested Information | Information Response |
|---|---|
| Associated 6-digit CIP (If Applicable): <br> Use the CIP for the majority of the courses within the program <br> • ACGM – Use first 6 of "Approval Number" <br> • WECM – Course Inventory CIP Number | WECM |
| Associated Study Area <br> Identify primary program associated with course | Business Management |
| Planned Effective Date: | Term: Fall <br> Year: 2016 |
| Current Program Title (Written Out): <br> (e.g. Aviation Maintenance Technology) | Business Management (A.A.S) |
| Degree Audit Name <br> (e.g. AERM.AAS) | BMGT.AAS |
| Reason/Justification for Request: <br><br> These proposed Curriculum program changes are to make a clearer path for students with stackable credits that build on the Marketable Skills, Basic, Intermediate, Advanced Certificates to the Associates Degree. | |
| Potential Impact on Current Students Enrolled in Certificate or Degree Programs: <br><br> The 2015-2016 catalog have the same courses, but had many more choices. This change will put most courses in the management core. Most students will benefit to move or start in the 2016-2017. Students staying in the 2015-2016 catalog will have Advanced Communications will be substituted for Customer Relationship Management. | |

| Requested Information | Information Response |
|---|---|
| On this section, please delete out the options in the right column that do not apply. The answers you leave will be your response. | |
| Has a substantial increase or decrease in the number of clock or credit hours awarded for successful completion of a program occurred (substantial defined as noticeable impact on time to completion)? | • No |
| Does this change involve a move from clock to credit hours? | • No |
| This change relates to the following items | • None of the Above |

| CURRENT | | PROPOSED | Hours |
|---|---|---|---|
| Associate in Applied Science | | Associate in Applied Science | |
| Major Code - BMGT.AAS | | Major Code - BMGT.AAS | |
| actx.edu/management | | actx.edu/management | |
| Prepares students for positions requiring training in management. Students may specialize in one of four areas: Business Management, ~~Food Service~~ Management, ~~Hospitality~~ Management or Marketing Management. Students completing their curriculum may qualify to enter a Bachelor of Applied Arts and Sciences degree program at a four-year institution. Students seeking a Bachelor of Business Administration degree with a major in Management should follow the Business Administration degree plan. | | Prepares students for positions requiring training in management. Students may specialize in one of four areas: Business Management, **Culinary/Food Services** Management, **Hospitality/Hotel** Management, **Entrepreneur** Management, **Recording Arts** Management, or Marketing Management. Students completing their curriculum may qualify to enter a Bachelor of Applied Arts and Sciences degree program at a four-year institution. Students seeking a Bachelor of Business Administration degree with a major in Management should follow the Business Administration degree plan. | |
| **Program Requirements:** | | **Program Requirements:** | |
| General Education Requirements (15 Semester Hours) | | General Education Requirements (15 Semester Hours) | |
| Communication - 3 Hours | | Communication - 3 Hours | 3 |
| ENGL 1301 - Composition I | | ENGL 1301 - Composition I | |
| Social/Behavioral Sciences - 3 Hours | | Social/Behavioral Sciences - 3 Hours | 3 |
| ECON 2301 - Principles of Macroeconomics  or | | ECON 2301 - Principles of Macroeconomics  or | |
| ECON 2302 - Principles of Microeconomics | | ECON 2302 - Principles of Microeconomics | |
| Life & Physical Sciences/Mathematics - 3 Hours | | Life & Physical Sciences/Mathematics - 3 Hours | 3 |
| Language, Philosophy & Culture/Creative Arts - 3 Hours | | Language, Philosophy & Culture/Creative Arts - 3 Hours | 3 |
| Institutional Requirement - 3 Hours | | Institutional Requirement - 3 Hours | 3 |
| SPCH 1315 - Public Speaking | | SPCH 1315 - Public Speaking | |
| or | | or | |
| SPCH 1321 - Business and Professional Speaking | | SPCH 1321 - Business and Professional Speaking | |
| ~~Management Core Requirements (9 Semester Hours)~~ | | **Management Course Requirements (30 semester hours)** | |
| BMGT 1301 – Supervision | | | |
| BMGT 1305 - Communications in Management | | HRPO 1311   Human Relations | 3 |
| HRPO 1311 - Human Relations | | BMGT 1301   Supervision | 3 |
| ~~Major Course Requirements (15 Semester Hours)~~ | | BMGT 1305   Communications in Management | 3 |

| | | | |
|---|---|---|---|
| ~~ACCT 2301 - Accounting Principles I~~ | | **MRKG 1301   Customer Relationship Management** | 3 |
| ~~BCIS 1305 - Business Computer Applications~~ | | MRKG 1311   Principles of Marketing | 3 |
| BMGT 2309 – Leadership | | HRPO 2301   Human Resources Management | 3 |
| HRPO 2301 - Human Resources Management | | **BMGT 1307   High Performance Work Teams** | 3 |
| MRKG 1311 - Principles of Marketing | | BMGT 2309   Leadership | 3 |
| | | **PROPOSED** | |
| ~~Related Course Requirements (21 Semester Hours)~~ | | *Choose two not found Specialty* | 6 |
| ~~Student will choose one of the following options:~~ | | BMGT 1382   Co-op | |
| ~~Business Management (21 Semester Hours)~~ | | BMGT 1383   Co-op | |
| ~~BMGT 2305 - Advanced Communications in Management~~ | | BMGT 1373   Professional Image Development | |
| BMGT 2331 - Principles of Quality Management | | BMGT 2302   Problem Solving and Decision Making | |
| ~~ITSC 2335 - Application Software Problem Solving~~ | | MRKG 2333   Principle of Selling | |
| ~~Select four of the following courses:~~ | | BUSA 131   Investments | |
| ~~BMGT 1307 - High Performance Work Teams~~ | | BMGT 2331   Principles of Quality Management | |
| ~~BMGT 1373 - Professional Image Development~~ | | BUSG 2309   Small Business Management – Entrepreneurship | |
| ~~BMGT 1382 - Cooperative Education – Business Administration and Management, General~~ | | BUSG 1315   Small Business Operations | |
| ~~BMGT 1383 - Cooperative Education – Business Administration and Management, General~~ | | | |
| ~~BMGT 2303 - Problem Solving and Decision Making~~ | | **Specialty Course Requirements:** | |
| ~~BUSG 1315 - Small Business Operations~~ | | | |
| ~~BUSG 2309 - Small Business Management – Entrepreneurship~~ | | **Business Management: (15 hours)** | |
| ~~BUSA 1313 – Investments~~ | | | |
| ~~MRKG 2333 - Principles of Selling~~ | | MRKG 2333   Principles of Selling | 3 |
| | | BMGT 2302   Problem Solving and Decision Making | 3 |
| **Marketing Management (21 Semester Hours)** | | BCIS 1305   Business Computing Applications | 3 |
| ~~BMGT 2305 - Advanced Communications in Management~~ | | ITSC 2335   Application Software Problem Solving | 3 |
| COMM 2327 - Introduction to Advertising | | ACCT 2301   Accounting Principles or | 3 |
| COMM 2330 - Introduction to Public Relations | | **ACNT 1301 Intro to Accounting** | |
| MRKG 2333 - Principles of Selling | | | |
| ~~Select three of the following courses:~~ | | | |
| ~~BMGT 1307 - High Performance Work Teams~~ | | **Marketing Management (15 Semester Hours)** | |

| Left column | | Right column | |
|---|---|---|---|
| ~~BMGT 1373 - Professional Image Development~~ | | **MRKG 1302   Principles of Retailing** | 3 |
| ~~BMGT 1382 - Cooperative Education – Business Administration and Management, General~~ | | COMM 2327   Introduction to Advertising | 3 |
| ~~BMGT 2303 - Problem Solving and Decision Making~~ | | COMM 2330   Introduction to Public Relations | 3 |
| ~~BUSA 1313 – Investments~~ | | MRKG 2333   Principles of Selling | 3 |
| ~~BUSG 1315 - Small Business Operations~~ | | MRKT 2312   e-Commerce Marketing | 3 |
| ~~BUSG 2309 - Small Business Management – Entrepreneurship~~ | | | |
| MRKG 2312 - e-Commerce Marketing | | **PROPOSED** | |
| | | **Culinary/Food Services Management (15 Semester Hours)** | |
| ~~Food Service Management (21 Semester Hours)~~ | | CHEF 1205     Sanitation and Safety | 2 |
| CHEF 1205 - Sanitation and Safety | | IFWA 1217     Food Production and Planning | 2 |
| IFWA 1217 - Food Production and Planning | | FDNS 2300     Food Management Systems | 3 |
| FDNS 2300 - Food Management Systems | | HAMG 1321     Introduction to Hospitality | 3 |
| HAMG 1321 - Introduction to Hospitality | | HAMG 2201     Principles of Food and Beverage Operations | 2 |
| HAMG 2201 - Principles of Food and Beverage Operations | | RSTO 2307     Catering | 3 |
| RSTO 2307 - Catering | | | |
| ~~Select two of the following courses:~~ | | **Entrepreneurship:  (15 Hours)** | |
| ~~BMGT 1373 - Professional Image Development~~ | | **BUSG 2309     Small Business Management – Entrepreneurship** | 3 |
| ~~BMGT 1382 - Cooperative Education – Business Administration and Management, General~~ | | **BUSG 1315     Small Business Operations** | 3 |
| ~~BUSG 1315 - Small Business Operations~~ | | **MRKG 2303     Principles of Selling** | 3 |
| ~~BUSG 2309 - Small Business Management – Entrepreneurship~~ | | **BCIS 1305     Business Computing Applications** | 3 |
| ~~TRVM 1300 - Introduction to Travel and Tourism~~ | | **ACCT 2301     Accounting Principles or** | 3 |
| ~~Hospitality Management (21 Semester Hours)~~ | | **ACNT 1301  Intro to Accounting** | |
| ~~HAMG 1321 - Introduction to Hospitality~~ | | | |
| ~~TRVM 1300 - Introduction to Travel and Tourism~~ | | **Hospitality/Hotel: (15 Hours)** | |
| ~~TRVM 1308 - Travel Destination I - Western Hemisphere~~ | | **HAMG 1321     Introduction to Hospitality** | 3 |
| ~~TRVM 1341 - Travel Destination II - Eastern Hemisphere~~ | | **HAMG 1313     Front Office Management** | 3 |
| ~~MRKG 2333 - Principles of Selling~~ | | **FDNS 2300     Food Management Systems** | 3 |
| ~~Select two of the following courses:~~ | | **RSTO 2307     Catering** | 3 |
| ~~BMGT 1373 - Professional Image Development~~ | | **HAMG 2330  Convention and Group Management Service** | 3 |

| | | | |
|---|---|---|---|
| ~~BMGT 1382 - Cooperative Education – Business Administration and Management, General~~ | | | |
| ~~BUSG 1315 - Small Business Operations~~ | | **Recording Arts Management: (15 Hours)** | |
| ~~BUSG 2309 - Small Business Management – Entrepreneurship~~ | | MUSIC 1327    Audio Engineering I | 3 |
| **Total (60 Semester Hours)** | | MUSIC 1120   Live Sound Workshop | 1 |
| | | MUSIC 2327   Audio Engineering II | 3 |
| | | MUSIC 1220   Live Sound Workshop | 2 |
| | | BUSG 2309     Small Business Management – Entrepreneurship | 3 |
| | | | |
| | | **TOTAL** | **60** |

# Curriculum Revision Request Form

**Division:**                 STEM

**Department / Program:**   Business Systems & Emerging Technology/CIS

**Prepared by:**         Dr. Carol Buse

**Request:**               REVISIONS – BUSI.AS.CIS, COSC.AAS and COSC.CERT.GAME

1. The following courses will no longer be available through the ACGM:
     - BCIS 2390 Systems Analysis & Design –  Spring 2017
     - COSC 1330 Computer Programming –    Fall 2017
     - COSC 2330 Advanced Structured Programming – Fall 2017

2. Replace these courses will the following in the COSC.AAS degree.
     - BCIS 2390 with **ITSE 2347 Advanced Database Programming (WECM)**
     - COSC 1330 with COSC 1315 Introduction to Computer Programming (ACGM)
     - COSC 2330 with COSC 1320 C Programming (ACGM)

3. Change Major Course Requirements for BUSI.AS.CIS , COSC.AAS, and COSC.CERT.GAME to include the new classes

4. Change pre-requisites for the following courses to include COSC 1315:
     - INEW 2334 – Advanced Web Programming
     - ITSE 1391 – ST in Computer Programming
     - ITSE 2317 – Java Programming
     - ITSE 2359 – Advanced Computer Programming
     - ITSE 2347 – Advanced Database Programming
     - Remove the pre-requisite for GAME 1394

# Amarillo College Curriculum Committee Form

Course Changes – Delete BCIS 2390, COSC 1330, COSC 2330 from the Inventory

**Program Division:** STEM
**Department:** Business Systems & Emerging Technology/ CIS
**Program Point of Contact:** Carol Buse
**Date of Submission:** 5/17/16

| Requested Information | Information Response |
|---|---|
| Associated 6-digit CIP (If Applicable):<br>• ACGM – Use first 6 of "Approval Number"<br>• WECM – Course Inventory CIP Number | 11.0202.54.04 |
| Associated Study Area<br>Identify primary program associated with course | CIS |
| Planned Effective Date: | Implement Spring 2017<br><br>These will no longer be available through the ACGM:<br><br>• BCIS 2390 – Spring 2017<br>• COSC 1330- Fall 2017<br>• COSC 2330 – Fall 2017 |
| Course Title (Written Out):<br>Course Prefix and Number: | 1. BCIS 2390 Systems Analysis & Design<br>2. COSC 1330 Computer Programming<br>3. COSC 2330 Advanced Structured |
| Reason/Justification for Request:<br>(Considerations may include lack of transferability, lack of enrollment, ACGM/WECM changes, etc.)<br><br>Courses Being Removed from ACGM | |
| Potential Impact on Certificate or Degree Programs and Teach-Out Plan Related to Course Deletion:<br><br>These courses will be replaced by the following courses:<br><br>• BCIS 2390 with **ITSE 2347 Advanced Database Programming (WECM)**<br>• COSC 1330 with COSC 1315 Introduction to Computer Programming (ACGM)<br>• COSC 2330 with COSC 1320 C Programming (ACGM) | |

# Amarillo College Curriculum Committee Form

Course Changes – Add COSC 1315 to the Inventory

**Program Division:** STEM
**Department:** Business Systems and Emerging Technology/CIS
**Program Point of Contact:** Carol Buse, Professor and Chair  371-5994
**Date of Submission:** 5/11/2016

| Requested Information | Information Response |
|---|---|
| Associated 6-digit CIP (If Applicable):<br>• ACGM – <u>Use first 6 of "Approval Number"</u><br>• WECM – <u>Course Inventory CIP Number</u> | 11.0201.52.07 |
| Associated Study Area<br>Identify primary program associated with course | Computer Information Systems |
| Planned Effective Date: | Term: Spring<br>Year: 2017 |
| Course Title (Written Out): | Introduction to Computer Programming |
| Course Prefix and Number: | COSC 1315 |
| Course Description: | Introduction to computer programming for solving a variety of problems. This course is intended for non-computer science and non-computer engineering majors.  Emphasis on the fundamentals of design, development, testing, implementation, and documentation of computer programs. Includes problem solving and structured techniques and algorithms using pseudo-code and/or graphical representations. |
| Reason/Justification for Request:<br> This course will be used instead of COSC 1330 Computer Programming. The ACGM will delete COSC 1330 in Fall 2017.  WTAMU has agreed to articulate COSC 1315 into the BBA program in CIS. | |

| Requested Information | Information Response |
|---|---|
| On this section, please delete out the options in the right column that do not apply. The answers you leave will be your response. | |
| Course Type | • Academic Course Guide Manual (ACGM) |
| Instructional Method | • Lecture/Lab – Instruction delivered in face-to-face format<br>Combination of Lecture/Lab Instruction<br>• Hybrid<br>50-84% of instruction occurs with student/instructor in different location<br>• WEB<br>100% Web based – may use variety of teaching methods<br>• Enhanced Online<br>Face-to-face totals no more than 15% instructional time – may use variety of teaching methods |
| Is this class intended to be included in next year's **core** curriculum? | • No |

| If not a class intended for core inclusion, please list your outcomes. Otherwise, leave this table blank. |
|---|
| **Course Outcomes for Course Not Intended for Core** |
| 1. Design and develop algorithms to solve problems. |
| 2. Demonstrate a fundamental understanding of software development methodologies, such as modular design, pseudo code, flowcharting, and structure charts. |
| 3. Demonstrate appropriate design, coding, testing, debugging, and documenting of computer programs that implement problem specifications and requirements. |
| 4. Apply computer programming concepts to new problems or situations. |

| Requested Information | Information Response |
|---|---|
| On this section, please delete out the options in the right column that do not apply. The answers you leave will be your response. | |
| Is this a unique needs course? | • No |
| Is this a local needs course? | • No |
| What is the session cycle? | • Fall/spring only |
| What is the yearly cycle? | • Every year |
| What is the retake policy? | • Unlimited<br>(CoBoard will not fund more than 3 repeats of a course, but student may be allowed unlimited times) |

| Requested Information | Information Response |
|---|---|
| List any pre-requisites (prefix and number) and provide a justification | |
| List any co-requisites (prefix and number) and provide a justification | |
| Are there fees? (Yes or No) and if so, please list the fee information | No Unique Fees. |
| Number of semester credit hours or contact hours | 3 credit hours, 64 contact hours |
| Number of weekly lecture hours (If none, please leave blank) | 2 |
| Number of weekly lab hours (If none, please leave blank) | 2 |
| Number of weekly external hours (If none, please leave blank) | |

# Amarillo College Curriculum Committee Form

Course Changes – Add COSC 1320 the Inventory

**Program Division:** STEM
**Department:** Business Systems and Emerging Technology/CIS
**Program Point of Contact:** Carol Buse, Professor and Chair  371-5994
**Date of Submission:** 5/11/2016

| Requested Information | Information Response |
|---|---|
| Associated 6-digit CIP (If Applicable):<br>• ACGM – Use first 6 of "Approval Number"<br>• WECM – Course Inventory CIP Number | 11.0201.52.07 |
| Associated Study Area<br>Identify primary program associated with course | Computer Information Systems |
| Planned Effective Date: | Term: Spring<br>Year: 2017 |
| Course Title (Written Out): | C Programming |
| Course Prefix and Number: | COSC 1320 |
| Course Description: | Introduces the fundamental concepts of structured programming in the C language.  Topics include data types; control structures; functions, structures, arrays, pointers, pointer arithmetic, unions, and files; the mechanics of running, testing, and debugging programs; introduction to programming; and introductions to the historical and social context of computing. |
| Reason/Justification for Request:<br> This course will be used instead of COSC 2330 Advanced Structured Programming. The ACGM will delete COSC 2330 in Fall 2017 and did not replace the course with a sophomore level course.   WTAMU has agreed to articulate COSC 1320 into the BBA program in CIS as a sophomore level course.  The course content will not change, and this course best matches the course content as required for transfer at WTAMU. | |

| Requested Information | Information Response |
|---|---|
| On this section, please delete out the options in the right column that do not apply. The answers you leave will be your response. | |
| Course Type | • Academic Course Guide Manual (ACGM) |
| Instructional Method | • Lecture – Instruction delivered in face-to-face format<br>Faculty give oral presentation facts/figures<br>• Lab – Instruction delivered in face-to-face format<br>Designed for individual or group study of a subject involving application of theory through observation, experimentation, and<br>• Lecture/Lab – Instruction delivered in face-to-face format<br>Combination of Lecture/Lab Instruction<br>• Hybrid<br>50-84% of instruction occurs with student/instructor in different location<br>• WEB<br>100% Web based – may use variety of teaching methods<br>• Enhanced Online<br>Face-to-face totals no more than 15% instructional time – may use variety of teaching methods |
| Is this class intended to be included in next year's **core** curriculum? | • No |

| If not a class intended for core inclusion, please list your outcomes. Otherwise, leave this table blank. |
|---|
| **Course Outcomes for Course Not Intended for Core** |

1. Analyze and explain the behavior of simple programs involving the fundamental programming constructs.
2. Modify and expand short programs that use standard conditional and iterative control structures and functions; choose appropriate conditional and iteration constructs for a given programming task.
3. Design, implement, test, and debug a program that uses each of the following fundamental programming constructs; basic computation, simple I/O, standard conditional and iterative structures, and the definitions of functions.
4. Apply the techniques of structured (functional) decomposition to break a program into smaller pieces.
5. Describe the mechanics of parameter passing and demonstrate the difference between call-by-value and call-by-reference parameter passing.
6. Discuss the importance of algorithms in the problem-solving process, identify the necessary properties of good algorithms, and create algorithms for solving simple problems.
7. Use pseudocode or a programming language to implement, test, and debug algorithms for solving simple problems.
8. Discuss the representation and use of primitive data types and built-in data structures.
9. Explain the reasons for using different formats to represent numerical data.
10. Explain the basic concepts of secure programming functions.
11. Discuss the properties of good software design.
12. Describe the phases of program transition from source code to executable code and the files produced by these phases; explain the software life cycle and its phases, including the deliverables that are produced.
13. Identify and describe the properties of a variable such as its associated address, value, scope, persistence, and size.
14. Explain how abstraction mechanisms support the creation of reusable software components.

| Requested Information | Information Response |
|---|---|
| On this section, please delete out the options in the right column that do not apply. The answers you leave will be your response. | |
| Is this a unique needs course? | • No |
| Is this a local needs course? | • No |
| What is the session cycle? | • Fall/spring only |
| What is the yearly cycle? | • Every year |
| What is the retake policy? | • Unlimited<br>(CoBoard will not fund more than 3 repeats of a course, but student may be allowed unlimited times) |

| Requested Information | Information Response |
|---|---|
| List any pre-requisites (prefix and number) and provide a justification | COSC 1315 Introduction to Computer Programming Students will be expected to understand beginning programming concepts and algorithm design before taking this course. |
| List any co-requisites (prefix and number) and provide a justification | |
| Are there fees? (Yes or No) and if so, please list the fee information | No Unique Fees |
| Number of semester credit hours or contact hours | 3 credit hours, 96 contact hours |
| Number of weekly lecture hours (If none, please leave blank) | 2 |
| Number of weekly lab hours (If none, please leave blank) | 4 |
| Number of weekly external hours (If none, please leave blank) | |

# Amarillo College Curriculum Committee Form

Program Changes – Revise BUSI.AS.CIS Curriculum

**Program Division:**          STEM
**Department:**                Business Systems and Emerging Technology/CIS
**Program Point of Contact:**  Carol Buse, Professor and Chair 371-5994
**Date of Submission:**        5/11/2016

| Requested Information | Information Response |
|---|---|
| Associated 6-digit CIP (If Applicable):<br>Use the CIP for the majority of the courses within the program<br>• ACGM – Use first 6 of "Approval Number"<br>• WECM – Course Inventory CIP Number | 11.0202.54.04 |
| Associated Study Area<br>Identify primary program associated with course | Business Administration CIS |
| Planned Effective Date: | Term: Fall<br>Year: 2016 |
| Current Program Title (Written Out):<br>(e.g. Aviation Maintenance Technology) | Business Administration CIS Applied Sciences (AS) |
| Degree Audit Name<br>(e.g. AERM.AAS) | BUSI.AS.CIS |
| Reason/Justification for Request:<br>COSC 1330 Computer Programming and COSC 2330 Advanced Structured Languages are being removed from the ACGM effective Spring 2017.  We request the courses be replaced with COSC 1315 Introduction to Computer Programming and COSC 1320 C Programming respectively.  The CIS department at WTAMU will accept these courses into the BBA program in CIS. Most of our students transfer to WTAMU.  WTAMU is interested in keeping the transfer relationship strong between the CIS programs (see email). | |
| Potential Impact on Current Students Enrolled in Certificate or Degree Programs:<br>Please create an automatic substitution for COSC 1330 and COSC 1315<br>COSC 2330 and COSC 1320 | |

| Requested Information | Information Response |
|---|---|
| **On this section, please delete out the options in the right column that do not apply. The answers you leave will be your response.** | |
| Has a substantial increase or decrease in the number of clock or credit hours awarded for successful completion of a program occurred (substantial defined as noticeable impact on time to completion)? | • No |
| Does this change involve a move from clock to credit hours? | • No |
| This change relates to the following items | • None of the Above |

**COURSE SEQUENCING AND REQUIREMENTS – For Catalog**

☐ On "Old" side, use Strikethrough to indicate course(s) no longer in curriculum
☐ On "New" side, use bold/red font to indicate new courses
☐ Remove blocks that do not apply (e.g. if there are no general education requirements for your major, you may delete that table).

| CURRENT CURRICULUM | | | PROPOSED CURRICULUM | |
|---|---|---|---|---|
| **Degree Name:** | BUSI.AS.CIS | | **Degree Name:** | BUSI.AS.CIS |
| **Total Credit Hours:** | 60 | | **Total Credit Hours:** | 60 |
| **Total Clock Hours:** | | | **Total Clock Hours:** | |

| Current | Hours | | Proposed | Hours |
|---|---|---|---|---|
| **Business Administration Computer Information Systems (A.S.)** | | | **Business Administration Computer Information Systems (A.S.)** | |
| Program Advisor: Carol Buse, 371-5994 (acbuse@actx.edu) or contact Samantha Jewett, 345-5664 (sljewett@actx.edu) | | | Program Advisor: Carol Buse, 371-5994 (acbuse@actx.edu) or contact Samantha Jewett, 345-5664 (sljewett@actx.edu) | |
| **Associate in Science** | | | **Associate in Science** | |
| **Major Code - BUSI.AS.CIS** | | | **Major Code - BUSI.AS.CIS** | |
| cis.actx.edu | | | cis.actx.edu | |
| The pre-professional business curriculum in Computer Information Systems provides basic courses for the first two years of a Bachelor of Business Administration degree with a major in Business Computer Information Systems. | | | The pre-professional business curriculum in Computer Information Systems provides basic courses for the first two years of a Bachelor of Business Administration degree with a major in Business Computer Information Systems. | |
| | | | | |
| **Program Requirements** | | | **Program Requirements** | |
| | | | | |
| **General Education Requirements (42 Semester Hours)** | | | **General Education Requirements (42 Semester Hours)** | |
| | | | | |
| **Communication - 6 Hours** | | | **Communication - 6 Hours** | |
| ENGL 1301 - Composition I | 3 | | ENGL 1301 - Composition I | 3 |
| ENGL 1302 - Composition II | | | ENGL 1302 - Composition II | |

| | | | | |
|---|---|---|---|---|
| or | | | or | |
| ENGL 2311 - Technical and Business Writing | 3 | | ENGL 2311 - Technical and Business Writing | 3 |
| | | | | |
| **Mathematics - 3 Hours** | | | **Mathematics - 3 Hours** | |
| MATH 1324 - Mathematics for Business & Social Sciences | 3 | | MATH 1324 - Mathematics for Business & Social Sciences | 3 |
| | | | | |
| **Life & Physical Sciences/Institutional - 12 Hours** | | | **Life & Physical Sciences/Institutional - 12 Hours** | |
| Life & Physical Sciences | 8 | | Life & Physical Sciences | 8 |
| EDUC 1100 - First Year Seminar - Learning Framework | 1 | | EDUC 1100 - First Year Seminar - Learning Framework | 1 |
| SPCH 1315 - Public Speaking | 3 | | SPCH 1315 - Public Speaking | 3 |
| or | | | or | |
| SPCH 1321 - Business and Professional Speaking | | | SPCH 1321 - Business and Professional Speaking | |
| | | | | |
| **Language, Philosophy & Culture - 3 Hours** | | | **Language, Philosophy & Culture - 3 Hours** | |
| Language, Philosophy & Culture | 3 | | Language, Philosophy & Culture | 3 |
| | | | | |
| **Creative Arts - 3 Hours** | | | **Creative Arts - 3 Hours** | |
| Creative Arts | 3 | | Creative Arts | 3 |
| | | | | |
| **Government - 6 Hours** | | | **Government - 6 Hours** | |
| GOVT 2305 - United States Government | 3 | | GOVT 2305 - United States Government | 3 |
| GOVT 2306 - Texas Government | 3 | | GOVT 2306 - Texas Government | 3 |
| | | | | |
| **History - 6 Hours** | | | **History - 6 Hours** | |
| HIST 1301 - United States History I | 3 | | HIST 1301 - United States History I | 3 |
| HIST 1302 - United States History II | 3 | | HIST 1302 - United States History II | 3 |
| | | | | |
| **Social/Behavioral Sciences - 3 Hours** | | | **Social/Behavioral Sciences - 3 Hours** | |
| ECON 2301 - Principles of Macroeconomics | 3 | | ECON 2301 - Principles of Macroeconomics | 3 |
| | | | | |

| Major Course Requirements (18 Semester Hours) | | | Major Course Requirements (18 Semester Hours) | |
|---|---|---|---|---|
| ACCT 2301 - Accounting Principles I | 3 | | ACCT 2301 - Accounting Principles I | 3 |
| ACCT 2302 - Accounting Principles II | 3 | | ACCT 2302 - Accounting Principles II | 3 |
| BCIS 1305 - Business Computer Applications | 3 | | BCIS 1305 - Business Computer Applications | 3 |
| ECON 2302 - Principles of Microeconomics | 3 | | ECON 2302 - Principles of Microeconomics | 3 |
| ~~COSC 1330 - Computer Programming~~ | ~~3~~ | | **COSC 1315 - Introduction to Computer Programming** | 3 |
| ~~COSC 2330 - Advanced Structured Languages~~ | ~~3~~ | | **COSC 1320 - C Programming** | 3 |
| | | | | |
| **Total (60 Semester Hours)** | 60 | | **Total (60 Semester Hours)** | 60 |

# Amarillo College Curriculum Committee Form

Program Changes – Revise COSC.AAS Curriculum

**Program Division:** STEM
**Department:** Business Systems and Emerging Technology
**Program Point of Contact:** Dr. Carol Buse, Chair 371-5994
**Date of Submission:** 3/21/2016

| Requested Information | Information Response |
|---|---|
| Associated 10-digit CIP (If Applicable): <br> Use the CIP for the majority of the courses within the program | 11.0201 |
| Associated Study Area <br> Identify primary program associated with course | Computer Information Systems |
| Planned Effective Date: | Term: FALL <br> Year: 2016 |
| Current Program Title (Written Out): <br> (e.g. Aviation Maintenance Technology) | Computer Information Systems AAS |
| Degree Audit Name <br> (e.g. AERM.AAS) | COSC.AAS |
| Reason/Justification for Request: <br> Replace courses that are being removed from the ACGM with other equivalent ACGM or WECM courses. | |
| Potential Impact on Current Students Enrolled in Certificate or Degree Programs:  We will teach out the current ACGM courses until they are no longer available. | |

| Requested Information | Information Response |
|---|---|
| **On this section, please delete out the options in the right column that do not apply. The answers you leave will be your response.** | |
| Has a substantial increase or decrease in the number of clock or credit hours awarded for successful completion of a program occurred (substantial defined as noticeable impact on time to completion)? | <ul><li></li><li>No</li></ul> |
| Does this change involve a move from clock to credit hours? | <ul><li></li><li>No</li></ul> |
| This change relates to the following items | <ul><li>None of the Above</li></ul> |

**COURSE SEQUENCING AND REQUIREMENTS – For Catalog**

☐ On "Old" side, use Strikethrough to indicate course(s) no longer in curriculum
☐ On "New" side, use bold/red font to indicate new courses
☐ Remove blocks that do not apply (e.g. if there are no general education requirements for your major, you may delete that table).

| CURRENT CURRICULUM | | PROPOSED CURRICULUM | |
|---|---|---|---|
| **Degree Name:** | **COSC.AAS** | **Degree Name:** | **COSC.AAS** |
| **Total Credit Hours:** | **60** | **Total Credit Hours:** | **60** |
| **Total Clock Hours:** | | **Total Clock Hours:** | |

| CURRENT Major Course Requirements Hours = 30 | | | PROPOSED Major Course Requirements Hours = 30 | | |
|---|---|---|---|---|---|
| **Course Prefix and Number** | **Course Name** | **Credit Hours** | **Course Prefix and Number** | **Course Name** | **Credit Hours** |
| ITSC 2335 | Application Software Problem Solving | 3 | ITSC 2335 | Application Software Problem Solving | 3 |
| ~~COSC 1330~~ | ~~Computer Programming~~ | ~~3~~ | **COSC 1315** | **Introduction to Computer Programming** | **3** |
| CPMT 1351 | IT Essentials: PC Hardware and Software | 3 | CPMT 1351 | IT Essentials: PC Hardware and Software | 3 |
| ITSC 1307 | UNIX Operating System I | 3 | ITSC 1307 | UNIX Operating System I | 3 |
| ITSE 1311 | Beginning Web Page Programming | 3 | ITSE 1311 | Beginning Web Page Programming | 3 |
| ITSE 2309 | Database Programming | 3 | ITSE 2309 | Database Programming | 3 |
| ~~COSC 2330~~ | ~~Advanced Structured Languages~~ | ~~3~~ | **COSC 1320** | **C Programming** | **3** |
| ~~BCIS 2390~~ | ~~Systems Analysis and Design~~ | ~~3~~ | **ITSE 2347** | **Advanced Database Programming** | **3** |
| ITSY 1342 | Information Technology Security | 3 | ITSY 1342 | Information Technology Security | 3 |
| INEW 2334 | Advanced Web Programming | 3 | INEW 2334 | Advanced Web Programming | 3 |

# Amarillo College Curriculum Committee Form

Program Changes – Revise COSC.CERT.GAME Curriculum

**Program Division:**  STEM
**Department:**  Business Systems and Emerging Technology
**Program Point of Contact:**  Dr. Carol Buse, Chair 371-5994
**Date of Submission:**  3/21/2016

| Requested Information | Information Response |
|---|---|
| Associated 10-digit CIP (If Applicable):<br>Use the CIP for the majority of the courses within the program | 10.0304 |
| Associated Study Area<br>Identify primary program associated with course | Computer Information Systems |
| Planned Effective Date: | Term: Fall<br>Year: 2016 |
| Current Program Title (Written Out):<br>(e.g. Aviation Maintenance Technology) | Game Design Certificate |
| Degree Audit Name<br>(e.g. AERM.AAS) | COSC.CERT.GAME |
| Reason/Justification for Request:<br>1. Replace courses that have been removed from the ACGM<br>2. Create a Programming Track and an Animation Track.  Students can select from either track or a combination.  Currently, students are required to take all courses in both tracks, which hinders their completion.  Additionally, other community colleges have the Game curriculum divided into these 2 tracks. (see Austin Community College, Houston Community College) | |
| Potential Impact on Current Students Enrolled in Certificate or Degree Programs:  The updated certificate should appeal to more students in both CIS and in ART.  Classes in each area (ART or CIS) will count toward the certificate. | |

| Requested Information | Information Response |
|---|---|
| On this section, please delete out the options in the right column that do not apply. The answers you leave will be your response. | |
| Has a substantial increase or decrease in the number of clock or credit hours awarded for successful completion of a program occurred (substantial defined as noticeable impact on time to completion)? | • Decrease by 1 class (3 hours) |
| Does this change involve a move from clock to credit hours? | • No |
| This change relates to the following items | • None of the Above |

**COURSE SEQUENCING AND REQUIREMENTS – For Catalog**

☐    On "Old" side, use Strikethrough to indicate course(s) no longer in curriculum
☐    On "New" side, use bold/red font to indicate new courses
☐    Remove blocks that do not apply (e.g. if there are no general education requirements for your major, you may delete that table).

| CURRENT CURRICULUM | | | | PROPOSED CURRICULUM | |
|---|---|---|---|---|---|
| **Degree Name:** | COSC.CERT.GAME | | **Degree Name:** | COSC.CERT.GAME | |
| **Total Credit Hours:** | 21 | | **Total Credit Hours:** | 18 | |
| **Total Clock Hours:** | | | **Total Clock Hours:** | | |

| Course Prefix and Number | Course Name | Credit Hours | | Course Prefix and Number | Course Name | Credit Hours |
|---|---|---|---|---|---|---|
| ARTV 1303 | Basic Animation | 3 | | ARTV 1303 | Basic Animation **OR** | |
| ARTV 1341 | 3-D Animation I | 3 | | ITSE 1311 | Beginning Web Programming | 3 |
| ARTV 1345 | 3-D Modeling and Rendering | 3 | | ARTV 1341 | 3-D Animation I **OR** | |
| | | | | COSC 1315 | Introduction to Computer Programming | 3 |
| | | | | ARTV 1345 | 3-D Modeling and Rendering **OR** | |
| | | | | COSC 1320 | C Programming | 3 |
| ~~COSC 1330~~ | ~~Computer Programming~~ | ~~3~~ | | | | |
| ~~COSC 2330~~ | ~~Advanced Structured Languages~~ | ~~3~~ | | GAME 1303 | Introduction to Game Design | 3 |
| GAME 1306 | Design and Creation of Games | 3 | | GAME 1306 | Design and Creation of Games | 3 |
| GAME 1394 | ST - Animation, Interactive Technology, Video Graphics and Special Effects | 3 | | GAME 1394 | ST - Animation, Interactive Technology, Video Graphics and Special Effects | 3 |
| **Course Sequencing and Requirements Notes:** | | | | | | |

# Amarillo College Curriculum Committee Form

Course Changes – Change Current Approved Course Requirements*

**Program Division:**          STEM
**Department:**                Business Systems and Emerging Technology
**Program Point of Contact:**  Dr. Carol Buse, Chair 371-5994
**Date of Submission:**        3/21/2016

| Requested Information | Information Response |
|---|---|
| Associated 10-digit CIP (If Applicable): | 11.0201 |
| Associated Study Area<br>Identify primary program associated with course | Computer Information Systems COSC.AAS |
| Course Title (Written Out) | INEW 2334 – Advanced Web Programming<br>ITSE 1391 – Special Topics in Computer Programming<br>ITSE 2317 – Java Programming<br>ITSE 2347 – Advanced Database Programming<br>ITSE 2359 – Advanced Computer Programming<br>GAME 1394 – ST Animation, Interactive Technology, Video Graphics, Special Effects |
| Course Prefix and Number | INEW 2334<br>ITSE 1391<br>ITSE 2317<br>ITSE 2347<br>ITSE 2359<br>GAME 1394 |
| Planned Effective Date: | Term: Fall<br>Year: 2016 |

| Requested Information | Information Response |
|---|---|
| On this section, please delete out the options in the right column that do not apply. The answers you leave will be your response.<br>NOTE: See "Comments" for information related to many of the planned changes listed below. | |
| Planned Change(s) | • Pre-requisite(s)<br>• |

Change pre-requisites for the above to include COSC 1315 as a replacement for COSC 1330 or COSC 2330 and remove the prerequisite for GAME 1394. Specifying COSC 1330 or COSC 1315 allows students to take courses with either prerequisite.     GAME 1394 does not need a prerequisite.

| Current | | Proposed | |
|---|---|---|---|
| INEW 2334 | Advanced Web Programming | INEW 2334 | Advanced Web Programming |
| Prerequisites/Corequisites | ITSE 1311 and COSC 1330 or ITSE 2302 | Prerequisites/Corequisites | ITSE 1311 and (COSC 1330, **COSC 1315**, OR  ITSE 2302) |
| | | | |
| ITSE 1391 | Special Topics in Computer Programming | ITSE 1391 | Special Topics in Computer Programming |
| Prerequisites/Corequisites | COSC 2330 or COSC 1336 | Prerequisites/Corequisites | **COSC 1315** or COSC 2330 or COSC 1336 |
| | | | |
| ITSE 2317 | JAVA Programming | ITSE 2317 | JAVA Programming |
| Prerequisites/Corequisites | COSC 1330 or instructor consent | Prerequisites/Corequisites | COSC 1330 or **COSC 1315** or instructor consent |
| | | | |
| ITSE 2347 | Advanced Database Programming | ITSE 2347 | Advanced Database Programming |
| Prerequisite/Corequisite | ITSE 2309 | Prerequisite/Corequisite | ITSE 2309 and (COSC 1330 or  **COSC 1315)** |
| | | | |
| ITSE 2359 | Advanced Computer Programming | ITSE 2359 | Advanced Computer Programming |
| Prerequisites/Corequisites | COSC 1330 or instructor consent | Prerequisites/Corequisites | COSC 1330 or  **COSC 1315** or instructor consent |
| | | | |
| GAME 1394 | ST - Animation, Interactive Technology, Video Graphics, Special Effects | GAME 1394 | ST - Animation, Interactive Technology, Video Graphics, Special Effects |
| Prerequisites/Corequisite | COSC 1330 | Prerequisite/Corequisite | none |

For ITSE 2347 (Advanced Database Programming), the C# programming language will be used to program databases such as SQL Server, Oracle, or other RDB.  A foundational knowledge of C# will be expected of students going into the class, as the focus of the course is Advanced Database Programming and beginning C# programming will not be taught

Advisory Committee Meeting Minutes

| PROGRAM COMMITTEE NAME: | | ADVISORY COMMITTEE – COMPUTER INFORMATION SYSTEMS | | | |
|---|---|---|---|---|---|
| CHAIRPERSON: | JOHN SUMMERS | | | | |
| MEETING DATE: | February 25, 2016 | MEETING TIME: | 12:00 PM | MEETING PLACE: | Amarillo College – Down town campus, room 112B |
| RECORDER: | Toni Van Dyke | | | PREVIOUS MEETING: | May 20, 2014 |

**COMMITTEE MEMBERS**

List all members of the committee, then place an X in the box left of name of those present

| | NAME | TITLE | EMPLOYER INFO | PHONE | EMAIL |
|---|---|---|---|---|---|
| X | Duane Crowley | SEG Manager Core | CSI | 806-676-6395 | Duane.crowley@csiweb.com |
| X | Diane Murphy | Dean, School of Business & Technology | Oklahoma Panhandle State University | 580-349-1446 | diane@opsu.edu |
| X | John Summers | Director of Applications | AIG Fixed Annuity | 806-371-1750 | coolsailing@att.net |
| X | Lee Colaw | VP of IT | Amarillo College | 806-371-5151 | lmcolaw@actx.edu |
| X | Scott Stubbs | Software Developer | Happy State Bank | 806-433-5402 | sstubbs@happybank.com |
| X | Victoria Taylor-Gore | Department Chair-Assistant Professor Art | Visual Arts | 806-371-5982 | vtaylorgore@actx.edu |
| X | Minh Lam | Network Administrator | Sprouse Shrader Smith | 806-468-3390 | Minh.lam@sprouselaw.com |
| X | Cody Case | Student Representative | Amarillo College | 806-371-5989 | ccase@amarillocollege.com |
| | Rick Redmond | JDE Implementation Project Manager | City of Amarillo | 806-378-3068 | rick.redmond@amarillogov.com |
| | Matt Adams | Vice President | Money Methods | 806-353-8782 | matt@moneymethods.com |
| | Dr. Terri Giddens | Visiting Professor | Texas Tech University | 806-834-1048 | terri.giddens@ttu.edu |

**EX-OFFICIO'S PRESENT**

| | | | | | |
|---|---|---|---|---|---|
| X | Mark Usnick | Instructor - CIS | Amarillo College | 806-371-5994 | acbuse@actx.edu |
| | Daniel Ferguson | Dean of Liberal Arts & STEM | Amarillo College | 806-371-5216 | dwferguson@actx.edu |
| | Deborah Vess | Vice President of Academic Affairs | Amarillo College | 806-371-5226 | d0551113@actx.edu |
| X | Karen Boatman | Instructor – CIS | Amarillo College | 806-371-5930 | keboatman@actx.edu |
| X | Susie Wheeler | Grants Coordinator | Amarillo College | 806-371-5352 | lswheeler@actx.edu |
| X | Toni Gray | Dean of Continuing Education | Amarillo College | 806-371-2912 | tbgray@actx.edu |
| X | Samantha Jewett | Academic Advisory | Amarillo College | 806-345-5664 | sljewett@actx.edu |
| X | Dewayne Higgs | Instructor - CIS | Amarillo College | 806-371-5217 | djhiggs@actx.edu |
| X | Rashmi Pillai | CIS Lab Administrator | Amarillo College | 806-371-5220 | rspillai@actx.edu |
| X | Lynne Seal | Instructor | Amarillo College | 806-371-5243 | lseal@actx.edu |
| X | Toni Van Dyke | Administrative Assistant | Amarillo College | 806-371-5269 | tjvandyke@actx.edu |

| AGENDA ITEM | ACTION DISCUSSION INFORMATION | RESPONSIBILITY |
|---|---|---|
| Old Business: | NA | |
| Continuing Business: | NA | |
| New Business: | Proposed changes to curriculum for COSC.AAS. | Carol Buse |
| Curriculum Decisions: | Proposed changes were unanimously agreed to by the committee members. | Advisory Committee |
| Other: | | |
| KEY DISCUSSION POINTS | DISCUSSION | |
| Old Business: | NA | |
| Continuing Business | NA | |
| New Business: | | |
| Curriculum Decisions: | The meeting called to order at 12:09 p.m.  Introductions where made among the committee members. | |

The first topic discussed was the new computer club Bash Script Crazy (BSC). Dewayne Higgs mentioned that BCS is one of the larger clubs on campus and that they have established various outreach programs for technology related issues. In October 2016, BSC will host the Association of Information Technology Professional Conference (AITP). Amarillo College and Oklahoma Texas Panhandle State University (OPSU) will help host the conference. This will be the first time that AITPA will hold a conference in the Panhandle. Local Business are encouraged to set up booths at the conference. One of the benefits of having a booth at the conference will be student recruitment from 6 different states, which are Mississippi, Louisiana, Texas, Oklahoma, Arkansas, and New Mexico.

Next, Dr. Buse went over what the college's initiatives are and how the CIS department is working on achieving them. Some of the initiatives are:

- ❖ 2020 Vision – 70% completion (students receiving a certificate or degree)
- ❖ 8 week Courses
- ❖ Stackable Certificates
- ❖ Block Scheduling
- ❖ Defined Pathways

The CIS Department has already changed some of the courses to 8 weeks. There has been some issues with this as fare as scheduling and planning. In addition, CIS now offers stackable certificates and block scheduling. Block scheduling is where students sign up for a set of courses, not a single course. Completion of the first 8-week courses is required in order to take the second 8-week courses in the block. Dr. Buse is going to do a write up about the success and failure of block scheduling for the VP of Academic Affairs. Block scheduling is mandatary per the state. Lastly, Dr. Buse is working on the defined pathways. Defined Pathways clearly laid out the degree plan for students. With the defined pathway, students will be able to see when the courses are offered every semester and will be able to graduate within 2 years.

Next, Dr. Buse showed the committee a handout of how she did the block scheduling this semester and what courses were offered in the block. The courses she picked for the block allows the students to graduate with a certificate in the first semester assuming they pass all 5 courses. Having the certificate gives the student practical skills to get a lower entry-level job in their field of study while working on their Associates degree. However, some of the issues with block scheduling are:

- ❖ Student only needed 4 of courses in the block, not all 5
- ❖ Course time for some of the courses in the block didn't fit student schedule
- ❖ The first 8-week courses are prerequisites to the second 8-week courses
- ❖ Meeting once a week was too challenging, need to meet twice a week
- ❖ Due to restrictions it was hard to fill the courses in the block

Dr. Buse reminded the committee that the CIS department is a Pearson Vue testing center, which does any type of IT testing. Vouchers are purchased through the Pearson Vue website along with scheduling available testing times.

Next, Dr. Buse reviewed the pathway for the CIS degree with the committee. The current CIS degree is attached to the minutes.

The recommended course schedule is for the first year is:

| Semester One | | Semester Two | |
|---|---|---|---|
| First 8-weeks | Second 8-weeks | First 8-weeks | Second 8-weeks |
| BCIS 1305 | ITSC 2335 | ITSC 1307 | INEW 2334 |
| CPMT 1351 | ITSE 2309 | ITSW 1311 | COSC 2330 |
| ITSY 1342 (16 week course) | | COSC 1330 | |

| | |
|---|---|
| | Dr. Buse did an overview of what the courses are in the COSC.AAS degree and had the instructors discuss what they covered in each course. After hearing what each course covers, the committee members offered their feedback which was:<br><br>Lee Colaw was curious about 3D design, since many people associate it with computer science.<br><br>Dr. Buse mentioned that Vicky Taylor Gore offers 3D animation.<br><br>Vicky did mentioned that she does 3D animation and that drafting does 3D printing.<br><br>Lee was also curious about drone programming, since drones are so popular right now.<br><br>Dr. Buse said that she could probably put that as a special topic course.<br><br>Mark Usnick suggested checking with the engineering department regarding 3D printing.<br><br>Student representative, Cody Casey, said that BSC is currently looking into the purchasing and programming a drone as a club project.<br><br>Scott Stubbs was curious about cloud development and programming, which aids in interfacing with drones or even thermostats and other home devices.<br><br>Dewayne Higgs said BSC is currently pursuing special topics like the drone.<br><br>Dr. Buse reminded everyone that CIS is limited on what classes we can offer.<br><br>Diane Murphy inquired on the logical thinking ability with students who have not taken the general education classes such as college algebra.<br><br>Dewayne Higgs mentioned that the students do struggle with the concepts in the beginning so he offers lab work, time outside of class, and lots of demonstration.<br><br>There was a brief discussion over TSI testing and courses that transfers to 4-year universities.<br><br>Duane Crowley asked if there are any courses that covers best practices related to applications.<br><br>Dewayne Higgs said that they do integrate best practices in his Computer Programming and Advanced Structured Languages courses.<br><br>John Summers mentioned that he also teaches it in his Database course.<br><br>Duane Crowley also asked if there is any emphasis on debugging or analysis exhausting code.<br><br>Cody Case said that he has done debugging in the Advanced Structured Languages course.<br><br>John Summers mentioned that it could be beneficial to have students debug each other's codes.<br><br>Dewayne Higgs said he might start doing that in the next semester. |

| | |
|---|---|
| | Scott Stubbs mentioned that Happy State Bank is currently doing this. They have seen many benefits from pairing up senior analyst with a junior analyst, which makes a great learning opportunity.<br><br>Dr. Buse mentioned there are 3 courses needing to be replaced due to the ACGM deleting them in 2017FA. The courses that are being phased out are **BCIS 2390, COSC 1330, and COSC 2330**.<br><br>❖ First up for vote is replacing **BCIS 2390** with **INEW 2330. INEW 2330** course description - A comprehensive application of skills learned in previous courses in a simulated workplace. Covers the development, testing, and documenting of a complete software and/or hardware solution. This course may be used as a capstone course for a certificate or degree. Dr. Buse would like to use **INEW 2330** has a capstone class. Cody Love asked if the class would cover all the material learned in the degree and if it would apply how to use the course material in business. Dr. Buse said that the course would cover all the information learned in the degree and real world application.<br><br>John Summers called for a vote on it and the committee voted unanimously to approve the change.<br><br>❖ Next course up for vote is replacing **COSC 1330** with **ITSE 1330. ITSE 1330** course description – A study of C# syntax including data types, control structures, functions, syntax, and semantics of the language, classes, class relationships, and exception handling. Cody Love asked if **ITSE 1330** would transfer and Dr. Buse said it would transfer into a BAS degree. **COSC 1330** will still count towards the degree for students who have already taken it.<br><br>John Summers called for a vote and the committee voted unanimously to approve the change.<br><br>❖ Last up for vote is replacing **COSC 2330** with **ITSE 2347**, Advanced Database Programming course description - Database development using complex database programming techniques emphasizing multiple interrelated files, menu design, security implementation, and multiple access, or **ITSE 2453**, Advanced C# Programming, course description - Continuation of C# programming using advanced features of the .NET Framework Class Library.<br><br>Dewayne Higgs mentioned that the advanced database programming would allow the students to be introduced to Advanced SQL; this will help programmers learn how to interact with some form of database.<br><br>Cody Love felt that the Advanced database class with also fit the students need better than Advanced C# Programming.<br><br>Diane Murphy said both courses would fit into the Bachelor degree at OPSU.<br><br>Lee Colaw said that the database class would fit best in industry.<br><br>Scott Stubbs mentioned that in the banking industrial they are looking for none traditional database SQL. |

| | |
|---|---|
| | Duane Crowley said that his job prefers program databases.<br><br><br>John Summers called for a vote and the committee voted unanimously for the **ITSE 2347** course. They felt it would be a better fit for the students in the current industry.<br>Dr. Buse thanked everyone for coming and for serving on the committee. |
| Other: | The meeting was adjourned at 1:09 pm.   The next Advisory Committee meeting has not been set. |

| **Recorder:** | **Date:**<br><br>February 27, 2016 | **Next Meeting:**<br><br>To be determined |
|---|---|---|

# Amarillo College Curriculum Committee Form

Course Changes – Change CHEM 1111 Course Requirements*

| | |
|---|---|
| **Program Division:** | STEM |
| **Department:** | Mathematics, Engineering and Physical Sciences |
| **Program Point of Contact:** | Collin Witherspoon, Department Chair (371-5142) |
| **Date of Submission:** | 5/12/2016 |

| Requested Information | Information Response |
|---|---|
| Associated 6-digit CIP (If Applicable):<br>• ACGM – Use first 6 of "Approval Number"<br>• WECM – Course Inventory CIP Number | 40.0501 |
| Associated Study Area<br>Identify primary program associated with course | Chemistry |
| Course Title (Written Out) | Principles of Chemistry I Lab |
| Course Prefix and Number | CHEM-1111 |
| Planned Effective Date: | Term: Summer<br>Year: 2016 |

| Requested Information | Information Response |
|---|---|
| **On this section, please delete out the options in the right column that do not apply. The answers you leave will be your response.**<br>**NOTE: See "Comments" for information related to many of the planned changes listed below.** | |
| Planned Change(s) | • Other |

| In this box, please provide information related to your change request and any justification. |
|---|
| Considerations: Describe how change will benefit students, change is needed for sustainability, etc. |
| Catalog currently lists CHEM 1111 as "Hours (1 sem hr; 4 lab)." This needs to be changed to "Hours (1 sem hr; 3 lab)."<br><br>ACGM states that the maximum number of contact hours for CHEM 1111 is 48. |

# Amarillo College Curriculum Committee Form

Course Changes – Change Current CHEM 1112 Course Requirements*

| | |
|---|---|
| **Program Division:** | STEM |
| **Department:** | Mathematics, Engineering and Physical Sciences |
| **Program Point of Contact:** | Collin Witherspoon, Department Chair (371-5142) |
| **Date of Submission:** | 5/12/2016 |

| Requested Information | Information Response |
|---|---|
| Associated 6-digit CIP (If Applicable):<br>• ACGM – Use first 6 of "Approval Number"<br>• WECM – Course Inventory CIP Number | 40.0501 |
| Associated Study Area<br>Identify primary program associated with course | Chemistry |
| Course Title (Written Out) | Principles of Chemistry II Lab |
| Course Prefix and Number | CHEM-1112 |
| Planned Effective Date: | Term: Summer<br>Year: 2016 |

| Requested Information | Information Response |
|---|---|
| On this section, please delete out the options in the right column that do not apply. The answers you leave will be your response.<br>NOTE: See "Comments" for information related to many of the planned changes listed below. | |
| Planned Change(s) | • Other |

| |
|---|
| **In this box, please provide information related to your change request and any justification.**<br>Considerations: Describe how change will benefit students, change is needed for sustainability, etc. |
| Catalog currently lists CHEM 1112 as "Hours (1 sem hr; 4 lab)." This needs to be changed to "Hours (1 sem hr; 3 lab)."<br><br>ACGM states that the maximum number of contact hours for CHEM 1112 is 48. |

# Amarillo College Curriculum Committee Form

Course Changes – Change Title and Outcomes Math 1332 Course*

| | |
|---|---|
| **Program Division:** | STEM |
| **Department:** | Mathematics, Engineering & Physical Sciences |
| **Program Point of Contact:** | Collin Witherspoon, Department Chair (371-5142) |
| **Date of Submission:** | 5/12/2016 |

| Requested Information | Information Response |
|---|---|
| Associated 6-digit CIP (If Applicable): <br> • ACGM – Use first 6 of "Approval Number" <br> • WECM – Course Inventory CIP Number | 27.0101 |
| Associated Study Area <br> Identify primary program associated with course | Mathematics |
| Course Title (Written Out) | Contemporary Mathematics I |
| Course Prefix and Number | MATH-1332 |
| Planned Effective Date: | Term: Fall <br> Year: 2016 |

| Requested Information | Information Response |
|---|---|
| On this section, please delete out the options in the right column that do not apply. The answers you leave will be your response. <br> **NOTE: See "Comments" for information related to many of the planned changes listed below.** | |
| Planned Change(s) | • Change Math 1332 Title and Outcomes |

| |
|---|
| **In this box, please provide information related to your change request and any justification.** <br> Considerations: Describe how change will benefit students, change is needed for sustainability, etc. |
| • The title of the course needs to be changed to **Contemporary Mathematics.** <br> • The Title and Outcomes of the course needs to be changed to align with the Title given in the ACGM. |

| Change in Math 1332 Learning Outcomes | |
|---|---|
| Old Course Outcomes | New Course Outcomes |
| After completing this course, the student will be able to demonstrate knowledge of the following topics: <br><br> 1. Investigate and apply sets, set operations, and Venn diagrams. <br> 2. Apply basic principles of deductive reasoning, symbolic logic, conditionals, and truth tables. <br> 3. Investigate and apply introductory principles of number theory, relations, and functions. <br> 4. Evaluate simple interest, compound interest, annuities, and amortization principles. <br> 5. Demonstrate an understanding of basic counting principles and basic probability theory. <br> 6. Demonstrate an understanding of basic statistical theory including measures of central tendency, measures of dispersion, and normal distribution. | Upon successful completion of this course, students will: <br><br> 1. Apply the language and notation of sets. <br> 2. Determine the validity of an argument or statement and provide mathematical evidence. <br> 3. Solve problems in mathematics of finance. <br> 4. Demonstrate fundamental probability/counting techniques and apply those techniques to solve problems. <br> 5. Interpret and analyze various representations of data. <br> 6. Demonstrate the ability to choose and analyze mathematical models to solve problems from real-world settings, including, but not limited to, personal finance, health literacy, and civic engagement. |

# Amarillo College Curriculum Committee Form

Course Changes – Change Math 2413 Course Pre-Requisite Requirements*

**Program Division:** ==STEM==
**Department:** ==Mathematics, Engineering & Physical Sciences==
**Program Point of Contact:** ==Collin Witherspoon, Department Chair (371-5142)==
**Date of Submission:** ==4/11/2016==

| Requested Information | Information Response |
|---|---|
| Associated 6-digit CIP (If Applicable):<br>• ACGM – Use first 6 of "Approval Number"<br>• WECM – Course Inventory CIP Number | 27.0101 |
| Associated Study Area<br>Identify primary program associated with course | Mathematics |
| Course Title (Written Out) | Calculus I |
| Course Prefix and Number | MATH-2413 |
| Planned Effective Date: | Term: Fall<br>Year: 2016 |

| Requested Information | Information Response |
|---|---|
| On this section, please delete out the options in the right column that do not apply. The answers you leave will be your response.<br>NOTE: See "Comments" for information related to many of the planned changes listed below. | |
| Planned Change(s) | • Pre-requisite(s) |

| In this box, please provide information related to your change request and any justification.<br>Considerations: Describe how change will benefit students, change is needed for sustainability, etc. |
|---|
| Prerequisites: MATH 1414 and MATH 1316 - minimum grade of C; or Department Chair consent<br><br>Justification: College Algebra was split into a STEM and Non-STEM track. MATH 2413 is the third course in the STEM track. |

# Amarillo College Curriculum Committee Form

. Course Changes – Change Current Approved Course Requirements*

**Program Division:**       Academic Success
**Department:**             ACcess Learning Center
**Program Point of Contact:** Ann Hamblin, 371-5421
**Date of Submission:**     4/18/2016

| Requested Information | Information Response |
|---|---|
|  |  |
| Associated Study Area<br>Identify primary program associated with course | Basic Academic Reading, Math, Writing Skills |
| Course Prefix and Number | BAS, BASM, BASR, BASW |
| Planned Effective Date: | Term: __Fall_____<br>Year: ___2016-2017 _____ |

| Requested Information | Information Response |
|---|---|
| On this section, please delete out the options in the right column that do not apply. The answers you leave will be your response.<br>NOTE: See "Comments" for information related to many of the planned changes listed below. ||
| Planned Change(s) | • Pre-requisite(s)<br>• Description |

**In this box, please provide information related to your change request and any justification.**
Considerations: Describe how change will benefit students, change is needed for sustainability, etc.

Changes reflect updating pre-requisites, course description, and course deletions. All justifications are noted at the end of each section on attached pages.

*Note: Course instructional method changes, retake policy changes, session cycle changes, yearly cycle changes can be reported directly to the Registrar's Office; these changes do not need to go through Curriculum Committee.

| Change in Learning Outcomes<br>ONLY COMPLETE IF CHANGE IN OUTCOMES |||||
|---|---|---|---|---|
| Course Name | Course Prefix | Course Number | Old Course Outcomes | New Course Outcomes |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

| CURRENT CATALOG 2015-2016 | REVISED ENTRIES 2016-2017 |
|---|---|
| ~~BAS 0103-Basic Academic Skills~~<br>~~Prerequisites/Co-requisite~~<br><br>~~Basic Skills course that develops and reinforces math,~~<br>~~reading, and/or writing.~~<br>~~(Hours 1 sem hr-1 lec)~~<br><br>~~Notes~~<br>~~This course does not meet TSI program requirements.~~ | ~~BAS 0103-Basic Academic Skills~~<br>~~Prerequisites/Co-requisite~~<br><br>~~Basic Skills course that develops and reinforces math,~~<br>~~reading, and/or writing.~~<br>~~(Hours 1 sem hr-1 lec)~~<br><br>~~Notes~~<br>~~This course does not meet TSI program requirements.~~<br><br>Justification for changes:<br>(Deletion requested to align with course sequencing.) |
| ~~BAS 0203-Basic Academic Skills~~<br>~~Prerequisites/Co-requisite~~<br><br>~~Basic Skills course that develops and reinforces math,~~<br>~~reading, and/or writing.~~<br>~~(Hours 2 sem hr-1 lec-2 lab)~~<br><br>~~Notes~~<br>~~This course does not meet TSI program requirements.~~ | ~~BAS 0203-Basic Academic Skills~~<br>~~Prerequisites/Co-requisite~~<br><br>~~Basic Skills course that develops and reinforces math,~~<br>~~reading, and/or writing.~~<br>~~(Hours 2 sem hr-1 lec-2 lab)~~<br><br>~~Notes~~<br>~~This course does not meet TSI program requirements.~~<br><br>Justification for changes:<br>(Deletion requested to align with course sequencing.) |
| ~~BASM 0101-Basic Academic Skills~~<br>~~Prerequisites/Co-requisite~~<br><br>~~Basic Skills course that develops and reinforces math skills~~<br>~~to meet TSI requirements.~~<br><br>~~(Hours 1 sem hr-1 lec)~~ | ~~BASM 0101-Basic Academic Skills~~<br>~~Prerequisites/Co-requisite~~<br><br>~~Basic Skills course that develops and reinforces math skills~~<br>~~to meet TSI requirements.~~<br><br>~~(Hours 1 sem hr-1 lec)~~<br>Justification for changes:<br>(Deletion requested to align with course sequencing.) |
| ~~BASM 0202-Basic Academic Skills~~<br>~~Prerequisites/Co-requisite~~<br><br>~~Basic Skills course that develops and reinforces math skills~~<br>~~to meet TSI requirements.~~<br><br>~~(Hours 1 sem hr-1 lec)~~ | ~~BASM 0202-Basic Academic Skills~~<br>~~Prerequisites/Co-requisite~~<br><br>~~Basic Skills course that develops and reinforces math skills~~<br>~~to meet TSI requirements.~~<br><br>~~(Hours 1 sem hr-1 lec)~~<br><br>Justification for changes:<br>(Deletion requested to align with course sequencing.) |

| | |
|---|---|
| **BASM 0301 - Basic Academic Skills**<br><br>Basic skills course that develops and reinforces ~~reading,~~ math ~~and writing~~ skills with special emphasis on math to meet TSI requirements.<br><br>Hours (3 sem hrs; 2 lec, 2 lab) | **BASM 0301 - Basic Academic Skills**<br><br>Prerequisite: A minimum TSI score of 334-335<br><br>Basic skills course that develops and reinforces math skills with special emphasis on math to meet TSI requirements.<br><br>Hours (3 sem hrs; 2 lec, 2 lab)<br><br>Justification for changes:<br>(Addition/deletions requested to align with course sequencing.) |
| **BASM 0302 - Basic Academic Skills**<br><br>**Prerequisites / Corequisite**<br>Prerequisite: BASM 0301 or MATH 0301 ~~with minimum grade of C or acceptable TSI or Accuplacer math score.~~<br><br>Basic Skills course that develops and reinforces math skills to meet TSI requirements.<br><br>Hours (3 sem hrs; 2 lec, 2 lab) | **BASM 0302 - Basic Academic Skills**<br><br>**Prerequisites / Corequisite**<br>Prerequisite: BASM 0301 or MATH 0301-or minimum TSI score of 332.<br><br>Basic Skills course that develops and reinforces math skills to meet TSI requirements.<br><br>Hours (3 sem hrs; 2 lec, 2 lab)<br><br>Justification for changes:<br>(Addition/deletions requested to align with course sequencing.) |
| **BASM 0303 - Basic Academic Skills**<br><br>**Prerequisites / Corequisite**<br>Prerequisite: BASM 0302 or MATH 0302 ~~with a grade of C or acceptable TSI or Accuplacer math score.~~<br><br>Basic skills course that develops and reinforces ~~reading,~~ math ~~and writing~~ skills with special emphasis on math to meet TSI requirements.<br>Hours (3 sem hrs; 2 lec, 2 lab) | **BASM 0303 - Basic Academic Skills**<br><br>**Prerequisites / Corequisite**<br>Prerequisite: BASM 0302 or MATH 0302-a minimum TSI score of 344.<br><br>Basic skills course that develops and reinforces math skills with special emphasis on math to meet TSI requirements.<br><br>Hours (3 sem hrs; 2 lec, 2 lab)<br><br>Justification for changes:<br>(Addition/deletions requested to align with course sequencing.) |
| ~~BASR 0101 - Basic Academic Skills~~<br><br>~~Basic Skills course that develops and reinforces reading skills to meet TSI requirements.~~<br><br>~~Hours (1 sem hr; 1 lec)~~ | ~~BASR 0101 - Basic Academic Skills~~<br><br>~~Basic Skills course that develops and reinforces reading skills to meet TSI requirements.~~<br><br>~~Hours (1 sem hr; 1 lec)~~<br>Justification for changes: |

| | (Deletion requested to align with course sequencing.) |
|---|---|
| ~~BASR 0202 - Basic Academic Skills~~<br><br>~~Basic Skills course that develops and reinforces reading skills to meet TSI requirements.~~<br><br>~~Hours (2 sem hrs; 1 lec, 2 lab)~~ | ~~BASR 0202 - Basic Academic Skills~~<br><br>~~Basic Skills course that develops and reinforces reading skills to meet TSI requirements.~~<br><br>~~Hours (2 sem hrs; 1 lec, 2 lab)~~<br><br>Justification for changes:<br>(Deletion requested to align with course sequencing.) |
| **BASR 0301 - Basic Academic Skills**<br><br>Basic skills course that develops and reinforces reading, ~~math and writing~~ skills ~~with special emphasis on reading~~ to meet TSI requirements.<br><br>Hours (3 sem hrs; 2 lec, 2 lab) | **BASR 0301 - Basic Academic Skills**<br><br>Prerequisite: A minimum TSI score of 340-341<br><br>Basic skills course that develops and reinforces reading, skills to meet TSI requirements.<br><br>Hours (3 sem hrs; 2 lec, 2 lab)<br><br>(Addition/deletions requested to align with course sequencing.) |

| | |
|---|---|
| **BASR 0302 - Basic Academic Skills**<br><br>**Prerequisites / Corequisite**<br>Prerequisite: BASR 0301 or RDNG 0301- minimum ~~grade of C or acceptable~~ TSI ~~or Accuplacer reading score~~<br><br>Basic Skills course that develops and reinforces reading skills to meet TSI requirements.<br><br>Hours (3 sem hrs; 2 lec, 2 lab) | **BASR 0302 - Basic Academic Skills**<br><br>**Prerequisites / Corequisite**<br>Prerequisite: BASR 0301 or RDNG 0301-a minimum ~~grade of C or acceptable~~ TSI score of 342 ~~or Accuplacer reading score~~<br><br>Basic Skills course that develops and reinforces reading skills to meet TSI requirements.<br>Hours (3 sem hrs; 2 lec, 2 lab)<br>(Addition/deletions requested to align with course sequencing.) |
| ~~**BASR 0303 - Basic Academic Skills**~~<br><br>~~**Prerequisites / Corequisite**~~<br>~~Prerequisite: BASR 0302 or RDNG 0321 minimum grade of C or acceptable TSI or Accuplacer reading score~~<br><br>~~Basic skills course that develops and reinforces reading, math and writing skills with special emphasis on reading to meet TSI requirements.~~<br><br>~~Hours (3 sem hrs; 2 lec, 2 lab)~~ | ~~**BASR 0303 - Basic Academic Skills**~~<br><br>~~**Prerequisites / Corequisite**~~<br>~~Prerequisite: BASR 0302 or RDNG 0321 minimum grade of C or acceptable TSI or Accuplacer reading score~~<br><br>~~Basic skills course that develops and reinforces reading, math and writing skills with special emphasis on reading to meet TSI requirements.~~<br><br>~~Hours (3 sem hrs; 2 lec, 2 lab)~~<br><br>Justification for changes:<br>(Deletion requested to align with course sequencing.) |
| ~~**BASW 0101 - Basic Academic Skills**~~<br><br>~~Basic Skills course that develops and reinforces writing skills to meet TSI requirements.~~<br><br>~~Hours (1 sem hr; 1 lec)~~ | ~~**BASW 0101 - Basic Academic Skills**~~<br><br>~~Basic Skills course that develops and reinforces writing skills to meet TSI requirements.~~<br><br>~~Hours (1 sem hr; 1 lec)~~<br><br>Justification for changes:<br>(Deletion requested to align with course sequencing.) |
| ~~**BASW 0202 - Basic Academic Skills**~~<br><br>~~Basic Skills course that develops and reinforces writing skills to meet TSI requirements.~~<br><br>~~Hours (2 sem hrs; 1 lec, 2 lab)~~ | ~~**BASW 0202 - Basic Academic Skills**~~<br><br>~~Basic Skills course that develops and reinforces writing skills to meet TSI requirements.~~<br><br>~~Hours (2 sem hrs; 1 lec, 2 lab)~~<br><br>Justification for changes:<br>(Deletion requested to align with course sequencing.) |

| BASW 0301 - Basic Academic Skills | BASW 0301 - Basic Academic Skills |
|---|---|
| Basic Skills Course that develops and reinforces ~~reading, math and~~ writing skills ~~with special emphasis on writing~~ to meet TSI requirements.<br><br>Hours (3 sem hrs; 2 lec, 2 lab) | Prerequiste: a minimumscore of  TSIO 310-350 or TSIE 2<br><br>Basic Skills Course that develops and reinforces writing skills to meet TSI requirements.<br><br>Hours (3 sem hrs; 2 lec, 2 lab)<br><br>(Addition/deletions requested to align with course sequencing.) |
| **BASW 0302 - Basic Academic Skills**<br><br>**Prerequisites / Corequisite**<br><br>Prerequisite: BASW 0301 ~~grade of C or acceptable TSI or Accuplacer reading score.~~<br><br>Basic Skills course that develops and reinforces writing skills to meet TSI requirements.<br><br>Hours (3 sem hrs; 2 lec, 2 lab) | **BASW 0302 - Basic Academic Skills**<br><br>**Prerequisites / Corequisite**<br><br>Prerequisite: BASW 0301 or a minimum TSI score of 347 ~~grade of C or acceptable TSI or Accuplacer reading score.~~<br><br>Basic Skills course that develops and reinforces writing skills to meet TSI requirements.<br><br>Hours (3 sem hrs; 2 lec, 2 lab)<br><br>(Addition/deletions requested to align with course sequencing.) |

# Amarillo College Curriculum Committee Form

Course Changes – Add a New Course to the Inventory

**Program Division:** Academic Success
**Department:** **Adult Education and Literacy**
**Program Point of Contact:** Michelle Lamons (806) 371-5204
**Date of Submission:** May 16, 2016

| Requested Information | Information Response |
|---|---|
| Associated 6-digit CIP (If Applicable): <ul><li>ACGM – Use first 6 of "Approval Number"</li><li>WECM – Course Inventory CIP Number</li></ul> | Not Applicable |
| Associated Study Area<br>Identify primary program associated with course | |
| Planned Effective Date: | Term: _____ Fall _____<br>Year: _____ 2016 _____ |
| Course Title (Written Out): | Language 1, Language 2, College Transitions Writing, Mathematics 1, Mathematics 2, College Transitions Mathematics, College Transitions, College Transitions Lab |
| Course Prefix and Number: | AELE-0001, AELE-0002, AELE-0003, AELE-0004, AELE-0005, AELE-0006, AELL-0001, AELL-0002, AELL-0003, AELM-0001, AELM-0002, AELM-0003, AELT-0001, AELT-0002 |
| Course Description: | See attachment document with all course descriptions |
| Reason/Justification for Request:<br>(Considerations may include other institutions offering the course, industry need, transferability, etc.):<br><br>The Adult Education and Literacy Grant enrolls 2200 students each academic year. During the first two years of this program, students were enrolled in a placeholder course to document enrollment but not course level and progression. It is necessary to add these courses to the course inventory to beginning enrolling students based upon their academic course completions. AEL is enrolling 10% of its student population in Amarillo College coursework. It is necessary to formalize the courses under local needs to facilitate college transitions and include these students in AC's data analytics. | |

| Requested Information | Information Response |
|---|---|
| On this section, please delete out the options in the right column that do not apply. The answers you leave will be your response. | |
| Course Type | Non-funded Local Needs |
| Instructional Method | <ul><li>Lecture – Instruction delivered in face-to-face format<br>Faculty give oral presentation facts/figures</li><li>WEB<br>100% Web based – may use variety of teaching methods<br>**It is the goal of the Management department to offer the whole degree online to address the needs of the students. Most Management students are working, so online coursework addresses availability to the student.</li></ul> |

| | |
|---|---|
| | • Hybrid |
| Is this class intended to be included in next year's core curriculum? | No |

| If not a class intended for core inclusion, please list your outcomes. Otherwise, leave this table blank. |
|---|
| **Course Outcomes for Course Not Intended for Core** |
| See attached document with course outcomes for each course. |

| If is a class intended for <u>core inclusion,</u> please complete this table. Otherwise, leave this table blank. | |
|---|---|
| Course Outcomes (List course outcomes) | N/A |
| For what foundational component area is the course proposed? (Delete options that do not apply) (See "core inclusion" link for details) | N/A |
| What are the required THECB Objectives? (Delete options that do not apply) (See "core inclusion" link for details) | N/A |
| Identify information related to your plan to submit information showing alignment with the THECB requirements. | N/A |

| Requested Information | Information Response |
|---|---|
| On this section, please delete out the options in the right column that do not apply. The answers you leave will be your response. | |
| Is this a unique needs course? | • No |
| Is this a local needs course? | • Yes |
| What is the session cycle? | • Every semester |
| What is the yearly cycle? | • Every year |
| What is the retake policy? | • Unlimited (CoBoard will not fund more than 3 repeats of a course, but student may be allowed unlimited times) |

| Requested Information | Information Response |
|---|---|
| List any pre-requisites (prefix and number) and provide a justification | No |
| List any co-requisites (prefix and number) and provide a justification | No |
| Are there fees? (Yes or No) and if so, please list the fee information | AELE-0001 – no fees<br>AELE-0002 – no fees<br>AELE-0003 – no fees<br>AELE-0004 – no fees<br>AELE-0005 – no fees<br>AELE-0006 – Blackboard course  fees<br>A  ELL-0001 – no fees<br>AELL-0002 – no fees<br>AELL-0003 – no fees<br>AELM-0001- no fees<br>AELM-0002 – no fees<br>AELM-0003 – no fees<br>AELT-0001 – Blackboard course fees<br>AELT-0002 – Blackboard course fees |
| Number of semester credit hours or contact hours | 24-96 hours |
| Number of weekly lecture hours (If none, please leave blank) | 3-12 hours per week |
| Number of weekly lab hours (If none, please leave blank) | |
| Number of weekly external hours (If none, please leave blank) | |

**AELE-0001**                **ESL-Low Beginning**

Develop basic conversational skills that will help in everyday life. Learn to complete necessary forms and applications. Develop phonetic skills that will assist in forming words and spelling. Emphasis will be placed on simple vocabulary, pronunciation, reading and comprehending simple short stories. Form and recognize basic sentences. Emphasis placed on understanding nouns, verbs, adjectives and simple prepositions. Emphasis placed on writing simple sentences comprised of a noun, verb and complement.

*Sample Course Outcomes*

The student will be able to understand conversations necessary for everyday survival. Students will be able to complete forms, write simple sentences and read simple information and stories.


**AELE-0002**                **ESL – High Beginning**

Develop everyday conversational skills. Emphasis placed on vocabulary, pronunciation and simple sentence patterns. Study word attack using phonics. Emphasis placed on vocabulary building and reading comprehension of simple stories. Write and recognize simple sentences. Emphasis placed on correct subject-verb agreement, punctuation and capitalization. Practice grammar usage through writing complete sentences. Emphasis placed on identifying parts of speech, capitalization and punctuation.

0 SCH; 4-12 hours per week/ 32-128 actual clock hours

*Sample Course Outcomes*

The students will be able to utilize and apply everyday conversational skills, students will be able to demonstrate basic sentence construction.


**AELE-0003**                **ESL – Low Intermediate**

Develop and expand conversational and listening skills. Emphasis placed on vocabulary, pronunciation and the use of tenses. Emphasis placed on capitalization, punctuation and identification of the parts of speech. Continue to study phonics. Emphasis placed on comprehension and increasing vocabulary through usage. Grammar usage will be practiced through writing and proofreading. Write simple and compound sentences on a variety of subjects. Emphasis placed on adding details to sentences, subject-verb agreement and proofreading. Grammar usage will be practiced through writing and proofreading. Emphasis placed on capitalization, punctuation and identification of the parts of speech.

0 SCH; 4-16 hours per week/ 32-128 actual clock hours

1

The student will be able to utilize and apply expanded conversational and listening skills, student will be able to demonstrate usage compound sentences.

**AELE-0004                    ESL – High Intermediate**

Practice conversational and listening skill through class activities and practice. Emphasis is placed on idioms and listening comprehension. Emphasis placed on vocabulary building, word analysis skills and reading comprehension. Write expanded simple, compound and complex sentences to create a paragraph. Emphasis placed on organizing major points and details, writing and recognizing topic sentences, and proofreading. Emphasis placed on identifying parts of speech in simple, compound and complex sentences. Grammar usage will be practiced through paragraph writing and proofreading.

0 SCH; 4-16 hours per week/ 32-128 actual clock hours

*Sample Course Outcomes*

The students will be able to utilize and apply conversational and listening skills, student will be able to demonstrate usage of idioms and listening comprehension.

**AELE-0005                    ESL – Advanced**

**Apply speaking skills necessary to comfortably complete interviews and classroom presentations. Emphasis placed on academic vocabulary and advanced vocabulary. Emphasis placed on reading advanced stories and comprehension with critical thinking applied. Emphasis placed on developing ideas into correct essay format. Emphasis also placed on writing a response to a reading. Develop advanced grammar skills. Emphasis placed on essay writing with proper grammar and proofreading.**

16 hours per week/ 128 actual clock hours

0 SCH; 4-16 hours per week/ 32-128 actual clock hours

*Sample Course Outcomes*

The student will be able to comfortably hold a conversation with a native English speaker. The student will be able to read newspapers and textbooks and comprehend what is read. The student will be able to write a well formed essay and/or respond to an article.

2

**AELE-0006**                    **College Trans ESL**

Develop first year college integration skills. Introduction to available Amarillo College (AC) resources. Emphasis on implementing, navigating, and operating resources into the student's active schedule. Explore resources- AC online system (Blackboard); AC Library online database navigation; career center; tutoring outlets *e.g.* Writer's Corner, Math Lab, etc..; Computer skill exploration (Microsoft word, PowerPoint); study skills; listening skills, note taking skills and communication skills. Develop vocabulary related to academics and college courses. Develop critical reading and writing skills.

16 hours per week/ 128 actual clock hours

0 SCH; 4-16 hours per week/ 32-128 actual clock hours

*Sample Course Outcomes*

Student will be able to utilize and apply Amarillo College resources, students will be able to demonstrate and discuss implementation, navigation, and operation of Amarillo College resources.

**AELL-0001**                    **Language 1**

Basic skills course for developing critical reading and writing skills. Basic writing emphasizes sentence construction, simple tense formation, basic subject-verb agreement, punctuation, basic spelling rules, writing clear logically developed paragraphs using standard American English. Basic reading skills emphasizing vocabulary development and understanding written material. Preparatory for AELL-0002 Language II for TSI and secondary reading and writing Requirements. Adult Education Credit Level. Appropriate for TSI ABE Levels 1 and 2. Students may be holistically advised from this course to developmental education coursework requiring department approval. Completion of this course cannot satisfy TSI requirements to college level coursework.

0 SCH; 3-12 hours per week/ 24-96 actual clock hours

*Sample Course Outcomes*

The students will be able to utilize and apply basic critical reading and writing skills, students will be able to demonstrate basic sentence construction.

**AELL-0002**                    **Language 2**

Basic skills course for developing critical reading and writing skills. Practice in writing compound and complex sentences; mastering subject-verb agreement and pronoun usage; using all punctuations marks and overcoming major spelling problems. Emphasis on reinforcing paragraph skills and writing short essays in Standard American English.  Adult Education Credit Level. Appropriate for TSI ABE placement

levels 3-4. Students may be holistically advised from this course to developmental education coursework requiring departmental approval. Completion of this course cannot satisfy TSI requirements.

0 SCH; 3-12 hours per week/ 24-96 actual clock hours

*Sample Course Outcomes*

The students will be able to utilize and apply basic critical reading and writing skills, students will be able demonstrate writing complex sentence in paragraph and essay writing.


**AELL-0003**                                    **College Transitions Writing**

Basic skills course for developing critical reading and writing skills for gathering ideas, organizing, drafting, and revising. Provides instruction in usage and mechanics for longer essays on selected topics in Standard American English. Special emphasis on meeting secondary credential and TSI reading and writing requirements. Adult Education Credit Level. Appropriate for TSI ABE placement levels 5 and 6 Students may be holistically advised from this course to developmental education coursework requiring departmental approval. Completion of this course cannot satisfy TSI requirements.

0 SCH; 3-12 hours per week/ 24-96 actual clock hours

*Sample Course Outcomes*
The students will be able to utilize and apply basic critical reading and writing skills, students will be able demonstrate and evaluate final drafts and revisions of essay writing.


**AELM-0001**                                    **Mathematics 1**

Basic skills course for developing critical reading and writing skills. Arithmetic review of whole numbers and fractions; decimals; ratio and percent; measurement and basic geometry; signed numbers; simple algebraic expressions; applications. Special emphasis on meeting TSI mathematics requirements. Adult Education Credit Level. Appropriate for TSI ABE placement levels 1 and 2. Students may be holistically advised from this course to developmental education coursework requiring departmental approval. Completion of this course cannot satisfy TSI requirements.

0 SCH; 3-12 hours per week/ 24-96 actual clock hours

*Sample Course Outcomes*

Student will be able to utilize and apply basic numeracy and mathematical reasoning skills, students will be able to demonstrate basic Arithmetic.


**AELM-0002**                                    **Mathematics 2**

Basic skills course for developing numeracy and mathematical reasoning skills. Arithmetic review of whole numbers and fractions; decimals; ratio and percent; measurement and basic geometry; signed

4

numbers; simple algebraic expressions; applications. Special emphasis on meeting TSI mathematics requirements. Adult Basic Education Credit Level. Appropriate for TSI ABE placement Levels 3 and 4. Students may be holistically advised from this course to developmental education coursework requiring departmental approval. Completion of this course cannot satisfy TSI requirements.

0 SCH; 3-12 hours per week/ 24-96 actual clock hours

*Sample Course Outcomes*

Student will be able to utilize and apply basic numeracy and mathematical reasoning skills, student will be able to demonstrate and evaluate higher order mathematical thinking skills.

### AELM-0003                               College Transitions Mathematics

Basic skills course for developing quantitative and algebraic problem solving skills. This course provides a review of data analysis, statistics, probability, and geometry. Special emphasis on meeting secondary credential and TSI mathematics requirements. Adult Education Credit Level. Appropriate for TSI ABE placement levels 5 and 6. Students may be holistically advised from this course to developmental coursework requiring departmental approval. Completion of this course cannot satisfy TSI requirements.

0 SCH; 3-12 hours per week/ 24-96 actual clock hours

*Sample Course Outcomes*

Student will be able to utilize and apply basic quantitative and algebraic problem solving, student will be able to demonstrate and evaluate higher order mathematical problem solving.

### AELT-0001                               College Transitions

First year college integration skills. Introduction to available Amarillo College (AC) resources. Emphasis on implementing, navigating, and operating resources into the student's active schedule. Explored resources- AC online system (Blackboard); AC Library online database navigation; career center; tutoring outlets *e.g.* Writer's Corner, Math Lab, etc..; computer skill exploration (Microsoft word, PowerPoint); study skills; note taking skills. Developing critical reading and writing skills. Arithmetic review of whole numbers and fractions; decimals; ratio and percent; measurement and basic geometry; signed numbers; simple algebraic expressions; applications. Adult Education Credit Level. Appropriate for new incoming students, students without a secondary credential, or TSI ABE placement levels 5 and 6.

0 SCH; 3-12 hours per week/ 24-96 actual clock hours

*Sample Course Outcomes*

Student will be able to utilize and apply Amarillo College resources, students will be able to demonstrate and discuss implementation, navigation, and operation of Amarillo College resources.

**AELT-0002**                    **College Transitions Lab**

This is an academic support class for first year students. The class provides contextualized academic learning support, in mathematics, critical reading and writing, and college success. Adult Education Credit Level. Appropriate for students without a secondary credential, TSI ABE placement levels 5 and 6 and TSI waived students enrolled in Level 1 Certificate programs.

0 SCH; 3-12 hours per week/ 24-96 actual clock hours

*Sample Course Outcomes*

Student will be able to utilize and apply Amarillo College resources, students will be able to demonstrate and discuss implementation, navigation, and operation of Amarillo College resources.

# Amarillo College Curriculum Committee Form

### Course Changes – Change Current Approved Course Requirements*

| | |
|---|---|
| **Program Division:** | Academic Success |
| **Department:** | Developmental Writing |
| **Program Point of Contact:** | Karen L. Taylor, Department Chair (345-5579) |
| **Date of Submission:** | 4/17/2016 |

| Requested Information | Information Response |
|---|---|
| Associated 6-digit CIP (If Applicable):<br>• ACGM – Use first 6 of "Approval Number"<br>• WECM – Course Inventory CIP Number | Basic Grammar and Writing II<br>• This course is the exit level of Developmental Writing courses and is no longer in the ACGM as the ACGM requires it be replaced with the Integrated Reading and Writing course.<br>• THECB granted Amarillo College a dispensation to continue this course until it is phased out.<br><br>Integrated Reading and Writing<br>• 32.0108 |
| Associated Study Area<br>Identify primary program associated with course | Developmental Writing |
| Course Title (Written Out) | Basic Grammar and Writing II<br>Integrated Reading and Writing |
| Course Prefix and Number | ENGL 0302<br>ENGL 0303 |
| Planned Effective Date: | Term: _____<br>Year: _____ 2016-2017 _____ |

| Requested Information | Information Response |
|---|---|
| On this section, please delete out the options in the right column that do not apply. The answers you leave will be your response.<br>NOTE: See "Comments" for information related to many of the planned changes listed below. | |
| Planned Change(s): | • Co-requisite(s)<br>• Description<br>• Learning Outcomes<br>   o If change in outcomes, see page 2 for template<br>• Pre-requisite(s) |

**In this box, please provide information related to your change request and any justification.**
Considerations: Describe how change will benefit students, change is needed for sustainability, etc.

ENGL -0302 - Changes attached are in pre-requisites/co-requisite, and course description. All justifications are noted at the end of each section on attached pages. ENGL 0302 is not currently listed in the ACGM but

1

the course description and co-requisite under discussion today (4/22). The description submitted for ENGL 0302 reflects the current ACGM course description for Developmental Writing. The addition of the co-requisite to permanently link ENGL 0302 with a ENGL 1301 course was approved by the Curriculum Committee during the spring of 2014; however, AC's current catalog does not indicate the co-requisite. The pre-requisites for both ENGL 0302 and ENGL 0303 are not current. The TSI test replaced the Accuplacer test, and in the spring of 2014, the Curriculum Committee approved the deletion of ENGL 0301. BASW 0302 replaced ENGL 0301.

*Note: Course instructional method changes, retake policy changes, session cycle changes, yearly cycle changes can be reported directly to the Registrar's Office; these changes do not need to go through Curriculum Committee.

| Change in Learning Outcomes ONLY COMPLETE IF CHANGE IN OUTCOMES | | | | |
|---|---|---|---|---|
| Course Name | Course Prefix | Course Number | Old Course Outcomes | New Course Outcomes |
| Basic Grammar and Writing II | ENGL | 0302 | As noted on document below. | As noted with justification, not in ACGM. New Learning Outcomes reflect ACGM general course description for Developmental Writing. |
| | | | | |
| | | | | |
| | | | | |

| CURRENT CATALOG 2015-2016 | REVISED ENTRIES 2016-2017 |
|---|---|
| **ENGL 0302 – Basic Grammar and Writing II** | **ENGL 0302 – Basic Grammar and Writing II** |
| **Prerequisites / Corequisite** | **Prerequisites / Corequisite** |
| **Prerequisites / Corequisite** Prerequisite: RDNG 0301 and ~~ENGL 0301~~ minimum grade of C or acceptable ~~Accuplacer~~ reading and writing test scores or equivalent on a state-approved alternative test | **Prerequisite:** RDNG 0301 and BASW 0302- minimum grade of C or acceptable TSI reading and writing test scores or equivalent on a state-approved alternative test **Corequisite:** ENGL 1301 Freshman Comp I. |

| | |
|---|---|
| A review of skills taught in ENGL 0301. Practice in writing compound and complex sentences; mastering subject-verb agreement and pronoun usage; using all punctuation marks; and overcoming major spelling problems. Emphasis on paragraph skills taught in ENGL 0301 and short essays in standard American English.<br><br>Hours (3 sem hrs; 3 lec, 1 lab) | Developmental of college-level writing focusing idea generation, drafting, organization, revision, and utilization of writing conventions and Standard English.<br><br>Hours (3 sem hrs; 3 lec, 1 lab)<br><br>Justification for changes: (Additions/deletions/corrections requested to align with course sequencing, to reflect prior approved co-requisite requirement to link the course to Freshman Comp. I, to match ACGM course description, and to reflect current state required placement test.) |
| **ENGL 0303 – Integrated Reading and Writing**<br><br>**Prerequisites / Corequisite**<br><br>**Prerequisite:** ENGL 0301 and RDNG 0321- minimum grade of C or acceptable TSI or Accuplacer reading and writing scores<br><br>Integration of critical reading and academic writing skills. The course fulfills TSI requirements for reading and/or writing.<br><br>Hours (3 sem hrs; 3 lec, 1 lab) | **ENGL 0303 – Integrated Reading and Writing**<br><br>**Prerequisites / Corequisite**<br><br>**Prerequisite:** BASW 0302 and RDNG 0321- minimum grade of C or acceptable TSI reading and writing scores.<br><br>Integration of critical reading and academic writing skills. The course fulfills TSI requirements for reading and/or writing.<br><br>Hours (3 sem hrs; 3 lec, 1 lab)<br><br>Justification for changes: (Deletions/corrections requested to align with course sequencing and to reflect current state required placement test.) |

## ENGL 0302 - Basic Grammar and Writing II

**Prerequisites / Corequisite**
**Prerequisite**: RDNG 0301 and BASW 0302 ~~ENGL 0301~~-minimum grade of C or acceptable
TSI ~~Accuplacer~~ reading and writing test scores or equivalent on a state-approved alternative test

**Corequisite**:  ENGL 1301 Freshman Comp I.

~~A review of skills taught in ENGL 0301. Practice in writing compound and complex sentences;~~
~~mastering subject-verb agreement and pronoun usage; using all punctuation marks; and~~
~~overcoming major spelling problems. Emphasis on paragraph skills taught in ENGL 0301 and~~
~~short essays in standard American English.~~

Developmental of college-level writing focusing idea generation, drafting, organization, revision,
and utilization of writing conventions and Standard English.

Hours (3 sem hrs; 3 lec, 1 lab)


## ENGL 0303 - Integrated Reading & Writing

**Prerequisites / Corequisite**
**Prerequisite**: BASW 0302 ~~ENGL 0301~~ and RDNG 0321-minimum grade of C or acceptable
TSI or ~~Accuplaser~~ reading and writing scores.

Integration of critical reading and academic writing skills. The course fulfills TSI requirements
for reading and/or writing.

Hours (3 sem hrs; 3 lec, 1 lab)

# Amarillo College Curriculum Committee Form
Course Changes – Change Current Approved Course Requirements*

**Program Division:** Academic Success
**Department:** Developmental Math
**Program Point of Contact:** Edie Carter (806-371-5335, 806-433-9009)
**Date of Submission:** April 18, 2016

| Requested Information | Information Response |
|---|---|
|  |  |
| Associated Study Area<br>Identify primary program associated with course | Developmental Math |
| Planned Effective Date: | Term: ____Fall_____<br>Year: ____2016-2017_____ |

| Requested Information | Information Response |
|---|---|
| On this section, please delete out the options in the right column that do not apply. The answers you leave will be your response.<br>NOTE: See "Comments" for information related to many of the planned changes listed below. | |
| Planned Change(s) | • Co-requisite(s)<br>• Description<br>• Learning Outcomes<br>    o If change in outcomes, see page 2 for template<br>• Pre-requisite(s)<br>• Retake Policy<br>• Other |

**In this box, please provide information related to your change request and any justification.**
Considerations: Describe how change will benefit students, change is needed for sustainability, etc.

Changes attached are in pre-requisites/co-requisite, contact information, name of offering, course description, special notes, and test scores. All justifications are noted at the end of each section on attached pages. Math 0304 is not currently listed in the ACGM but the course description and learning outcomes are under discussion today (4/22). The description submitted for Math 0304 is the one accepted by the Curriculum Committee earlier in the spring term. Course description and learning outcomes for Intermediate Algebra are corrected on the attached document as they appear in the ACGM, but are also under discussion today (4/22).

*Note: Course instructional method changes, retake policy changes, session cycle changes, yearly cycle changes can be reported directly to the Registrar's Office; these changes do not need to go through Curriculum Committee.

| Change in Learning Outcomes<br>ONLY COMPLETE IF CHANGE IN OUTCOMES |
|---|

| Course Name | Course Prefix | Course Number | Old Course Outcomes | New Course Outcomes |
|---|---|---|---|---|
| Beg Alg Prep | MANC | 0001 | As noted on document below | As noted with justification, not in ACGM |
| Int Alg Prep | MANC | 0002 | As noted on document below | As noted with justification, not in ACGM |
| Basic Math | MATH | 0301 | As noted on document below | As noted with justification, not in ACGM |
| Beginning Algebra | MATH | 0302 | As noted on document below | As noted with justification, not in ACGM |
| Intermediate Algebra | MATH | 0303 | As noted on document below | As noted with justification, current ACGM listing |

| CURRENT CATALOG 2015-2016 | REVISED ENTRIES 2016-2017 |
|---|---|
| **MANC 0001 - Beginning Algebra Prep**<br><br>**Prerequisites / Corequisite**<br>Corequisite: MATH 0302<br><br>This course is an extended review of Basic Mathematics. A post-assessment will be given in the last class to determine if the student can proceed into Math-0302.<br><br>~~Arithmetic review of place value; rounding; integers; signed numbers; absolute value; opposites; operations on fractions; operations on decimals; ordering; ratios; proportions; percents; exponents; base and powers; order of operations; geometry; evaluating expressions; introduction to algebra; statistical measurements; conversions.~~<br>Hours (0 sem hrs; 1 lec) | **MANC 0001 - Beginning Algebra Prep**<br><br>**Prerequisites / Corequisite**<br>Corequisite: MATH 0302<br><br>This course is an extended review of Basic Mathematics. A post-assessment will be given during the last class to determine if the student can proceed into Math-0302.<br><br>Arithmetic review of whole numbers and fractions; decimals; basic geometry; signed numbers; simple algebraic expressions; applications.<br><br>Hours (0 sem hrs; 1 lec)<br><br>Justification for changes: (Additions/deletions/corrections requested to align with course sequencing.) |
| **MANC 0002 - Intermediate Algebra Prep**<br><br>**Prerequisites / Corequisite**<br>Corequisite: MATH 0303<br><br>This course is an extended review of Beginning Algebra (Math-0302). A post-assessment will be given in the last class to | **MANC 0002 - Intermediate Algebra Prep**<br><br>**Prerequisites / Corequisite**<br>Corequisite: MATH 0303<br><br>This course is an extended review of Beginning Algebra (Math-0302). A post-assessment will be given during the last class |

| | |
|---|---|
| determine if the student can proceed into Math-0303.<br><br>A study of integers; opposites; absolute value; operations with signed numbers; operations on fractions; sets of numbers; exponents; base and powers; order of operations; evaluating expressions; equations; ~~solving linear inequalities;~~ graphing; ~~systems of linear equations;~~ polynomials; ~~factoring~~.<br>Hours (0 sem hrs; 1 lec) | to determine if the student can proceed into Math-0303.<br><br>A study of integers; opposites; absolute value; operations with signed numbers; operations on fractions; sets of numbers; exponents; base and powers; order of operations; evaluating expressions; equations; graphing; polynomials.<br>Hours (0 sem hrs; 1 lec)<br><br>Justification for changes:<br>(Additions/deletions/corrections requested to align with course sequencing.) |
| **MANC 0003 - College Algebra Prep**<br><br>**Prerequisites / Corequisite**<br>Corequisite: MATH 1314<br>This course is an extended review of Intermediate Algebra (Math-0303). A post-assessment will be given ~~in the last class to~~ determine if the student can proceed into Math-1314.<br><br>A study of equations; inequalities; graphs; functions; exponents; polynomials; factoring; rational expressions; rational equations; rational exponents and radicals; complex numbers; quadratic equations and functions.<br>Hours (0 sem hrs; 1 lec) | **MANC 0003 - College Algebra Prep**<br><br>**Prerequisites / Corequisite**<br>Corequisite: MATH 1314<br>This course is an extended review of Intermediate Algebra (Math-0303). A post-assessment will be given at the end of week two to determine if the student can proceed into Math-1314.<br><br>A study of equations; inequalities; graphs; functions; exponents; polynomials; factoring; rational expressions; rational equations; rational exponents and radicals; complex numbers; quadratic equations and functions.<br>Hours (0 sem hrs; 1 lec)<br><br>Justification for changes:<br>(To reflect when testing occurs.) |
| **MANC 0011 - ~~Save a Semester I~~**<br><br>This course is an eight hour review of Basic Mathematics. A pre-assessment must be taken before the class to determine if the student is prepared. A post-assessment must be taken after the class to determine if the student can proceed into Math-0302. ~~You must call the Mathematics Department (371-5142) to register for this class.~~<br>Hours (8 clock hours) | **MANC 0011 – Basic Mathematics Fast Prep**<br><br>This course is an eight hour review of Basic Mathematics. A pre-assessment must be taken before the class to determine if the student is prepared. A post-assessment must be taken after the class to determine if the student can proceed into Math-0302.<br><br>Hours (8 clock hours)<br><br>Justification for changes: |

| | (Name change to reflect course's purpose.) |
|---|---|
| **MANC 0012 - ~~Save a Semester II~~** <br><br> This course is an eight hour review of Beginning Algebra. ~~A pre-assessment must be taken before the class to determine if the student is prepared.~~ A post-assessment must be taken after the class to determine if the student can proceed into Math-0303. ~~You must call the Mathematics Department (371-5142) to register for this class.~~ <br> Hours (8 clock hours) | **MANC 0012 – Beginning Algebra Fast Prep** <br><br> This course is an eight hour review of Beginning Algebra. A post-assessment must be taken after the class to determine if the student can proceed into Math-0303. <br><br> Hours (8 clock hours) <br> Justification for changes: <br> (Name change to reflect course's purpose.) |
| **MANC 0013 - ~~Save a Semester III~~** <br><br> This course is an eight hour review of Intermediate Algebra. ~~A pre-assessment must be taken before the class to determine if the student is prepared.~~ A post-assessment must be taken after the class to determine if the student can proceed into Math-0303. ~~You must call the Mathematics Department (371-5142) to register for this class.~~ <br> Hours (8 clock hours) | **MANC 0013 – Intermediate Algebra Fast Prep** <br><br> This course is an eight hour review of Intermediate Algebra. A post-assessment must be taken after the class to determine if the student can proceed into Math-0303. <br><br> Hours (8 clock hours) <br> Justification for changes: <br> (Name change to reflect course's purpose.) |
| **MANC 0014 - Rapid Review - TSI** <br><br> This course is an eight hour review of material that will help prepare students to take, or retake the mathematics portion of the TSI exam. <br> Hours (8 clock hours) | **MANC 0014 - Rapid Review - TSI** <br><br> This course is an eight hour review of material that will help prepare students to take, or retake the mathematics portion of the TSI exam. <br> Hours (8 clock hours) <br><br> Justification for changes: <br> No change. |
| **MATH 0301 - Basic Mathematics** <br><br> **Prerequisites / Corequisite** <br> Prerequisite: Placement by an Accuplacer score of 40 or below, a THEA score of 179 or below or an equivalent score on a state-approved test <br><br> ~~Arithmetic review of whole numbers and fractions; decimals; ratio and percent;~~ | **MATH 0301 - Basic Mathematics** <br><br> **Prerequisites / Corequisite** <br> Prerequisite: Placement by an Accuplacer score of 40 or below, a THEA score of 179 or below, TSIM < 336, or an equivalent score on a state-approved test |

measurement and basic geometry; signed numbers; simple algebraic expressions; applications.

Hours (3 sem hr; 3 lec, 1 lab)
**Notes**
(This is a developmental course. It does not meet elective or graduation requirements.)

Integers; signed numbers; absolute value; opposites; operations on fractions; operations on decimals; ordering; ratios; proportions; percents; exponents; base and powers; order of operations; geometry; evaluating expressions; introduction to algebra; statistical measurements; conversions.

Hours (3 sem hr; 3 lec, 1 lab)
**Notes** (This is a developmental course. It does not meet elective or graduation requirements. This course serves as an extended review following the two week MANC-0001 for students unable to move forward to MATH 0302. After the conclusion of the extended six weeks course, any student unable to successfully master these foundational skills will be referred to Adult Education for further skills development.)

Justification for changes:
(Additions/deletions/corrections requested to align with course sequencing and updated TX test scores.)

## MATH 0302 - Beginning Algebra

**Prerequisites / Corequisite**
Prerequisite: MATH 0301-minimum grade of C, Accuplacer score of 41, THEA score of 180 or an equivalent score on a state approved test

Operations with real numbers with an introduction to the complex number system; exponents and polynomials; operations with algebraic expressions, linear equations in one and two variables; linear inequalities in one variable; basic geometry; introductory graphing; systems on linear equations in two variables; factoring polynomials; applications.
Hours (3 sem hrs; 3 lec, 1 lab)
**Notes**
(This is a developmental course. It does not meet elective or graduation requirements.)

## MATH 0302 - Beginning Algebra

**Prerequisites / Corequisite**
Prerequisite: MATH 0301-minimum grade of C, Accuplacer score of 41, THEA score of 180, TSIM 336, or an equivalent score on a state approved test

Operations with real numbers; exponents and polynomials; operations with algebraic expressions, linear equations in one and two variables; absolute value; basic geometry; introductory graphing; factoring polynomials; applications.
Hours (3 sem hrs; 3 lec, 1 lab)
**Notes**
(This is a developmental course. It does not meet elective or graduation requirements.)

Justification for changes:

| | (Additions/deletions/corrections requested to align with course sequencing and updated TX test scores.) |
|---|---|
| **MATH 0303 - Intermediate Algebra**<br><br>**Prerequisites / Corequisite**<br>Prerequisite: Math 0302-minimum grade of C, Accuplacer score of 63, THEA score of 230, an equivalent score on a state-approved test or department chair consent<br><br>~~A study of relations and functions; inequalities; factoring; polynomials, rational expressions; quadratics with an introduction to complex numbers; exponential and logarithmic functions; determinants and matrices; sequences and series.~~<br><br>(This is a developmental course. It does not meet elective or graduation requirements.)<br>Hours (3 sem hrs; 3 lec, 1 lab)<br>**Notes**<br>Graphing calculator required. | **MATH 0303 - Intermediate Algebra**<br><br>Prerequisite: Math 0302-minimum grade of C, Accuplacer score of 63, THEA score of 230, TSIM 344, or an equivalent score on a state-approved test or department chair consent<br><br>A study of relations and functions, inequalities, algebraic expressions and equations (absolute value, polynomial, radical, rational), with a special emphasis on linear and quadratic expressions and equations.<br>Hours (3 sem hrs; 3 lec, 1 lab)<br>**Notes**<br>Graphing calculator required.<br>(This is a developmental course. It does not meet elective or graduation requirements.)<br><br><br>Justification for changes:<br>(Additions/corrections requested to align with ACGM and updated TX test scores.) |
| **NEW COURSE, APPROVED BY CURRICULUM COMMITTEE 2016** | **MATH 0304 – Foundations of Mathematical Reasoning**<br><br>**Prerequisites / Corequisite**<br>Prerequisite: TSI Math score of 336 or higher or completion of Math 0302-minimum grade of C, and a TSI Reading score of 347 or higher who are planning on a non-STEM or non-business degree may choose this option.<br><br>Numeracy; probability and statistics; evaluating expressions and formulas; rates, ratios, and proportions; percentages; reasoning skills, solving equations; linear models; interpreting data including graphs and tables; verbal and exponential models.<br><br>Hours (3 sem hrs; 3 lec, 1 lab)<br>**Notes**<br>Graphing calculator required. |

| | (This is a developmental course. It does not meet elective or graduation requirements.) |
|---|---|
| | |

# Amarillo College Curriculum Committee Form

Course Changes – Add a New Course to the Inventory

**Program Division:** Academic Success
**Department:** ESL
**Program Point of Contact:** Carol Summers, ESL Coordinator, 371-5416
**Date of Submission:** Date submitted 4-8-16

| Requested Information | Information Response |
|---|---|
| Associated 6-digit CIP (If Applicable):<br>• ACGM – Use first 6 of "Approval Number"<br>• WECM – Course Inventory CIP Number | 32.0108.66 12 (ESOL Grammar)<br>32.0108.65 12 (ESOL Reading & Voc)<br>32.0108.64 12 (ESOL Oral Communication)<br>32.0108.63 12 (ESOL Writing) |
| Associated Study Area<br>Identify primary program associated with course | ESL |
| Planned Effective Date: | Term: _Fall__<br>Year: __2016____ |
| Course Title (Written Out): | Non-Course Based Grammar for Non-Native Speakers |
| Course Prefix and Number: | NCBEG-0032, NCBEW-0032,NCBER-0032,NCBEOC-0032, NCBEG-0022, NCBEW-0022,NCBER-0022,NCBEOC-0022, NCBEG-0012, NCBEW-0012,NCBER-0012,NCBEOC-0012 |
| Course Description: | Non-course based options to build, develop and reinforce basic grammar, writing, reading, and Oral Communication skills to meet TSI requirements. |
| Reason/Justification for Request:<br>(Considerations may include other institutions offering the course, industry need, transferability, etc.):<br><br>To build grammar skills needed for non-native speakers to be successful in college courses | |

| Requested Information | Information Response |
|---|---|
| On this section, please delete out the options in the right column that do not apply. The answers you leave will be your response. | |
| Course Type | • Other __NCBO_____ |
| Instructional Method | • Lecture/Lab – Instruction delivered in face-to-face format<br>Combination of Lecture/Lab Instruction<br>• |
| Is this class intended to be included in next year's core curriculum? | •<br>• No |

| If not a class intended for core inclusion, please list your outcomes. Otherwise, leave this table blank. |
|---|
| **Course Outcomes for Course Not Intended for Core** |
| 1. To meet degree/certificate requirements<br>2. To pass entry level tests prior to entering a certain program |

| If is a class intended for <u>core inclusion</u>, please complete this table. Otherwise, leave this table blank. ||
|---|---|
| Course Outcomes<br>(List course outcomes) | 1.<br>2. |
| For what foundational component area is the course proposed?<br>(Delete options that do not apply)<br>(See "core inclusion" link for details) | • Communication (Core 10)<br>• Mathematics (Core 20)<br>• Life and Physical Sciences (Core 30)<br>• Language, Philosophy, and Culture (Core 40)<br>• Creative Arts (Core 50)<br>• American History (Core 60)<br>• Government/Political Science (Core 70)<br>• Social and Behavioral Science (Core 80)Component Area Option (Core 90) |
| What are the required THECB Objectives?<br>(Delete options that do not apply)<br>(See "core inclusion" link for details) | • Critical Thinking<br>• Communication<br>• Empirical and Quantitative Skills<br>• Teamwork<br>• Social Responsibility<br>• Personal Responsibility |
| Identify information related to your plan to submit information showing alignment with the THECB requirements. | • Person who will submit: ____(name)___<br>• Date plan to submit proposal: ____(month, day, year)___ |

| Requested Information | Information Response |
|---|---|
| On this section, please delete out the options in the right column that do not apply. The answers you leave will be your response. ||
| Is this a unique needs course? | • Yes<br>• |
| Is this a local needs course? | • Yes<br>• |
| What is the session cycle? | • Every semester<br>• |
| What is the yearly cycle? | • Every year<br>• |
| What is the retake policy? | • Unlimited<br>(CoBoard will not fund more than 3 repeats of a course, but student may be allowed unlimited times)<br>• |

| Requested Information | Information Response |
|---|---|
| List any pre-requisites (prefix and number) and provide a justification | |
| List any co-requisites (prefix and number) and provide a justification | |
| Are there fees? (Yes or No) and if so, please list the fee information | No |
| Number of semester credit hours or contact hours | |
| Number of weekly lecture hours<br>(If none, please leave blank) | |
| Number of weekly lab hours<br>(If none, please leave blank) | |
| Number of weekly external hours<br>(If none, please leave blank) | |

NCBEG – 0032 Non-Course Based Grammar for Non-Native Speakers

A non-course based option to build, develop and reinforce basic grammar skills to meet TSI requirements.

( 3 sem hrs; 3 lec 1 lab)

Course Learning Outcomes:

Students will build their basic skills in grammar in order to be successful in courses needed to meet degree/certificate requirements or in order to pass entry level tests prior to entering a certain program. Skills are built through classroom instruction.

No tuition or fees charged to the student.

---

NCBEW – 0032 Non – Course Based Writing for Non–Native Speakers

A non-course based option to build, develop and reinforce writing skills to meet TSI requirements.

( 3 sem hrs; 3 lec 1 lab)

Course Learning Outcomes:

Students will build their writing skills in order to be successful in courses needed to meet degree/certificate requirements or in order to pass entry level tests prior to entering a certain program. Skills are built through classroom instruction.

No tuition or fees charged to the student.

---

NCBER – 0032 Non – Course Based Reading for Non –Native Speakers

A non-course based option to build, develop and reinforce reading skills to meet TSI requirements.

( 3 sem hrs; 3 lec 1 lab)

Course Learning Outcomes:

Students will build their reading skills in order to be successful in courses needed to meet degree/certificate requirements or in order to pass entry level tests prior to entering a certain program. Skills are built through classroom instruction.

No tuition or fees charged to the student.

NCBEOC – 0032 Non–Course Based Oral Communication for Non–Native Speakers

A non-course based option to build, develop and reinforce speaking & listening skills to meet TSI requirements.

( 3 sem hrs; 3 lec 1 lab)

Course Learning Outcomes:

Students will build their speaking & listening skills in order to be successful in courses needed to meet degree/certificate requirements or in order to pass entry level tests prior to entering a certain program. Skills are built through classroom instruction.

No tuition or fees charged to the student.

---

NCBEG – 0022 Non-Course Based Grammar for Non-Native Speakers

A non-course based option to build, develop and reinforce basic grammar skills to meet TSI requirements.

( 2 sem hrs; 2 lec 1 lab)

Course Learning Outcomes:

Students will build their basic skills in grammar in order to be successful in courses needed to meet degree/certificate requirements or in order to pass entry level tests prior to entering a certain program. Skills are built through classroom instruction.

No tuition or fees charged to the student.

---

NCBEW – 0022 Non – Course Based Writing for Non–Native Speakers

A non-course based option to build, develop and reinforce writing skills to meet TSI requirements.

( 2 sem hrs;2 lec 1 lab)

Course Learning Outcomes:

Students will build their writing skills in order to be successful in courses needed to meet degree/certificate requirements or in order to pass entry level tests prior to entering a certain program. Skills are built through classroom instruction.

No tuition or fees charged to the student.

NCBER – 0022 Non – Course Based Reading for Non –Native Speakers

A non-course based option to build, develop and reinforce reading skills to meet TSI requirements.

( 2 sem hrs; 2 lec 1 lab)

Course Learning Outcomes:

Students will build their reading skills in order to be successful in courses needed to meet degree/certificate requirements or in order to pass entry level tests prior to entering a certain program. Skills are built through classroom instruction.

No tuition or fees charged to the student.

---

NCBEOC – 0022 Non–Course Based Oral Communication for Non–Native Speakers

A non-course based option to build, develop and reinforce speaking & listening skills to meet TSI requirements.

(2 sem hrs; 2 lec 1 lab)

Course Learning Outcomes:

Students will build their speaking & listening skills in order to be successful in courses needed to meet degree/certificate requirements or in order to pass entry level tests prior to entering a certain program. Skills are built through classroom instruction.

No tuition or fees charged to the student.

---

NCBEG – 0012 Non-Course Based Grammar for Non-Native Speakers

A non-course based option to build, develop and reinforce basic grammar skills to meet TSI requirements.

( 1 sem hrs; 1 lec 0 lab)

Course Learning Outcomes:

Students will build their basic skills in grammar in order to be successful in courses needed to meet degree/certificate requirements or in order to pass entry level tests prior to entering a certain program. Skills are built through classroom instruction.

No tuition or fees charged to the student.

NCBEW – 0012 Non – Course Based Writing for Non–Native Speakers

A non-course based option to build, develop and reinforce writing skills to meet TSI requirements.

( 1 sem hrs; 1 lec 0 lab)

Course Learning Outcomes:

Students will build their writing skills in order to be successful in courses needed to meet degree/certificate requirements or in order to pass entry level tests prior to entering a certain program. Skills are built through classroom instruction.

No tuition or fees charged to the student.

---

NCBER – 0012 Non – Course Based Reading for Non –Native Speakers

A non-course based option to build, develop and reinforce reading skills to meet TSI requirements.

( 1 sem hrs; 1 lec 0 lab)

Course Learning Outcomes:

Students will build their reading skills in order to be successful in courses needed to meet degree/certificate requirements or in order to pass entry level tests prior to entering a certain program. Skills are built through classroom instruction.

No tuition or fees charged to the student.

---

NCBEOC – 0012
02 Non–Course Based Oral Communication for Non–Native Speakers

A non-course based option to build, develop and reinforce speaking & listening skills to meet TSI requirements.

( 1 sem hrs; 1 lec 0 lab)

Course Learning Outcomes:

Students will build their speaking & listening skills in order to be successful in courses needed to meet degree/certificate requirements or in order to pass entry level tests prior to entering a certain program. Skills are built through classroom instruction.

No tuition or fees charged to the student.

# Amarillo College Curriculum Committee Form

Course Changes – Change Current Approved Course Requirements*

**Program Division:** Academic Success
**Department:** Reading
**Program Point of Contact:** Judy Isbell, Department Chair 371-5423
**Date of Submission:** April 12, 2016

| Requested Information | Information Response |
|---|---|
| Associated 6-digit CIP (If Applicable): <br> • ACGM – <u>Use first 6 of "Approval Number"</u> <br> • WECM – <u>Course Inventory CIP Number</u> | |
| Associated Study Area <br> Identify primary program associated with course | **Developmental Reading** |
| Course Title (Written Out) | **Basic Reading, Reading Techniques I, Reading Techniques II** |
| Course Prefix and Number | **RDNG 0301, RDNG 0321, RDNG 0331** |
| Planned Effective Date: | Term: ____ Fall _____ <br> Year: ____ **2016 -2017** _____ |

| Requested Information | Information Response |
|---|---|
| On this section, please delete out the options in the right column that do not apply. The answers you leave will be your response. <br> NOTE: See "Comments" for information related to many of the planned changes listed below. | |
| Planned Change(s) | • Pre-requisite(s) <br> • Description <br> • Fees |

| In this box, please provide information related to your change request and any justification. <br> Considerations: Describe how change will benefit students, change is needed for sustainability, etc. |
|---|
| Pre-requisite(s) – Tests and Test scores need to be updated <br> Description – Remove outdated information and add more comprehensive descriptions <br> Fees – Each level of reading will have a $20 lab fee to be consistent <br><br> See attached document |

*Note: Course instructional method changes, retake policy changes, session cycle changes, yearly cycle changes can be reported directly to the Registrar's Office; these changes do not need to go through Curriculum Committee.

## RDNG 0301 - Basic Reading Skills

**Prerequisites / Corequisite**

Prerequisite: TSI reading score below 342, Accuplacer reading score below 49, ~~THEA reading score below 170~~ or equivalent score on a state approved test.

Improve vocabulary, fluency, and ability to understand written material. ~~Exit test required for satisfactory completion. Preparatory for RDNG 0321.~~

Hours (3 sem hrs; 3 lec, 2 lab)

**Notes**

Developmental course does not meet ~~Does not meet~~ graduation requirements.

## RDNG 0321 - Reading Techniques I

**Prerequisites / Corequisite**

Prerequisite: RDNG 0301-minimum grade of C, TSI reading score of 342-346, Accuplacer reading score of 49-60, ~~THEA reading score of 170-200~~ or equivalent score on a state approved test

Improve vocabulary through context~~, word analysis skills~~ and ~~reading~~ comprehension through analysis of reading skills. ~~Exit test required for satisfactory completion~~

Hours (3 sem hrs; 3 lec, 2 lab)

**Notes**

Developmental course does not meet ~~Does not meet~~ graduation requirements.

## RDNG 0331 - Reading Techniques II

**Prerequisites / Corequisite**

Prerequisite: RDNG 0321-minimum grade of C, TSI reading score of 347-350, Accuplacer reading score of 61-77, ~~THEA reading score of 201-229~~ or equivalent score on a state approved test

Improve reading ~~proficiency, reading speed,~~ comprehension and vocabulary through analysis and application of reading skills ~~and general study skills~~. Develop critical thinking skills necessary for reading college-level textbooks. ~~Exit test required for satisfactory completion.~~

Hours (3 sem hrs; 3 lec, 2 lab)

Notes

Developmental course does not meet ~~Does not meet~~ graduation requirements.

Lab Fees:

| Current | Requested |
|---|---|
| RDNG 0301 = $20.00 Lab Fee | RDNG 0301 = $20.00 Lab Fee |
| RDNG 0321 = $20.00 Lab Fee | RDNG 0321 = $20.00 Lab Fee |
| RDNG 0331 = $24.00 Lab Fee | RDNG 0331 = $ 20.00 Lab Fee |

# Amarillo College Curriculum Committee Form

Course Changes – Change Current Approved Course Requirements*

| | |
|---|---|
| **Program Division:** | Allied Health |
| **Department:** | Pharmacy Technology |
| **Program Point of Contact:** | Shawna Lopez Director Pharmacy Technology (356-3655) |
| **Date of Submission:** | 03/24/16 |

| Requested Information | Information Response | |
|---|---|---|
| Associated 6-digit CIP (If Applicable):<br>• ACGM – Use first 6 of "Approval Number"<br>• WECM – Course Inventory CIP Number | 51.0805 | |
| Associated Study Area<br>Identify primary program associated with course | Pharmacy Technology | *OLD Title:* |
| Course Title (Written Out) | Compounding Sterile Products | *(IV Admixture And* |
| Course Prefix and Number | PHRA 1345 | *Sterile Compounding)* |
| Planned Effective Date: | Term: __Fall_____<br>Year: ___2016_____ | |

| Requested Information | Information Response |
|---|---|
| On this section, please delete out the options in the right column that do not apply. The answers you leave will be your response.<br>NOTE: See "Comments" for information related to many of the planned changes listed below. | |
| Planned Change(s) | • Title Change:<br>**Compounding Sterile Products**<br>• Description:<br>The process of compounding sterile preparations and aseptic technique within legal and regulatory guidelines specified by USP <797> standards and safe handling of antineoplastic drugs. |

| |
|---|
| **In this box, please provide information related to your change request and any justification.**<br>Considerations: Describe how change will benefit students, change is needed for sustainability, etc. |
| *AND Title*<br>Update existing course description to correspond with the descriptions in WECM |

*Note: Course instructional method changes, retake policy changes, session cycle changes, yearly cycle changes can be reported directly to the Registrar's Office; these changes do not need to go through Curriculum Committee.

| Current | Proposed |
|---|---|
| **PHRA 1102 - Pharmacy Law** | **PHRA 1102 - Pharmacy Law** |
| ~~Survey of federal and state laws governing the practice of pharmacy. Describes the legal and ethical constraints governing technician responsibilities and pharmacist responsibilities in various settings.~~ | Overview of federal and state laws governing the practice of pharmacy. The role of the pharmacy technician and the pharmacist and their associated responsibilities. Includes Code of Ethics, patient confidentiality, and a comparison of legal and ethical aspects. |
| Hours (1 sem hrs; 1 lec) | Hours (1 sem hrs; 1 lec) |
| **PHRA 1404 - Pharmacotherapy and Disease Process** | **PHRA 1404 - Pharmacotherapy and Disease Process** |
| **Prerequisites / Corequisite**<br>Corequisite: HITT 1305 | **Prerequisites / Corequisite**<br>Corequisite: HITT 1305 |
| ~~A study of disease processes and the therapeutic properties of the drugs used in treatment.~~ | A study of the disease state and therapeutic properties of drugs used in pharmaceutical therapy.<br>Hours (4 sem hrs; 4 lec) |
| Hours (4 sem hrs; 4 lec) | |
| **PHRA 1345 - ~~Intravenous Admixture and Sterile Compounding~~** | **PHRA 1345 - Compounding Sterile Preparations** |
| **Prerequisites / Corequisite**<br>Prerequisites: PHRA 1301 and PHRA 1309 | **Prerequisites / Corequisite**<br>Prerequisites: PHRA 1301 and PHRA 1309 |
| ~~A study of sterile products, legal and regulatory guidelines, hand washing techniques, pharmaceutical calculations, references, safety techniques, aseptic techniques in parenteral compounding, proper use of equipment, preparation of sterile products and safe handling of antineoplastic drugs.~~ | The process of compounding sterile preparations and aseptic technique within legal and regulatory guidelines specified by USP <797> standards and safe handling of antineoplastic drugs.<br><br>Hours (3 sem hrs; 2 lec, 2 lab) |
| Hours (3 sem hrs; 2 lec, 2 lab) | |

# Compounding Sterile Preparations

| CIP | Rubric | Number | Course Title | Status | Semester Credit Hrs | Min Cont Hrs | Max Cont Hrs |
|---|---|---|---|---|---|---|---|
| 51.0805 | PHRA | 1045 | Compounding Sterile Preparations | Active | 0 | 64 | 128 |
| 51.0805 | PHRA | 1345 | Compounding Sterile Preparations | Active | 3 | 64 | 128 |
| 51.0805 | PHRA | 1445 | Compounding Sterile Preparations | Active | 4 | 80 | 128 |

**Suggested Prerequisite:** PHRA 1209/1309 and PHRA 1349/1449

**Course Level:** Intermediate

**Course Description:** The process of compounding sterile preparations and aseptic technique within legal and regulatory guidelines specified by USP <797> standards.

**End-of-Course Outcomes:** Demonstrate procedures and techniques consistent with USP <797> standards; perform dosage calculations required for sterile product preparation; and demonstrate safe handling and preparation of compound sterile preparations.

**Licensing/Certification Agency:** American Society of Health-System Pharmacists; Pharmacy Technician Certification Board; Texas State Board of Pharmacy; Pharmacy Technician Accreditation Commission

**Lab Recommended**

**CIP Code Description:** 51.0805 (Pharmacy Technician/Assistant)

**Effective Date:** September 1, 2014

| PROGRAM COMMITTEE NAME: | Pharmacy Technology | | | |
|---|---|---|---|---|
| CHAIRPERSON: | Deann Harmon | | | |
| MEETING DATE: | 3/24/16 | MEETING TIME: | 12:00 PM | |
| RECORDER: | Keri Shelburne, Executive Secretary, kbshelburne@actx.edu | | PREVIOUS MEETING: | 10/22/15 |
| | | MEETING PLACE: | Allied Health 155 | |

List all members of the committee, then place an X in the box left of name if present

**ADVISORY COMMITTEE**

| | NAME | TITLE | EMPLOYER INFO | PHONE | EMAIL |
|---|---|---|---|---|---|
| X | Chad Simpson | Pharmacist | Baptist St. Anthony's Hospital | 212-4538 | chad.simpson@bsahs.org |
| X | Brent Collier | Pharmacist | J.O. Wyatt Clinic | 351-7241 | brent.collier@nwths.com |
| X | Deann Harmon | Certified Pharmacy Technician | J.O. Wyatt Clinic | 351-7254 | deann.harmon@nwths.com |
| | Lori Henke | Pharmacist | NWTH | 354-1747 | lori.henke@nwths.com |
| X | Joe Ellison | Pharmacist | Vibra Hospital | N/A | mellison@vhamarillo.com |
| X | Janice Landon | Pharmacist | Vibra Hospital | 467-7172 | jlandon@vhamarillo.com |
| X | Titus Rajan | Pharmacy Student | Texas Tech | 469-734-5967 | titus.rajan@ttuhsc.edu |
| X | Shawna King | Pharmacist | NWTH | 351-7427 | shawna.king@nwths.com |
| X | Shawna Lopez | Director | Amarillo College | 806.356.3655 | smlopez@actx.edu |
| X | Matt Simon | Pharmacy Technician | Amarillo College/NWTH | N/A | simplesimon2536@gmail.com |
| X | Mark Rowh | Dean | Amarillo College | 806.354.6070 | merowh@actx.edu |
| X | Kim Crowley | Associate Dean | Amarillo College | 806.354.6087 | kacrowley@actx.edu |
| X | Javier Herrera | Health Science Advisor | Amarillo College | 806.354.6007 | jfherrera@actx.edu |
| X | Dr. Vess | VPAA | Amarillo College | 371-5297 | d0551113@actx.edu |
| X | Judy Massie | MDS Director | Amarillo College | 354-6068 | jemassie@actx.edu |
| X | Susie Wheeler | Grants Coordinator | Amarillo College | 354-6087 | lswheeler@actx.edu |
| X | Sylvia Romero | Student Rep | Amarillo College | N/A | N/A |

| AGENDA ITEM | ACTION DISCUSSION INFORMATION | RESPONSIBILITY |
|---|---|---|
| Call to Order | Deann Harmon, Chairperson, called the meeting to order and introductions were made. | Deann Harmon |
| Approval of Minutes | The minutes of the 10/22/15 meeting were approved with no corrections. | Committee |
| Health Science Advisor Report | Herrera reported he has been working with students on using the new online application for Health Science programs and that the students have been very positive about the process. | Javier Herrera |
| Student Report | Romero reported that there are 14 students in program currently and thanked the committee for allowing students into clinical sites. | Sylvia Romero |

| | | |
|---|---|---|
| Directors Report | Shawna Lopez reported the following and handouts provided to the committee:<br>• Curriculum changes (include the statement to PHRA 1345 "and safe handling of antineoplastic drugs" to the course description) Committee approved changes.<br>• ASHP Goals & Objectives<br>• Student Broad Plan<br>• Curriculum mapping & some goals will change<br>• Discussed the new Health Science website & application process that is completely online now.<br>• Texas Training registration<br>• Lopez informed committee that the program will be asking for more items through the Perkins grant.<br>• Each voting member received a voting document/action, filled it out and | Shawna Lopez |
| Affiliation Reports | Remind students that clinical is just like having a job-no call no show | All members |
| Dean Report | Rowh thanked everyone for their continued support of the program and for their participation. | Mark Rowh |
| Adjournment | Being no further business the meeting adjourned at 1:10 P.M. | Deann Harmon |
| Date: 3/24/16 | Executive Secretary Signature: | Next Meeting: Fall 2017 |

**Division:** Health Sciences – Primary (Own Program)
Continuing Education – Secondary (Own Courses)

**Department/Program:** **Mortuary Sciences – Primary (Own Program)**
**Behavioral Sciences – Secondary (Own Courses)**

**Prepared By:** Toni Gray and Brant Davis

**Request:**


1. **Delete Course from Inventory**: SOCI 1371: Death and Dying – Toni Gray
2. **Add Course to Inventory**: PSYT 1325: Death and Dying – Toni Gray
3. **Revise**: Mortuary Science Certificate (MRTS.CERT) – Brant Davis
4. **Revise:** Mortuary Science Associate Degree (MRTS.AAS) – Brant Davis

# Amarillo College Curriculum Committee Form

Course Changes – Delete SOCI 1371 from the Inventory

**Program Division:**      Continuing Education, Toni Gray
**Department:**            Behavioral Sciences
**Program Point of Contact:**  Dr. Alan Kee, Department Chair
**Date of Submission:**    May 13, 2016

| Requested Information | Information Response |
|---|---|
| Associated 6-digit CIP (If Applicable):<br>• ACGM – Use first 6 of "Approval Number"<br>• WECM – Course Inventory CIP Number | ACGM 45.1101.51 |
| Associated Study Area<br>Identify primary program associated with course | The course is a local needs sociology course for the Mortuary Science AAS and Certificate. The program requires a class that addresses the objectives taught in the course. |
| Planned Effective Date: | Term: Fall<br>Year: 2016 |
| Course Title (Written Out): | Sociology of Death and Dying |
| Course Prefix and Number: | SOCI 1371 |
| Course Description: | Course examines the customs, taboos and historical changes relating to American funeral rites. In addition, the following topics are covered: the role of family structure, social class, religion, ethnicity, health care and technological changes. |
| Reason/Justification for Request:<br>(Considerations may include lack of transferability, lack of enrollment, ACGM/WECM changes, etc.)<br>The ACGM no longer has the course in the ACGM inventory. | |
| Potential Impact on Certificate or Degree Programs and Teach-Out Plan Related to Course Deletion:<br>N/A<br><br>There is a course located in WECM that will address the content necessary for the Mortuary Science AAS and Certificate requirements. | |

| Requested Information | Information Response |
|---|---|
| On this section, please delete out the options in the right column that do not apply. The answers you leave will be your response. | |
| Is this a core curriculum course? | • No |

# Amarillo College Curriculum Committee Form

Course Changes – Add PSYT 1325 to the Inventory

**Program Division:**   Continuing Education, Toni Gray
**Department:**     Behavioral Sciences
**Program Point of Contact:** Dr. Alan Kee, Department Chair
**Date of Submission:**   May 13, 2016

| Requested Information | Information Response |
|---|---|
| Associated 6-digit CIP (If Applicable):<br> • ACGM – Use first 6 of "Approval Number"<br> • WECM – Course Inventory CIP Number | 42.2803 |
| Associated Study Area<br>Identify primary program associated with course | The course is necessary for the Mortuary Science AAS and Certificate. The program requires a class that addresses the objectives taught in the course. |
| Planned Effective Date: | **Term: Fall**<br>**Year: 2016** |
| Course Title (Written Out): | Death and Dying |
| Course Prefix and Number: | PSYT 1325 |
| Course Description: | Study of the cultural and social norms, values, beliefs, and behaviors associated with end-of-life experiences. |
| Reason/Justification for Request:<br> (Considerations may include other institutions offering the course, industry need, transferability, etc.):<br><br>The ACGM no longer has the course in the ACGM inventory. However, a course that requires the necessary content was found in WECM to meet the needs for the Mortuary Science AAS and Certificate. | |

| Requested Information | Information Response |
|---|---|
| On this section, please delete out the options in the right column that do not apply. The answers you leave will be your response. | |
| Course Type | • Workforce Education Manual (WECM) |
| Instructional Method | • Lecture – Instruction delivered in face-to-face format<br>Faculty give oral presentation facts/figures<br>• Lab – Instruction delivered in face-to-face format<br>Designed for individual or group study of a subject involving application of theory through observation, experimentation, and |
| Is this class intended to be included in next year's core curriculum? | • No |

| If not a class intended for core inclusion, please list your outcomes. Otherwise, leave this table blank. |
| --- |
| **Course Outcomes for Course Not Intended for Core** |
|     1.  Identify multicultural perspectives of death and dying<br>    2.  Describe belief systems and norms of end-of-life issues. |

| Requested Information | Information Response |
| --- | --- |
| On this section, please delete out the options in the right column that do not apply. The answers you leave will be your response. ||
| Is this a unique needs course? | • No |
| Is this a local needs course? | • No |
| What is the session cycle? | • Fall/spring only |
| What is the yearly cycle? | • Every year |
| What is the retake policy? | • Unlimited<br>(CoBoard will not fund more than 3 repeats of a course, but student may be allowed unlimited times) |

| Requested Information | Information Response |
| --- | --- |
| List any pre-requisites (prefix and number) and provide a justification | None |
| List any co-requisites (prefix and number) and provide a justification | None |
| Are there fees? (Yes or No) and if so, please list the fee information | The tuition and fee structure follow the policy for academic courses at Amarillo College. |
| Number of semester credit hours or contact hours | 3 credit hours; 48 contact hours |
| Number of weekly lecture hours<br>(If none, please leave blank) | 3 |
| Number of weekly lab hours<br>(If none, please leave blank) | 3 |
| Number of weekly external hours<br>(If none, please leave blank) | |

# Amarillo College Curriculum Committee Form

Program Changes – Revise Curriculum

**Program Division:** Health Sciences
**Department:** Mortuary Science, Certificate and AAS
**Program Point of Contact:** Brant Davis, 806-354-6035
**Date of Submission:** 5/11/2016

| Requested Information | Information Response |
|---|---|
| Associated 6-digit CIP (If Applicable):<br>Use the CIP for the majority of the courses within the program<br> • ACGM – Use first 6 of "Approval Number"<br> • WECM – Course Inventory CIP Number | WECM CIP 120301 |
| Associated Study Area<br>Identify primary program associated with course | Mortuary Science |
| Planned Effective Date: | Term: Fall<br>Year: 2016 |
| Current Program Title (Written Out):<br>(e.g. Aviation Maintenance Technology) | Mortuary Science |
| Degree Audit Name<br>(e.g. AERM.AAS) | Major Code MRTS. CERT |
| Reason/Justification for Request:<br>SOCI 1371 Sociology of Death and Dying is being removed from the college inventory, and need to add PSYT 1325 Death and Dying to curriculum to satisfy and continue the program and course objectives on this topic. | |
| Potential Impact on Current Students Enrolled in Certificate or Degree Programs: No impact, since deleting the SOCI 1371 and adding the PSYT 1325 courses will maintain program requirements. Dr. Deborah Harding will continue to be the instructor of record. | |

| Requested Information | Information Response |
|---|---|
| On this section, please delete out the options in the right column that do not apply. The answers you leave will be your response. | |
| Has a substantial increase or decrease in the number of clock or credit hours awarded for successful completion of a program occurred (substantial defined as noticeable impact on time to completion)? | • No |
| Does this change involve a move from clock to credit hours? | • No |
| This change relates to the following items | • Add/remove special topics/local needs courses<br>Delete SOCI 1371/Add PSYT 1325 to college/program inventory |

COURSE SEQUENCING AND REQUIREMENTS – For Catalog

On "Old" side, use Strikethrough to indicate course(s) no longer in curriculum
On "New" side, use bold/red font to indicate new courses
Remove blocks that do not apply (e.g. if there are no general education requirements for your major, you may delete that table).

| CURRENT CURRICULUM | |
|---|---|
| Degree Name: | Mortuary Science, MRTS.CERT |
| Total Credit Hours: | ~~32-33 Semester Hours~~ |
| Total Clock Hours: | |

| PROPOSED CURRICULUM | |
|---|---|
| Degree Name: | Mortuary Science, MRTS.CERT |
| Total Credit Hours: | 32 Semester Hours |
| Total Clock Hours: | |

**CURRENT General Education Curriculum (If Applicable)**
Total Hours = INSERT HOUR NUMBER FOR GENERAL EDUCATION
If you type in a specific general education course request below, please provide justification in notes box.

| Foundational Area | Course Prefix and Number (If Applicable) | Course Name (If Applicable) | Credit Hours |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |
| | | | |

**PROPOSED General Education Curriculum (If Applicable)**
Total Hours = INSERT HOUR NUMBER FOR GENERAL EDUCATION
If you type in a specific general education course request below, please provide justification in notes box.

| Foundational Area | Course Prefix and Number (If Applicable) | Course Name (If Applicable) | Credit Hours |
|---|---|---|---|
| | | | |
| | | | |
| | | | |
| | | | |

Commented [KDM1]: Unless a specific course is required from general education, the foundational areas include Communication (Core 10); Mathematics (Core 20); Life and Physical Sciences (Core 30); Philosophy and Culture (Core 40); Creative Arts (Core 50); American History (Core 60); Government/Political Sciences (Core 70); Social and Behavioral Science (Core 80); Component Area I (Core 90).

Commented [KDM2]: Unless a specific course is required from general education, the foundational areas include Communication (Core 10); Mathematics (Core 20); Life and Physical Sciences (Core 30); Philosophy and Culture (Core 40); Creative Arts (Core 50); American History (Core 60); Government/Political Sciences (Core 70); Social and Behavioral Science (Core 80); Component Area I (Core 90).

**CURRENT Major Course Requirements Hours = ~~20-21 Semester Hours~~**
INSERT HOUR NUMBER FOR MAJOR REQUIREMENTS

| Course Prefix and Number | Course Name | Credit Hours |
|---|---|---|
| MRTS 1211 | History of Mortuary Science | 2 |
| MRTS 1301 | Contemporary Funeral Service Practices | 3 |
| MRTS 1310 | Funeral Service Clinical Orientation | 3<br>2 lec, 3 clinic |
| MRTS 1342 | Mortuary Management I | 3 |

**PROPOSED Major Course Requirements Hours = 20**
INSERT HOUR NUMBER FOR MAJOR REQUIREMENTS

| Course Prefix and Number | Course Name | Credit Hours |
|---|---|---|
| MRTS 1211 | History of Mortuary Science | 2 |
| MRTS 1301 | Contemporary Funeral Service Practices | 3 |
| MRTS 1310 | Funeral Service Clinical Orientation | 3<br>2 lec, 3 clinic |
| MRTS 1342 | Mortuary Management I | 3 |

| MRTS 1260 | Clinical-Funeral Service and Mortuary Science, General | 2 9 clinic hrs |
|---|---|---|
| MRTS 2335 | Mortuary Jurisprudence | 3 |
| MRTS 2342 | Mortuary Management II | 3 |
| MRTS 1191 Or MRTS 1291 | Special Topics in Funeral Service and Mortuary Science | 1,2 |
|  |  |  |

**CURRENT Major Course Option Hours =**
**INSERT HOUR NUMBER FOR MAJOR COURSE OPTION REQUIREMENTS**

**OPTION 1: CHOOSE X MANY OUT OF THESE CHOICES**
(Note: If multiple options exist, merge cells to indicate next option block)

| Course Prefix and Number | Course Name | Credit Hours |
|---|---|---|
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**CURRENT Related Course Requirements Hours =12**
**INSERT HOUR NUMBER FOR RELATED COURSE REQUIREMENTS**

| Course Prefix and Number | Course Name | Credit Hours |
|---|---|---|
| Speech | Any from approved list | 3 |
| ENGL 1301 | English Composition I | 3 |
| PSYC 2301 | General Psychology | 3 |
| SOCI 1371 | Sociology of Death and Dying | 3 |
|  |  |  |

**Course Sequencing and Requirements Notes:**

---

| MRTS 1260 | Clinical-Funeral Service and Mortuary Science, General | 2 9 clinic hrs |
|---|---|---|
| MRTS 2335 | Mortuary Jurisprudence | 3 |
| MRTS 2342 | Mortuary Management II | 3 |
| MRTS 1191 | Special Topics in Funeral Service and Mortuary Science | 1 |
|  |  |  |

**PROPOSED Major Course Option Hours =**
**INSERT HOUR NUMBER FOR MAJOR COURSE OPTION REQUIREMENTS**

**OPTION 1: CHOOSE X MANY OUT OF THESE CHOICES**
(Note: If multiple options exist, merge cells to indicate next option block)

| Course Prefix and Number | Course Name | Credit Hours |
|---|---|---|
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**PROPOSED Related Course Requirements Hours =**
**INSERT HOUR NUMBER FOR RELATED COURSE REQUIREMENTS**

| Course Prefix and Number | Course Name | Credit Hours |
|---|---|---|
| Speech | Any from approved list | 3 |
| ENGL 1301 | English Composition I | 3 |
| PSYC 2301 | General Psychology | 3 |
| PSYT 1325 | Death and Dying | 3 |
|  |  |  |

NEW PROGRAM COURSE SEQUENCING AND REQUIREMENTS – For WECM Submission/Advising

Ensure the following:

- If AAS, 50-75% is drawn from common technical specialty identified by CIP and the rest made up of 15 general education course hours and support courses (must document if more academic required due to FOS or advisory committee)
- If AAS, 3 or fewer courses can be Special Topics or Local Needs; If Level 2 certificate, 2 or fewer courses can be Special Topics or Local Needs; If Level 1 certificate, 1 or no courses can be Special Topics or Local Needs
- If AAS or CERT, all curriculum must align with licensing/accrediting authority (if applicable)
- Lecture/Lab Hours must fall into allowable contact ranges (See Table 4.1 on pg. 33 number at bottom or 37 pdf of GIPWE)
- For WECM, the course sequencing must be arranged so students cannot enroll in a course and its pre-requisite in same term unless both courses can be delivered in a compressed format without an overlap of the two courses.
- Semesters (16 weeks and shorter) should not award more than one SCH per week of instruction.

### 1st Year

**1st Semester**

| Prefix (e.g. ENGL) | Number (e.g 1301) | Course Name | Course Type (ACGM/WECM) | Weekly Lecture Hrs. | Weekly Lab Hrs. | Weekly External Hours | Contact Hours (If Applicable) | Credit Hours |
|---|---|---|---|---|---|---|---|---|
| PSYT | 1325 | Death and Dying | WECM | 3 | 0 | 0 | 48 | 3 |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

Commented [MER4R3]:

Commented [KDM3]: Note: You only need to add the Weekly Lecture Hour, Weekly Lab Hour, Weekly External Hour, and Contact Hour Information for the newly added courses to this particular program.

**2nd Semester**

| Prefix (e.g. ENGL) | Number (e.g 1301) | Course Name | Course Type (ACGM/WECM) | Weekly Lecture Hrs. | Weekly Lab Hrs. | Weekly External Hours | Contact Hours (If Applicable) | Credit Hours |
|---|---|---|---|---|---|---|---|---|
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

### 2nd Year

**1st Semester**

| Prefix (e.g. ENGL) | Number (e.g 1301) | Course Name | Course Type (ACGM/WECM) | Weekly Lecture Hrs. | Weekly Lab Hrs. | Weekly External Hours | Contact Hours (If Applicable) | Credit Hours |
|---|---|---|---|---|---|---|---|---|
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

**2nd Semester**

| Prefix (e.g. ENGL) | Number (e.g 1301) | Course Name | Course Type (ACGM/WECM) | Weekly Lecture Hrs. | Weekly Lab Hrs. | Weekly External Hours | Contact Hours (If Applicable) | Credit Hours |
|---|---|---|---|---|---|---|---|---|
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

# Amarillo College Curriculum Committee Form

Program Changes – Revise Curriculum

**Program Division:** Health Sciences
**Department:** Mortuary Science, Certificate and AAS
**Program Point of Contact:** Brant Davis, 806-354-6035
**Date of Submission:** 5/11/2016

| Requested Information | Information Response |
|---|---|
| Associated 6-digit CIP (If Applicable): Use the CIP for the majority of the courses within the program <br> • ACGM – Use first 6 of "Approval Number" <br> • WECM – Course Inventory CIP Number | WECM CIP 120301 |
| Associated Study Area <br> Identify primary program associated with course | Mortuary Science |
| Planned Effective Date: | Term: Fall <br> Year: 2016 |
| Current Program Title (Written Out): <br> (e.g. Aviation Maintenance Technology) | Mortuary Science |
| Degree Audit Name <br> (e.g. AERM.AAS) | Major Code MRTS.AAS |
| Reason/Justification for Request: <br> SOCI 1371 Sociology of Death and Dying is being removed from the college inventory, and need to add PSYT 1325 Death and Dying to curriculum to satisfy and continue the program and course objectives on this topic. | |
| Potential Impact on Current Students Enrolled in Certificate or Degree Programs: No impact, since deleting the SOCI 1371 and adding the PSYT 1325 courses will maintain program requirements. Dr. Deborah Harding will continue to be the instructor of record. | |

| Requested Information | Information Response |
|---|---|
| On this section, please delete out the options in the right column that do not apply. The answers you leave will be your response. | |
| Has a substantial increase or decrease in the number of clock or credit hours awarded for successful completion of a program occurred (substantial defined as noticeable impact on time to completion)? | • No |
| Does this change involve a move from clock to credit hours? | • No |
| This change relates to the following items | • Add/remove special topics/local needs courses <br> Delete SOCI 1371/Add PSYT 1325 to college/program inventory |

# COURSE SEQUENCING AND REQUIREMENTS – For Catalog

On "Old" side, use Strikethrough to indicate course(s) no longer in curriculum
On "New" side, use bold/red font to indicate new courses
Remove blocks that do not apply (e.g. if there are no general education requirements for your major, you may delete that table).

## CURRENT CURRICULUM

| | |
|---|---|
| Degree Name: | Mortuary Science, MRTS.AAS |
| Total Credit Hours: | 60 Semester Hours |
| Total Clock Hours: | |

## PROPOSED CURRICULUM

| | |
|---|---|
| Degree Name: | Mortuary Science, MRTS.AAS |
| Total Credit Hours: | 60 Semester Hours |
| Total Clock Hours: | |

## CURRENT General Education Curriculum (If Applicable)

**Total Hours = 15 Semester Hours**

If you type in a specific general education course request below, please provide justification in notes box.

| Foundational Area | Course Prefix and Number (If Applicable) | Course Name (If Applicable) | Credit Hours |
|---|---|---|---|
| Communication | ENGL | English Composition I | 3 |
| Social/Behavioral Sciences | PSYC | General Psychology | 3 |
| Life & Physical Sciences/Mathematics | MATH | Any from approved list | 3 |
| Language, Philosophy And Culture/Creative Arts | Any | Any from approved list | 3 |
| Institutional Requirement | SPCH | Any from Approved list | 3 |

## PROPOSED General Education Curriculum (If Applicable)

**Total Hours = 15 Semester Hours**

If you type in a specific general education course request below, please provide justification in notes box.

| Foundational Area | Course Prefix and Number (If Applicable) | Course Name (If Applicable) | Credit Hours |
|---|---|---|---|
| Communication | ENGL | English Composition I | 3 |
| Social/Behavioral Sciences | PSYC | General Psychology | 3 |
| Life & Physical Sciences/Mathematics | MATH | Any from approved list | 3 |
| Language, Philosophy And Culture/Creative Arts | Any | Any from approved list | 3 |
| Institutional Requirement | SPCH | Any from approved list | 3 |

## CURRENT Major Course Requirements Hours = 33 Semester Hours

### INSERT HOUR NUMBER FOR MAJOR REQUIREMENTS

| Course Prefix and Number | Course Name | Credit Hours |
|---|---|---|
| MRTS 1211 | History of Mortuary Science | 2 |

## PROPOSED Major Course Requirements Hours = 33 Semester Hours

### INSERT HOUR NUMBER FOR MAJOR REQUIREMENTS

| Course Prefix and Number | Course Name | Credit Hours |
|---|---|---|
| MRTS 1211 | History of Mortuary Science | 2 |

2

| Course Number | Course Name | Credit Hours |
|---|---|---|
| MRTS 1301 | Contemporary Funeral Service Practices | 3 |
| MRTS 1310 | Funeral Service Clinical Orientation | 3<br>2 lec, 3 clinic |
| MRTS 1342 | Mortuary Management I | 3 |
| MRTS 1260 | Clinical-Funeral Service and Mortuary Science, General | 2<br>9 clinic hrs |
| MRTS 2335 | Mortuary Jurisprudence | 3 |
| MRTS 2342 | Mortuary Management II | 3 |
| MRTS 1291 | Special Topics in Funeral Service and Mortuary Science | 2 |
| MRTS 2260 | Clinical-Funeral Service and Mortuary Science, General | 2<br>9 clinic hrs |
| MRTS 2432 | Human Anatomy | 4<br>3 lec, 4 lab |
| MRTS 2244 | Technical Procedures I | 2 sem hrs, 6 lab |
| MRTS 2246 | Technical Procedures II | 2 sem hrs, 6 lab |
| MRTS 1225 | Thanatochemistry | 2 |

| Course Number | Course Name | Credit Hours |
|---|---|---|
| MRTS 1301 | Contemporary Funeral Service Practices | 3 |
| MRTS 1310 | Funeral Service Clinical Orientation | 3<br>2 lec, 3 clinic |
| MRTS 1342 | Mortuary Management I | 3 |
| MRTS 1260 | Clinical-Funeral Service and Mortuary Science, General | 2<br>9 clinic hrs |
| MRTS 2335 | Mortuary Jurisprudence | 3 |
| MRTS 2342 | Mortuary Management II | 3 |
| MRTS 1291 | Special Topics in Funeral Service and Mortuary Science | 2 |
| MRTS 2260 | Clinical-Funeral Service and Mortuary Science, General | 2<br>9 clinic hrs |
| MRTS 2432 | Human Anatomy | 4<br>3 lec, 4 lab |
| MRTS 2244 | Technical Procedures I | 2 sem hrs, 6 lab |
| MRTS 2246 | Technical Procedures II | 2 sem hrs, 6 lab |
| MRTS 1225 | Thanatochemistry | 2 |

**CURRENT Major Course Option Hours =**

**INSERT HOUR NUMBER FOR MAJOR COURSE OPTION REQUIREMENTS**

**OPTION 1: CHOOSE X MANY OUT OF THESE CHOICES**

(Note: If multiple options exist, merge cells to indicate next option block)

| Course Prefix and Number | Course Name | Credit Hours |
|---|---|---|
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

**PROPOSED Major Course Option Hours =**

**INSERT HOUR NUMBER FOR MAJOR COURSE OPTION REQUIREMENTS**

**OPTION 1: CHOOSE X MANY OUT OF THESE CHOICES**

(Note: If multiple options exist, merge cells to indicate next option block)

| Course Prefix and Number | Course Name | Credit Hours |
|---|---|---|
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

CURRENT Related Course Requirements Hours =12
INSERT HOUR NUMBER FOR RELATED COURSE REQUIREMENTS

| Course Prefix and Number | Course Name | Credit Hours |
|---|---|---|
| Speech | Any from approved list | 3 |
| ENGL 1301 | English Composition I | 3 |
| PSYC 2301 | General Psychology | 3 |
| SOCI 1371 | Sociology of Death and Dying | 3 |
| | | |
| | | |

PROPOSED Related Course Requirements Hours =
INSERT HOUR NUMBER FOR RELATED COURSE REQUIREMENTS

| Course Prefix and Number | Course Name | Credit Hours |
|---|---|---|
| Speech | Any from approved list | 3 |
| ENGL 1301 | English Composition I | 3 |
| PSYC 2301 | General Psychology | 3 |
| PSYT 1325 | Death and Dying | 3 |
| | | |
| | | |

Course Sequencing and Requirements Notes:

NEW PROGRAM COURSE SEQUENCING AND REQUIREMENTS – For WECM Submission/Advising
Ensure the following:
- If AAS, 50-75% is drawn from common technical specialty identified by CIP and the rest made up of 15 general education course hours and support courses (must document if more academic required due to FOS or advisory committee)
- If AAS, 3 or fewer courses can be Special Topics or Local Needs; If Level 2 certificate, 2 or fewer courses can be Special Topics or Local Needs; If Level 1 certificate, 1 or no courses can be Special Topics or Local Needs
- If AAS or CERT, all curriculum must align with licensing/accrediting authority (if applicable)
- Lecture/Lab Hours must fall into allowable contact ranges (See Table 4.1 on pg. 33 number at bottom or 37 pdf of GIPWE)
- For WECM, the course sequencing must be arranged so students cannot enroll in a course and its pre-requisite in same term unless both courses can be delivered in a compressed format without an overlap of the two courses.
- Semesters (16 weeks and shorter) should not award more than one SCH per week of instruction.

### 1st Year

**1st Semester**

| Prefix (e.g. ENGL) | Number (e.g 1301) | Course Name | Course Type (ACGM/WECM) | Weekly Lecture Hrs. | Weekly Lab Hrs. | Weekly External Hours | Contact Hours (If Applicable) | Credit Hours |
|---|---|---|---|---|---|---|---|---|
| PSYT | 1325 | Death and Dying | WECM | 3 | 0 | 0 | 48 | 3 |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

**2nd Semester**

| Prefix (e.g. ENGL) | Number (e.g 1301) | Course Name | Course Type (ACGM/WECM) | Weekly Lecture Hrs. | Weekly Lab Hrs. | Weekly External Hours | Contact Hours (If Applicable) | Credit Hours |
|---|---|---|---|---|---|---|---|---|
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

### 2nd Year

**1st Semester**

| Prefix (e.g. ENGL) | Number (e.g 1301) | Course Name | Course Type (ACGM/WECM) | Weekly Lecture Hrs. | Weekly Lab Hrs. | Weekly External Hours | Contact Hours (If Applicable) | Credit Hours |
|---|---|---|---|---|---|---|---|---|
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |

**2nd Semester**

| Prefix (e.g. ENGL) | Number (e.g 1301) | Course Name | Course Type (ACGM/WECM) | Weekly Lecture Hrs. | Weekly Lab Hrs. | Weekly External Hours | Contact Hours (If Applicable) | Credit Hours |
|---|---|---|---|---|---|---|---|---|
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |