Curriculum Committee
Meeting Agenda
3:30PM-5:00PM
October 11, 2012

Martha Joyce  Brandon Green  David Farrington  Bettie Wright
Gregg Smith  Mary Stinnett  Nancy Nowak  Deborah Meyer
Charles Young

Business to be reviewed by Curriculum Committee:

Approval of Curriculum Committee Minutes- Tuesday, October 2, 2012

New Courses:

Following to be presented by Marie Gambill:
  • HD 103- Pathways to Career Planning

New Programs:

  • None

Program Revisions

  • None

Course Revisions:

Following to be presented by Steve Cable:
  • SOC 225- Social Aspects of Addiction

Following to be presented by Martha Joyce:
  • BA 101- Introduction to Business
  • BA 129- Accounting Applications II
  • BA 151- Practical Accounting I
  • BA 152- Practical Accounting II
  • BA 160- Accounting for Managers
  • BA 177- Payroll Accounting
  • BA 181- Business Mathematics II
  • BA 207- Introduction to E-Commerce
  • BA 215- Cost Accounting
  • BA 218- Personal Finance
  • BA 222- Financial Management
  • BA 223- Marketing
• BA 226- Business Law
• BA 238- Salesmanship
• BA 239- Advertising
• BA 249- Retailing
• BA 250- Managing the Small Business
• CWE 161- CWE Seminar I
• CWE 162- CWE Seminar II
• CWE 163- CWE Seminar III
• MED 140- Electronic Health Records
• OA 115- Administrative Office Professional
• OA 116- Records Management
• OA 121- Keyboarding
• OA 123- Formatting
• OA 128- Editing for Business
• OA 201- Word Processing Applications
• OA 225- Machine Transcription I
• OA 245- Office Administration
• OA 250- General Office Procedures
• OA 260- Principles of Office Management
• SDP 112- Communicating Effectively in the Workplace
• SDP 204- Labor and Management Relations
• SDP 215- Equal Employment Opportunity
• SDP 223- Employee Development and Performance Management

Informational Items:

• None
Curriculum Committee
Meeting Minutes
3:30PM-5:00PM
October 2, 2012

✔ Martha Joyce, Chair     ✔ Roxanne Kelly       ✔ Lisa Fields       ✔ Brandon Green
David Farrington          Gregg Smith           ✔ Mary Stinnett     ✔ Nancy Nowak
Deborah Whitaker
New Members:
✔ Charles Young          Bettie Wright

Business to be reviewed by Curriculum Committee:
Approval of Curriculum Committee Minutes- None

New Courses:

Following to be presented by Jason Aase:
- G 140- Volcanoes, Earthquakes and other Geologic Disasters- Move Forward to IC
  With the following changes:
  - Update course outlines with action verbs
  - Add grading options
  - Add Activity 100 and CIPS code 400601
  - Add week 11- Finals

  Brandon will work with Jason to confirm documents are ready for IC

Following to be presented by Robert Willbanks:
- CJ 219- Ethic in Criminal Justice- Move Forward to IC
  With the following changes:
  - Change Course Number to CJ 211
  - Add grading options
  - Add Load 3, Activity 100 and CIPS code 430103
  - Add lecture hours- 3
  - Add Text/Material information
  - Change to AAS in the justification form
  - Add additional cost information

  Martha will work with Rob to confirm documents are ready for IC

Following to be presented by Cheryl Yoder:
- PE 185R- R.I.P.P.E.D- Move Forward to IC
  With the following changes:
  - Add cost factor
  - Add grading option
  - Week 8 outcomes-correct typo
• PE 102- Injury Prevention and Management - Move Forward to IC
   With the following changes:
   o Add grading option
   o Add Activity 100 and CIPS 310501
   o Update course description and outline to become parallel
   Nancy will work with Cheryl to confirm documents are ready for IC

Course Revisions:

Following to be presented by Toni Clough:

• BA 165- Customer Service - Move Forward to IC
   With the following changes:
   o Add Year of Text
   o Confirm outline is up-to-date

Informational Items:

• Updating CC/IC forms:
  o Will begin changing the process of updating the forms for CC/IC. Lisa will work on an update and email to CC for first draft.

• Catalog Timeline- Debbie Hill
  o Debbie shared out this information regarding the changes coming for the 2013-2014 academic year. The process for CC/IC will need share the same timeline as Webforms. CCWD, etc. in order for programs to be approved in time to include in the UCC Catalog. More Information to come.

• Process for Course approved as Human Relations Course- Nancy Nowak
  o Nancy wanted to bring up the process for implementing a course to become a Human Relations component. Is there a form, rubric, etc.? This discussion will become a topic in IC. Possible 1 page form for documentation to present at CC/IC for tracking.
Document brought forward by: Marie Gambill

Supervisor’s name   Ali Mageehon   Date   October 9, 2012

Course title: Pathways to Career Planning

Division Academic Support   Department Learning Skills   Program Career Pathways/HD

Course No HD 103   Title Pathways to Career Planning   Offered Winter 2013

Credits 1   Lec hrs/wk 1   Lec/Lab hrs/wk 0   Lab hrs/wk 0   Prac hrs/wk 0

Banner Pre-req. None   Instructor Pre-req. None   Co-requisites None   Length (wks) 11

Proposed implementation date Term Winter Year 2013   Grading Option Standard   Load Factor 1.0

Catalog Course Description: This course assists students with discovering the true purpose of work, setting the big picture goals and smaller objectives, making use of resources, and following a flexible timeline that should prevent discouragement.

VOCATIONAL TECHNICAL PROPOSALS ONLY   LOWER DIVISION COLLEGIATE PROPOSALS ONLY

☑ Approved by Advisory Committee (Minutes Attached):

☐ Is this course on the "LDC Course List" of the State Department    ☐ To be ☐ Yes ☐ No

If no, this course has been approved for transfer to: (college or university) (attached syllabus, course description, and outcomes)

☐ Occupational Preparatory (organized degree/cert program)    ☐ Occupational Supplementary

Support Course: Indicate all programs for which this course will be required.

<table>
<thead>
<tr>
<th>PROGRAM</th>
<th>DEPARTMENT</th>
<th>DATE</th>
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</thead>
<tbody>
<tr>
<td>Career Pathways</td>
<td>Learning Skills</td>
<td>October 2012</td>
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</table>

Overlap

COURSE DEVELOPED BY Terrance Bradford   DATE: October 1, 2012

ATTACH the documents 1. COURSE OUTLINE 2. COURSE JUSTIFICATION FORM
Course Title: Pathways to Career Success
Developed By: Terrance Bradford
Development Date: October 1, 2012
Revision Date:

COURSE DESCRIPTION: This course assists students with discovering the true purpose of work, setting big picture goals and smaller objectives, making use of resources, and following a flexible timeline that should prevent discouragement.

COURSE OUTCOMES:
Upon completion of this course, students will be able to:

- Explore their personality traits and preferences
- Gather information related to career options
- Create a plan for career success
- Practice career planning skills
- Participate in an interview game
REQUIRED TEXT/MATERIALS:
Simmons, R. *Do You!: 12 Laws to Access the Power in You to Achieve Happiness and Success.*
New York: Gotham, 2008

OUTLINE: [Topics taught by week 1-10.]
Week 1  Know Yourself: Discover personality traits and preferences
Week 2  Gather Information: Discover career options that are related to personality and interests
Week 3  Clarify: Become clear on key talents and what background, education, experience, training and other characteristics are needed for career goals
Week 4  Seek Development: Identify opportunities that will give experience needed to land a job
Week 5  Network with Others: Identify people who share interests
Week 6  Gain Experience: Try out opportunities that build competencies in line with needed skills for current and future career success
Week 7  Find a Mentor: Identify the characteristics of a good mentor and go beyond networking
Week 8  Create a Plan: Establish Smart Goals and create a dynamic portfolio
Week 9  The Conference: Practice the skills acquired over the duration of the course and participate in an interview game
Week 10 Continuation of Week 9
Week 11 Finals
Student need for course: This course is recommended for students who would benefit in developing personal knowledge and work search knowledge and behaviors in order that they will effectively pursue employment as a UCC graduate.

Course Information:

- AA
- AS
- AAS
- Below 100 level
- Elective
- Certificate

AAOT (Area of distribution):

- Arts & Letters
- Science/Math/Computer Science
- Social Sciences
- Electives

Approved Disciplines Studies Listings:

- Arts & Letters
- Science/Math/Computer Science
- Social Sciences
- Human Relations

Cost of this course:

No additional instructional costs (staff, material, equipment, or facilities) are required. The cost of this course will be covered by (i.e. fewer sections of _______ course):

Additional instructional costs (staff, materials, equipment or facilities) are needed to offer this course. Itemize and estimate:

Part-time instructor: 1 Credit  $492.00 per course section per term

Course impact on:

a. Student enrollment in other courses: This course is specifically designed to help students identify career pathway certificates within their chosen two-year degree so that they can earn a certificate that leads to middle-skills employment while they continue to work on degree completion. Career Pathways Certificates count as completions in the Achievement Compact. As a one-credit elective class, this should not negatively impact student enrollment in other courses; however, it may lead to the development of career pathways certificates.

b. Current program: None

Replacement course for: Course Number: n/a  Title: n/a
Document brought forward by: Steve Cable

X Date
Supervisor Signature (Please type in the box with the X by it.)
☑ Revise Division: A&S
☐ Reactivate Department: SocSc
☐ Delete Program: Human Services

Current course number SOC 225
Revised Course Number SOC 225

Current Course Title Social Aspects of Addiction
Revised Course Title Social Aspects of Addiction

Credits 3
Revised Credits 3

Lecture Hrs/Wk 3
Revised Lecture Hrs/Wk 3

Lec /Lab Hrs/Wk 0
Revised Lec /Lab Hrs/Wk 0

Lab Hrs/Wk 0
Revised Lab Hrs/Wk 0

Practicum n/a
Revised Practicum n/a

Banner/Instr. Prerequisites None Revised Banner/Instruc. Prerequisites None

Co-requisites n/a Revised Co-requisites n/a

Length (Wks) 11 Revised Length (Wks) 11

Terms Offered Spring Revised Terms Offered Spring

Proposed implementation date: Term Spring Year 2012 Grading Option _____ Load Factor 3 ILCs

Reason for request: Current Course Outline Learner Outcomes are incorrect. They appear to be for HS 227 Understanding Dysfunctional Families rather than for SOC 225. This revision would correct this mistake and put in place the Learner Outcomes developed for SOC 225 that have been in use.

Revision(s) requested: ATTACH NEW COURSE OUTLINE SHOWING REVISIONS ☑

Cost of revision: n/a

☑ No additional instructional costs (staff, materials, equipment, or facilities) are required.

The cost of this course will be covered by (i.e. fewer sections of course):
Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s).

UCC REVISED COURSE OUTLINE Page 2 of 3

<table>
<thead>
<tr>
<th>Course No:</th>
<th>SOC 225</th>
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<tbody>
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<td>CIPS:</td>
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Course Title: Social Aspects of Addiction
Developed By: Pauline Martel
Development Date: March, 2003
Revision Date: October 2012 (S. Cable)

**COURSE DESCRIPTION:** This course examines specific problems related to the social implications of addiction. The basic facts and effects on individuals, their families, and society are explored. Personal pathologies that are precursors to drug and alcohol addiction will be reviewed including mental illness, abusive background, and suicidal ideations.

**COURSE OUTCOMES:** Upon satisfactory completion of this course the student should be able to:
1. Use research skills to obtain information about current evidence based practices in substance abuse prevention and treatment
2. Identify the organizational aspects of the cultures of addiction and recovery
3. Implement culturally appropriate interventions
4. Recognize how addictions impact various human services delivery systems
5. Identify the core elements in the culture of recovery

**REQUIRED TEXT/MATERIALS:**

**OUTLINE:** [Topics taught by week 1-10.]

Week 1 Introduction

Week 2 Personal Pathologies and Social Causes to Addiction
Week 3  Cultural Aspects of Addiction

Week 4  Psychosocial and Technical Functions of the Culture of Addiction

Week 5  Core Elements and Activities

Week 6  Key Roles

Week 7  Addiction and the Treatment Process

Week 8  Core Elements in Recovery

Week 9  Styles of Recovery

Week 10 Summary/Review
Course Number  SOC 225    Course Name  Social Aspects of Addiction

Student need for course: Current approved Social Science course for AAOT, approved elective for Human Services AAS, required course for Juvenile Corrections Certificate.

Course Information:

☐ AA    ☒ AS    ☒ AAS    ☐ Below 100 level    ☐ Elective    ☒ Certificate

☒ AAOT (Area of distribution): Social Science

Cost of this course:

☒ No additional instructional costs (staff, material, equipment, or facilities) are required. The cost of this course will be covered by (i.e. fewer sections of _______ course):

☐ Additional instructional costs (staff, materials, equipment or facilities) are needed to offer this course. Itemize and estimate:

Course impact on:

a. Student enrollment in other courses: n/a

b. Current program: n/a

Replacement course for: Course Number: n/a    Title:

Disposition:    Signature    Date    Recommendation

Director of Curriculum & Instruction    Vice President of Instruction
Document brought forward by: Bill Armstrong

Date  September 25, 2012

Supervisor Signature (Please type in the box with the X by it.)

- Revise  Division: CTE
- Reactivate  Department: Business
- Delete  Program: Multiple Business Programs

Current course number BA101  Revised Course Number _____

Current Course Title  **Introduction to Business**  Revised Course Title _____

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<td>Lab Hrs/Wk _____</td>
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</tr>
<tr>
<td>Practicum _____</td>
<td>Revised Practicum _____</td>
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Banner/Instr. Prerequisites _____  Revised Banner/Instr. Prerequisites _____

<table>
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<th>Current</th>
<th>Revised</th>
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<td>Revised Co-requisites _____</td>
</tr>
<tr>
<td>Length (Wks) 11</td>
<td>Revised Length (Wks) 11</td>
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</table>

Terms Offered FWSSu  Revised Terms Offered _____

Proposed implementation date: Term  **W Year 2013**  Grading Option  **A-F Load Factor 4.0**

Reason for request: Align outcomes with Bloom’s Taxonomy. Update to course description. Update required materials and topics taught.

Revision(s) requested: ATTACH NEW COURSE OUTLINE SHOWING REVISIONS

**Cost of revision**: $0

- No additional instructional costs (staff, materials, equipment, or facilities) are required.

  The cost of this course will be covered by (i.e. fewer sections of course):

- Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s).
Course No: BA101
Course Credit: 4
Lecture Hrs/wk: 4
Lab Hrs/Wk:
Lecture/Lab Hrs/Wk:
Practicum Hrs/Wk:
Clock Hours: 44
Length of Course 11 wks.
Banner enforced Prerequisite:
Instructor enforced Prerequisite:
Co-Requisite:
Load Factor: 4.0
Activity Code: 10
CIPS: 520201

Course Title: Introduction to Business
Developed By: Rosemary Lint
Development Date: 2003
Revision Date: 2012

COURSE DESCRIPTION: Introduction to Business is an introductory, one-term survey of modern business concepts and concerns including entrepreneurship, marketing, management, human relations, accounting/finance, and investment.

COURSE OUTCOMES: Upon successful completion of this course, students should:
- Demonstrate an understanding of the business process.
- Discuss historical and contemporary trends in the economy and in the workplace.
- Apply communication skills.
- Use current sources of business information such as The Wall Street Journal, library, internet, business publications, and corporate annual reports to gather business information.
- Assess the increasing importance of the international market and global economy.
- Recognize and apply essential business vocabulary and concepts such as entrepreneurship, management, marketing, accounting, investments, inflation, risk, international trade, and social responsibility.


OUTLINE: [Topics taught by week 1-10.]

Week 1 Introduction to class, email and internet basics, class communication practice

Week 2 The business environment, factors of production, economics, economic systems, evaluating economic performance
Week 3  International trade, global markets, business ethics, social responsibility, business communication

Week 4  Business formations: sole-proprietorship, partnership, corporation; small business, entrepreneurship

Week 5  Financial and Managerial Accounting, finance, ratio analysis, debt financing, capital budgeting

Week 6  Financial markets, regulation of markets, financial securities, personal investing

Week 7  Marketing, customer relationship management, marketing strategy, customer behavior, product identification and strategy, promotion

Week 8  Distribution, intermediaries, pricing objectives and strategy

Week 9  Management, motivation, leadership, human resource management, employee legal issues

Week 10 Information technology, E-commerce, operations management, automation, lean and green

Week 11 Final Exam
Document brought forward by: Bill Armstrong

X Date September 25, 2012 Supervisor Signature: (Please type in the box with the X by it.)

Course Number BA101 Course Name Introduction to Business

**Student need for course: Required in multiple business programs.**

**Course Information:**

- [ ] AA
- [ ] AS
- [x] AAS
- [ ] Below 100 level
- [x] Elective
- [x] Certificate
- [ ] AAOT (Area of distribution):

**Cost of this course:**

- [x] No additional instructional costs (staff, material, equipment, or facilities) are required. The cost of this course will be covered by (i.e. fewer sections of ________ course):

- [ ] Additional instructional costs (staff, materials, equipment or facilities) are needed to offer this course. Itemize and estimate:

**Course impact on:**

a. Student enrollment in other courses: none

b. Current program: none

Replacement course for: Course Number: Title:

**Disposition: Signature Date Recommendation**

Director of Curriculum Support Vice President of Instruction
Document brought forward by: Bill Armstrong

Date: September 25, 2012

Supervisor Signature (Please type in the box with the X by it.)

- [X] Revise
- [ ] Reactivate
- [ ] Delete

Division: CTE
Department: Business
Program: Accounting AAS; Entry Management AAS

Current course number: BA129
Revised Course Number

Current Course Title: Accounting Applications II
Revised Course Title: 

Credits: 2
Revised Credits: 

Lecture Hrs/Wk: 1
Revised Lecture Hrs/Wk: 

Lec /Lab Hrs/Wk: 2
Revised Lec /Lab Hrs/Wk: 

Lab Hrs/Wk: 
Revised Lab Hrs/Wk: 0

Practicum: 
Revised Practicum: 

Banner/Instr. Prerequisites: BA128
Revised Banner/Instruc. Prerequisites: 

Co-requisites: BA212
Revised Co-requisites: 

Length (Wks): 11
Revised Length (Wks): 

Terms Offered: W
Revised Terms Offered: 

Proposed implementation date: Term W Year 2013
Grading Option: A-F
Load Factor: 2.4

Reason for request: General update of course outcomes to reflect Bloom’s Taxonomy. Update required materials and topics taught.

Revision(s) requested: ATTACH NEW COURSE OUTLINE SHOWING REVISIONS

Cost of revision: $0

- [X] No additional instructional costs (staff, materials, equipment, or facilities) are required.

  The cost of this course will be covered by (i.e. fewer sections of course):

- [ ] Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s).
Course No: BA129  
Course Credit: 2  
Lecture Hrs/wk: 1  
Lab Hrs/Wk:  
Lecture/Lab Hrs/Wk: 2  
Practicum Hrs/Wk:  
Clock Hours: 33  
Length of Course 11 wks.  
Banner enforced Prerequisite: BA128  
Instructor enforced Prerequisite:  
Co-Requisite: BA212  
Load Factor: 2.4  
Activity Code: 21  
CIPS: 520302  

Course Title: Accounting Applications II  
Developed By: Bill Armstrong  
Development Date: unknown  
Revision Date: 2012  

COURSE DESCRIPTION: The second course of a three-term sequence designed to introduce the student to computerized accounting applications and provide extensive hands-on experience in the application of accounting practice and methodology. This course will focus on gaining proficiency in the utilization of spreadsheets and accounting software for solving a variety of accounting problems and exercises.  

COURSE OUTCOMES: Upon successful completion of the course, students will be able to:  
1. Create computerized spreadsheets using Microsoft Excel.  
2. Apply problem solving techniques using computerized spreadsheets.  
3. Use spreadsheets to solve financial accounting applications.  
4. Demonstrate accurate record keeping using Quickbooks Pro computerized accounting software.  


OUTLINE: [Topics taught by week 1-10.]  
Week 1 Preparation of financial statements on Excel  
Week 2 Advanced spreadsheet practice and application
Week 3  Preparation of depreciation schedules on Excel
Week 4  Introduction to Quickbooks Pro accounting software
Week 5  Basic application of Quickbooks for recording accounting transactions
Week 6  Using Quickbooks for recording purchases of merchandise inventory, sales
Week 7  Using Quickbooks for recording payroll, customer returns, credit card transactions
Week 8  Preparation and interpretation of reports on Quickbooks
Week 9  Advanced Quickbooks recordkeeping and error correction
Week 10 Preparation of cash flow statement on Excel
Week 11 Final Exam
Document brought forward by: Bill Armstrong

X Date September 25, 2012
Supervisor Signature: (Please type in the box with the X by it.)

Course Number BA129 Course Name Accounting Applications II

Student need for course: Required in these AAS programs: Accounting Technology; Entry Management

Course Information:

☐ AA ☐ AS ☑ AAS ☐ Below 100 level ☐ Elective ☐ Certificate

☐ AAOT (Area of distribution):

Cost of this course:

☑ No additional instructional costs (staff, material, equipment, or facilities) are required. The cost of this course will be covered by (i.e. fewer sections of ________ course):

☐ Additional instructional costs (staff, materials, equipment or facilities) are needed to offer this course. Itemize and estimate:

Course impact on:

a. Student enrollment in other courses: none

b. Current program: none

Replacement course for: Course Number: Title:

Disposition: Signature Date Recommendation

Director of Curriculum Support Vice President of Instruction
UCC COURSE REVISION FORM - Page 1 of 2

Document brought forward by: Bill Armstrong

X Date  September 25, 2012

Supervisor Signature (Please type in the box with the X by it.)

☒ Revise Division: CTE
☐ Reactivate Department: Business
☐ Delete Program: Administrative Assistant AAS; AMA AAS option; Paralegal AAS; Legal Assistant Certificate; Office Assistant Certificate; CIS AAS

Current course number BA151 Revised Course Number

Current Course Title Practical Accounting I Revised Course Title ______

Credits 4 Revised Credits ______

Lecture Hrs/Wk 4 Revised Lecture Hrs/Wk ______

Lec /Lab Hrs/Wk ______ Revised Lec /Lab Hrs/Wk ______

Lab Hrs/Wk ______ Revised Lab Hrs/Wk ______

Practicum ______ Revised Practicum ______

Banner/Instr. Prerequisites ______ Revised Banner/Instruc. Prerequisites ______

Co-requisites ______ Revised Co-requisites ______

Length (Wks) 11 wks Revised Length (Wks) ______

Terms Offered FW Revised Terms Offered ______

Proposed implementation date: Term W Year 2013 Grading Option A-F Load Factor 4.0

Reason for request: General update course outcomes to reflect Bloom’s Taxonomy. Update required materials and topics taught.

Revision(s) requested: ATTACH NEW COURSE OUTLINE SHOWING REVISIONS ☒

Cost of revision: $0

☒ No additional instructional costs (staff, materials, equipment, or facilities) are required.

The cost of this course will be covered by (i.e. fewer sections of ______ course):

☐ Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s).
Course Title: Practical Accounting I
Developed By: Bill Armstrong
Development Date: unknown
Revision Date: 2012

COURSE DESCRIPTION: The first course of a two-term sequence designed to introduce the student to the full cycle of accounting and bookkeeping functions and provide students with a sound basic knowledge of accounting terms, concepts, and procedures. Practical applications of bookkeeping and accounting will be emphasized through various assignments and exercises.

COURSE OUTCOMES: Upon successful completion of the course, each student will:

1. Recognize generally accepted accounting principles and basic accounting terminology.
2. Analyze the effects of business transactions and interpret the relationships between assets, liabilities, and owner’s equity.
3. Prepare basic financial statements.
4. Use the general journal and general ledger to record accounting transactions.
5. Complete the accounting cycle including adjusting and closing entries.
6. Account for sales and accounts receivable and purchases and accounts payable using special journals.
7. Estimate the cost of merchandise inventory using commonly accepted methods such as LIFO, FIFO, and weighted-average.
**REQUIRED TEXT/MATERIALS:** Heintz, James, and Robert Parry. *College Accounting*. Ohio: Southwestern-Cengage, 2011. Students also need a calculator.

**OUTLINE:** [Topics taught by week 1-10.]

Week 1   Introduction to accounting, business organizations, the accounting equation

Week 2   Financial statements, debits and credits, the t-account

Week 3   Transaction analysis, the trial balance

Week 4   The general journal, the general ledger, journalizing and posting transactions

Week 5   End of period adjustments, the work sheet, cash and accrual accounting

Week 6   Financial statements, the closing process

Week 7   Accounting for sales and cash receipts, sales returns, subsidiary ledgers

Week 8   Accounting for purchases and cash payments, purchase returns and discounts

Week 9   Sales journal, cash receipts journal, purchases journal, cash payments journal

Week 10   Periodic and perpetual inventory systems, FIFO, LIFO, specific identification, weighted average methods of costing inventory

Week 11   Final Exam
Document brought forward by: Bill Armstrong

X Date September 25, 2012
Supervisor Signature: (Please type in the box with the X by it.)

Course Number  BA151    Course Name  Practical Accounting I

Student need for course: Required in Administrative Assistant AAS; AMA AAS option; Paralegal AAS; Legal Assistant Certificate; Office Assistant Certificate; CIS AAS.

Course Information:

☐ AA   ☐ AS   ☑ AAS   ☐ Below 100 level   ☐ Elective   ☑ Certificate

☐ AAOT (Area of distribution):

Cost of this course:

☑ No additional instructional costs (staff, material, equipment, or facilities) are required. The cost of this course will be covered by (i.e. fewer sections of ________ course):

☐ Additional instructional costs (staff, materials, equipment or facilities) are needed to offer this course. Itemize and estimate:

Course impact on:

a. Student enrollment in other courses: none

b. Current program: none

Replacement course for: Course Number: Title:

Disposition: Signature Date Recommendation

Director of Curriculum Support  Vice President of Instruction
UCC COURSE REVISION FORM - Page 1 of 2

Document brought forward by: Bill Armstrong

X Date September 25, 2012

Supervisor Signature (Please type in the box with the X by it.)

☒ Revise Division: CTE
☐ Reactivate Department: Business
☐ Delete Program: Administrative Assistant AAS; AMA AAS option; Paralegal AAS; Legal Assistant Certificate

Current course number BA152 Revised Course Number ______

Current Course Title Practical Accounting II Revised Course Title ______

Credits 3 Revised Credits ______

Lecture Hrs/Wk 2 Revised Lecture Hrs/Wk ______

Lec /Lab Hrs/Wk 2 Revised Lec /Lab Hrs/Wk ______

Lab Hrs/Wk ______ Revised Lab Hrs/Wk ______

Practicum ______ Revised Practicum ______

Banner/Instr. Prerequisites BA151 with C or better Revised Banner/Instruc. Prerequisites ______

Co-requisites ______ Revised Co-requisites ______

Length (Wks) 11 Revised Length (Wks) ______

Terms Offered WS Revised Terms Offered ______

Proposed implementation date: Term WYear 2013 Grading Option A-F Load Factor 3.4

Reason for request: Update course outcomes to reflect Bloom’s Taxonomy. Update course description. Update required materials and topics taught.

Revision(s) requested: ATTACH NEW COURSE OUTLINE SHOWING REVISIONS ☒

Cost of revision: $0

☒ No additional instructional costs (staff, materials, equipment, or facilities) are required.

☐ Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s).
### COURSE DESCRIPTION:
The second course of a two-term sequence designed to introduce the student to the full cycle of accounting and bookkeeping functions. This course builds on the concepts presented in the first term, providing expanded coverage of operating activities, financial reporting, and accounting for selected balance sheet and income statement items. Accounting concepts are applied using accounting software.

### COURSE OUTCOMES:
Upon successful completion of the course, each student will:

1. Record business transactions using the general journal and general ledger.
2. Prepare financial statements and identify the relationships between assets, liabilities, and owner’s equity.
3. Employ payroll accounting techniques including computing gross earnings and payroll taxes and recording earnings and withholdings.
4. Interpret accrual accounting concepts used for computing adjustments for accrued and deferred income and expenses.
5. Recognize and interpret generally accepted accounting principles.
6. Analyze and assess plant and equipment transactions including estimating depreciation using straight-line, declining-balance, and units-of-production methods.
7. Apply accounting principles that have been learned using a computerized accounting system.

OUTLINE: [Topics taught by week 1-10.]

Week 1 Accounting for cash, reconciling the bank account, petty cash, introduction to Quickbooks

Week 2 Payroll accounting, calculating gross pay, payroll register, Quickbooks data entry

Week 3 Journalizing payroll transactions, payroll record-keeping, recording purchases and payments in Quickbooks

Week 4 Calculating and recording employer payroll taxes, payment of payroll taxes, recording merchandise sales in Quickbooks

Week 5 Preparation of intermediate financial statements, financial analysis, printing reports and correcting errors in Quickbooks

Week 6 Closing and reversing entries at year-end, hiring employees and recording payroll transactions in Quickbooks

Week 7 Accounting for accounts receivable using the allowance method, recording customer payments and bill payments in Quickbooks

Week 8 Writing off uncollectible accounts, the promissory note, calculating interest, recording bad debt expense and uncollectible accounts in Quickbooks

Week 9 Accounting for notes receivable and notes payable, recording credit card sales and payroll taxes in Quickbooks

Week 10 Accounting for long-term assets, straight-line, declining-balance, units-of-production methods of estimating depreciation, disposal of plant assets, financial analysis in Quickbooks

Week 11 Final Exam
Document brought forward by: Bill Armstrong

X Date September 25, 2012
Supervisor Signature: (Please type in the box with the X by it.)

Course Number BA152  Course Name Practical Accounting II

Student need for course: Required in Administrative Assistant AAS; AMA AAS option; Paralegal AAS; Legal Assistant Certificate.

Course Information:

☐ AA  ☐ AS  ☒ AAS  ☐ Below 100 level  ☒ Elective  ☒ Certificate

☐ AAOT (Area of distribution):

Cost of this course:

☒ No additional instructional costs (staff, material, equipment, or facilities) are required. The cost of this course will be covered by (i.e. fewer sections of _______ course):

☐ Additional instructional costs (staff, materials, equipment or facilities) are needed to offer this course. Itemize and estimate:

Course impact on:

a. Student enrollment in other courses: none

b. Current program: none

Replacement course for:  Course Number:  Title:

Disposition:  Signature  Date  Recommendation

Director of Curriculum Support  Vice President of Instruction
Document brought forward by: Bill Armstrong

X  Date  September 25, 2012
Supervisor Signature (Please type in the box with the X by it.)
☑ Revise  Division:  CTE
☐ Reactivate  Department:  Business
☐ Delete  Program:  None; elective at present

Current course number  BA160  Revised Course Number  

Current Course Title  Accounting for Managers  Revised Course Title  

Credits 3  Revised Credits  

Lecture Hrs/Wk 3  Revised Lecture Hrs/Wk  

Lec/Lab Hrs/Wk  

Lab Hrs/Wk  

Practicum  

Banner/Instr. Prerequisites  

Co-requisites  

Length (Wks) 11  Revised Length (Wks)  

Terms Offered tbd  Revised Terms Offered  

Proposed implementation date: Term  W  Year 2013  Grading Option  A-F  Load Factor 3.0  

Reason for request: Update course outcomes to reflect Bloom’s Taxonomy. Update course requirements and topics taught.

Revision(s) requested: ATTACH NEW COURSE OUTLINE SHOWING REVISIONS

Cost of revision:  $0

☑ No additional instructional costs (staff, materials, equipment, or facilities) are required.

☐ Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s).
Course Title: Accounting for Managers
Developed By: Bill Armstrong
Development Date: unknown
Revision Date: 2012

COURSE DESCRIPTION: The course is designed to provide the non-financial manager with an understanding of accounting and the manner in which it can be used to make financial decisions. Topics covered include: measuring and reporting of accounting data, analyzing and interpreting accounting information, understanding financial systems and controls, using computer applications of accounting, and performing cost analysis.

COURSE OUTCOMES: Upon successful completion of the course, each student will:

1. Recognize and interpret generally accepted accounting principles and accounting terminology.
2. Analyze business transactions and identify the relationships between assets, liabilities, and owner’s equity.
3. Prepare basic financial statements, such as the income statement, balance sheet, and statement of cash flows.
4. Design and create Excel spreadsheets that apply accounting concepts
5. Evaluate the financial performance of organizations using financial tools such as ratio analysis, breakeven analysis, variance analysis, and contribution analysis.
6. Apply accounting principles learned using computerized accounting software.
7. Prepare and evaluate basic budgets.

OUTLINE: [Topics taught by week 1-10.]

Week 1  Introduction to accounting, FASBs, financial statements, introduction to Excel

Week 2  Financial statement analysis, financial ratios, accounting concepts, Excel basics

Week 3  The accounting equation, debits and credits, journal entries, Excel spreadsheet preparation

Week 4  Revenue recognition, accrual vs cash accounting, procurement system, financial statement preparation on Excel

Week 5  Cash controls, Statement of Cash Flows, cash flow analysis, Quickbooks basics

Week 6  Managerial accounting, cost accounting terminology, just-in-time inventory control

Week 7  Cost control systems, overhead cost allocation, Merchandising and service organization cost accumulation, recording purchases in Quickbooks

Week 8  Cost behavior, cost-volume-profit analysis, break-even point analysis, recording sales in Quickbooks

Week 9  Standard costing principles, performance variance analysis, recording payroll in Quickbooks

Week 10 Budgeting, fixed and flexible budgets, budget preparation on Excel

Week 11 Final Exam
Course Number  BA160  Course Name  Accounting for Managers

Student need for course: Elective; may be course in Hospitality AAS program which is in development phase.

Course Information:

☐ AA  ☐ AS  ☐ AAS  ☐ Below 100 level  ☒ Elective  ☐ Certificate

☐ AAOT (Area of distribution):

Cost of this course:

☒ No additional instructional costs (staff, material, equipment, or facilities) are required. The cost of this course will be covered by (i.e. fewer sections of ________ course):

☐ Additional instructional costs (staff, materials, equipment or facilities) are needed to offer this course. Itemize and estimate:

Course impact on:

a. Student enrollment in other courses: none

b. Current program: none

Replacement course for: Course Number: Title:

Disposition: Signature Date Recommendation

Director of Curriculum Support  Vice President of Instruction
UCC COURSE REVISION FORM - Page 1 of 2

Document brought forward by: Bill Armstrong

X Date September 25, 2012

Supervisor Signature (Please type in the box with the X by it.)

Revise Division: CTE

Reactivate Department: Business

Delete Program: Accounting Technology AAS

Revise

Division: CTE

Reactivate Department: Business

Delete Program: Accounting Technology AAS

Current course number BA177 Revised Course Number ______

Current Course Title Payroll Accounting Revised Course Title ______

Credits 4 Revised Credits ______

Lecture Hrs/Wk 3 Revised Lecture Hrs/Wk ______

Lec /Lab Hrs/Wk 2 Revised Lec /Lab Hrs/Wk ______

Lab Hrs/Wk ______ Revised Lab Hrs/Wk ______

Practicum ______ Revised Practicum ______

Banner/Instr. Prerequisites BA211 or BA151 or instructor approval Revised Banner/Instruc. Prerequisites ______

Co-requisites ______ Revised Co-requisites ______

Length (Wks) 11 Revised Length (Wks) ______

Terms Offered F Revised Terms Offered ______

Proposed implementation date: Term F Year 2013 Grading Option A-F Load Factor 4.4

Reason for request: Update course description; update outcomes to reflect Bloom’s Taxonomy. Update required text/materials. Update topics taught.

Revision(s) requested: ATTACH NEW COURSE OUTLINE SHOWING REVISIONS

Cost of revision: $0

No additional instructional costs (staff, materials, equipment, or facilities) are required.

The cost of this course will be covered by (i.e. fewer sections of ______ course):

Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s).
Course No: BA177
Course Credit: 4
Lecture Hrs/wk: 3
Lab Hrs/Wk:
Lecture/Lab Hrs/Wk: 2
Practicum Hrs/Wk:
Clock Hours: 55
Length of Course 11 wks.
Banner enforced Prerequisite: BA211 or BA151 or instructor approval
Instructor enforced Prerequisite:
Co-Requisite:
Load Factor: 4.4
Activity Code: 21
CIPS: 520302

Course Title: Payroll Accounting
Developed By: Rosemary Lint
Development Date: 1997
Revision Date: 2012

COURSE DESCRIPTION: This course introduces the student to the accounting processes and federal and state laws associated with payroll operations. Using the information learned, the student will calculate payroll transactions and complete the required forms meeting state and federal regulations. A payroll project will introduce the computer as a tool to eliminate many of the repetitive operations that are common to payroll accounting.

COURSE OUTCOMES: Upon successful completion of this course, students will:
1. Recognize personnel and payroll records that provide the information required under numerous laws affecting the operations of a payroll system.
2. Apply various aspects of the Fair Labor Standards Act and the other laws that affect payroll operations and employment practices.
3. Describe the basic payroll accounting systems and procedures used in computing wages and salaries and the timekeeping methods used to record time worked.
4. Interpret and employ various phases of the Social Security Act, the federal income tax withholding law, and other laws relating to the payment of wages and salaries.
5. Practice payroll operations, preparation of payroll registers, recording of accounting entries involving payroll, and preparation of payroll tax returns using both manual and computerized approaches.
6. Recognize Oregon’s laws regarding withholding payroll tax, workers compensation insurance, and employment taxes.

OUTLINE:  [Topics taught by week 1-10.]

Week 1  Need for payroll and personnel records, payroll register, employee earnings records, Fair Labor Standards Act, calculate regular and overtime pay

Week 2  Social security taxes, tax rates, wage bases, deposit requirement, Form 941, start manual payroll project

Week 3  Federal income tax withholding, withholding allowances, wage-brackets, continue manual payroll project

Week 4  Unemployment compensation taxes, Federal Unemployment Tax Act, experience rating system, finish manual payroll project and introduction to Quickbooks payroll.

Week 5  Analyzing and journalizing payroll, posting to ledgers, payroll tax deposits, start Quickbooks payroll project

Week 6  Employer’s Guide for Doing Business in Oregon, midterm exam

Week 7  Oregon state payroll laws and regulations, continue Quickbooks payroll project

Week 8  Continue Quickbooks payroll project

Week 9  Completing federal tax forms associated with payroll, start federal tax form project

Week 10 Complete Quickbooks payroll project and federal tax form project

Week 11 Final Exam
Document brought forward by: Bill Armstrong

X Date October 11, 2012
Supervisor Signature: (Please type in the box with the X by it.)

Course Number BA177 Course Name Payroll Accounting

Student need for course: Required in the Accounting Technology AAS program.

Course Information:

☒ AA ☐ AS ☒ AAS ☐ Below 100 level ☐ Elective ☐ Certificate
☐ AAOT (Area of distribution):

Cost of this course:

☒ No additional instructional costs (staff, material, equipment, or facilities) are required. The cost of this course will be covered by (i.e. fewer sections of _________ course):

☐ Additional instructional costs (staff, materials, equipment or facilities) are needed to offer this course. Itemize and estimate:

Course impact on:

a. Student enrollment in other courses: none
b. Current program: none

Replacement course for: Course Number: Title:

Disposition: Signature Date Recommendation

Director of Curriculum Support Vice President of Instruction
UCC COURSE REVISION FORM - Page 1 of 2

Document brought forward by: Debi Boyles

X Date September 25, 2012

Supervisor Signature (Please type in the box with the X by it.)

☑ Revise Division: CTE
☐ Reactivate Department: Business
☐ Delete Program: Entry Management AAS; Marketing AAS

Current Course Number BA181 Revised Course Number ______

Current Course Title Business Mathematics II Revised Course Title ______

Credits 3 Revised Credits ______

Lecture Hrs/Wk 3 Revised Lecture Hrs/Wk ______

Lab Hrs/Wk ______ Revised Lab Hrs/Wk ______

Practicum ______ Revised Practicum ______

Banner/Instr. Prerequisites BA180 with a C or better Revised Banner/Instruc. Prerequisites ______

Co-requisites ______ Revised Co-requisites ______

Length (Wks) 11 Revised Length (Wks) ______

Terms Offered Spring Revised Terms Offered ______

Proposed implementation date: Term Spring Year 2013 Grading Option A-F Load Factor 3.0

Reason for request: Update outcomes to reflect Bloom’s Taxonomy.

Revision(s) requested: ATTACH NEW COURSE OUTLINE SHOWING REVISIONS ☑

Cost of revision: $

☑ No additional instructional costs (staff, materials, equipment, or facilities) are required.

The cost of this course will be covered by (i.e. fewer sections of course):

☐ Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s).
Course No: BA181
Course Credit: 3
Lecture Hrs/wk: 3
Lab Hrs/Wk:  
Lecture/Lab Hrs/Wk:  
Practicum Hrs/Wk:  
Clock Hours: 33
Length of Course: 11 wks.
Banner enforced Prerequisite: BA180 with C or better
Instructor enforced Prerequisite:  
Co-Requisite:  
Load Factor: 3
Activity Code: 21
CIPS: 520302

Course Title: Business Mathematics II
Developed By: Rosemary Lint
Development Date: 2006
Revision Date: 2012

**COURSE DESCRIPTION:** Students are required to use a business financial calculator to solve business problems relating to the time value of money. Applications include investments, amortization, and use of credit, business statistics, and risk management.

**COURSE OUTCOMES:** Upon completion of this course, students will:

Define terms associated with the time value of money, simple interest notes, and other business math functions.

Calculate various time value calculations such as present value, future value, etc.

Analyze merits of stocks, mutual funds, index fund, etc. when making investment decisions.

Evaluate interest rates, length of loan, payment options, and expected outcomes when considering home and automobile purchases, insurance policies, retirement planning, and investment decisions.

Complete and analyze basic financial statements.

Calculate statistical data, including mean, median, and mode.
REQUIRED TEXT/MATERIALS:
Texas Instrument BA II Plus Calculator

OUTLINE: [Topics taught by week 1-10.]
Week 1  Compound Interest
Week 2  Compound Interest
Week 3  Annuities, Stocks, & Bonds
Week 4  Annuities, Stocks, & Bonds
Week 5  Business & Consumer Loans
Week 6  Taxes & Insurance
Week 7  Taxes & Insurance
Week 8  Financial Statements & Ratios
Week 9  Financial Statements & Ratios
Week 10 Business Statistics
Week 11 Final Exam
Document brought forward by: Debi Boyles  

X Date September 25, 2012  
Supervisor Signature: (Please type in the box with the X by it.)

Course Number BA181 Course Name Business Mathematics II

**Student need for course:** Required in Entry Management AAS and Marketing AAS programs.

**Course Information:**

- AA
- AS
- X AAS
- Below 100 level
- Elective
- Certificate

- AAOT (Area of distribution):

**Cost of this course:**

- X No additional instructional costs (staff, material, equipment, or facilities) are required. The cost of this course will be covered by (i.e. fewer sections of _________ course):

- Additional instructional costs (staff, materials, equipment or facilities) are needed to offer this course. Itemize and estimate:

**Course impact on:**

a. Student enrollment in other courses: none

b. Current program: none

Replacement course for: Course Number: Title:

<table>
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Director of Curriculum Support Vice President of Instruction
Document brought forward by: Bill Armstrong & Matt Goff

X Date October 11, 2012

Supervisor Signature (Please type in the box with the X by it.)

Revise Division: CTE
Reactivate Department: Business
Delete Program: Marketing AAS; Entrepreneurship Certificate

Current course number BA207 Revised Course Number ______

Current Course Title Introduction to E-Commerce Revised Course Title ______

Credits 3 Revised Credits ______

Lecture Hrs/Wk 3 Revised Lecture Hrs/Wk ______

Lec /Lab Hrs/Wk ______ Revised Lec /Lab Hrs/Wk ______

Lab Hrs/Wk ______ Revised Lab Hrs/Wk ______

Practicum ______ Revised Practicum ______

Banner/Instr. Prerequisites BA101, CIS120 Revised Banner/Instruc. Prerequisites ______

Co-requisites ______ Revised Co-requisites ______

Length (Wks) 11 Revised Length (Wks) ______

Terms Offered Spring Revised Terms Offered ______

Proposed implementation date: Term Spring Year 2013 Grading Option A-F Load Factor 3.0

Reason for request: Update course description; update outcomes to reflect Bloom’s Taxonomy.

Revision(s) requested: ATTACH NEW COURSE OUTLINE SHOWING REVISIONS X

Cost of revision: $0

No additional instructional costs (staff, materials, equipment, or facilities) are required.

The cost of this course will be covered by (i.e. fewer sections of ______ course):

Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s).
Course No: BA207
Course Credit: 3
Lecture Hrs/wk: 3
Lab Hrs/Wk: 3
Lecture/Lab Hrs/Wk: 33
Practicum Hrs/Wk: 33
Clock Hours: 33
Length of Course: 11 wks.
Banner enforced Prerequisite: BA101 and CIS120
Instructor enforced Prerequisite: 
Co-Requisite: 
Load Factor: 3.0
Activity Code: 10
CIPS: 520208

Course Title: Introduction to E-Commerce
Developed By: Sue Goff
Development Date: 2004
Revision Date: 2012

COURSE DESCRIPTION: This course provides students with a firm grounding in the technologies, strategies and impact of e-commerce. Broadly defined, e-commerce refers to the use of information technologies, in particular the Internet, in providing support to all types of activities that take place both within and between organizations.

COURSE OUTCOMES: Upon completion of this course, students will be able to:
1. Differentiate between various e-commerce business models, markets and transactions
2. Describe e-commerce marketing methods
3. Identify e-commerce security issues and technologies
4. Discuss legal, ethical, and societal impacts of e-commerce
5. Formulate a basic e-commerce business plan


OUTLINE: [Topics taught by week 1-10.]

Week 1 Course Introduction & Pre-assessment
Week 2 Introduction to e-Commerce & Technology Infrastructure
Week 3 Web Server Hardware and Software & e-Commerce Software
Week 4 e-Commerce Security
Week 5  Payment Systems for e-Commerce
Week 6  Mid-term Assessment
Week 7  Selling on the Web
Week 8  Marketing on the Web
Week 9  Business-to-Business Activities: Improving Efficiency and Reducing Costs & Social Networking, Mobile Commerce, and Online Auctions
Week 10 The Environment of e-Commerce: Legal, Ethical, and Tax Issues
Week 11 Final Assessment
Document brought forward by: Bill Armstrong

X Date October 11, 2012

Supervisor Signature: (Please type in the box with the X by it.)

Course Number BA207  Course Name Introduction to E-Commerce

Student need for course: Required in the programs noted on page one of this document.

Course Information:

☐ AA  ☐ AS  ☒ AAS  ☐ Below 100 level ☐ Elective  ☒ Certificate

☐ AAOT (Area of distribution):

Cost of this course:

☒ No additional instructional costs (staff, material, equipment, or facilities) are required. The cost of this course will be covered by (i.e. fewer sections of _________ course):

☐ Additional instructional costs (staff, materials, equipment or facilities) are needed to offer this course. Itemize and estimate:

Course impact on:

a. Student enrollment in other courses: none

b. Current program: none

Replacement course for:  Course Number:  Title:

Disposition: Signature Date Recommendation

Director of Curriculum Support Vice President of Instruction
Document brought forward by: Bill Armstrong

X Date September 25, 2012

Supervisor Signature (Please type in the box with the X by it.)

☑ Revise Division: CTE

☐ Reactivate Department: Business

☐ Delete Program: Accounting Technology AAS

Current course number BA215 Revised Course Number ____

Current Course Title Cost Accounting Revised Course Title ____

Credits 4 Revised Credits ____

Lecture Hrs/Wk 3 Revised Lecture Hrs/Wk ____

Lec /Lab Hrs/Wk ____ Revised Lec /Lab Hrs/Wk ____

Lab Hrs/Wk 3 Revised Lab Hrs/Wk ____

Practicum ____ Revised Practicum ____

Banner/Instr. Prerequisites BA213 with a C or better or instructor permission Revised Banner/Instruc. Prerequisites __________

Co-requisites ____ Revised Co-requisites ____

Length (Wks) 11 Revised Length (Wks) ____

Terms Offered F Revised Terms Offered ____

Proposed implementation date: Term F Year 2013 Grading Option A-F Load Factor 5.1

Reason for request: Update course outcomes to reflect Bloom’s Taxonomy. Update course description. Update required text and materials. Update topics taught.

Revision(s) requested: ATTACH NEW COURSE OUTLINE SHOWING REVISIONS ☑

Cost of revision: $0

☑ No additional instructional costs (staff, materials, equipment, or facilities) are required.

☐ Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s).
Course No: BA215  
Course Credit: 4  
Lecture Hrs/wk: 3  
Lab Hrs/Wk:  
Lecture/Lab Hrs/Wk: 3  
Practicum Hrs/Wk:  
Clock Hours: 66  
Length of Course: 11 wks.  
Banner enforced Prerequisite: BA213 with a C or better or instructor permission  
Instructor enforced Prerequisite:  
Co-Requisite:  
Load Factor: 5.1  
Activity Code: 21  
CIPS: 520408  

Course Title: Cost Accounting  
Developed By: Bill Armstrong  
Development Date: Unknown  
Revision Date: 2012  

**COURSE DESCRIPTION:** This course provides a thorough understanding of cost concepts, cost behavior, and cost accounting techniques as they are applied to various cost systems and as they are used to provide cost information for management use in decision making, planning, controlling, and performance evaluation. Topics covered include cost concepts and behavior, budgeting, flexible budgets and performance analysis, standard costing, performance measurement, differential cost analysis, capital budgeting, financial statement analysis, and profitability analysis.

**COURSE OUTCOMES:** Upon completion of this course, students will be able to:

1. Identify the need for managerial accounting information in operating a business and making business decisions.
2. Recognize and apply cost concepts, classification, and terminology.
3. Prepare budgets for sales, production, direct materials and labor.
4. Prepare flexible and static budgets and analyze variances.
5. Apply standard cost concepts. Compute and analyze direct material, direct labor, and overhead variances.
7. Identify relevant and irrelevant costs and use differential analysis in solving various decision-
making situations.

8. Use capital budgeting analysis tools such as net present value, payback, and internal rate of return to make screening and preference decisions.


10. Apply cost accounting concepts using a computerized accounting system.


**OUTLINE:** [Topics taught by week 1-10.]

Week 1  Introduction to Cost Accounting, cost concepts, budgeting, preparation of budgets, introduction to Peachtree Accounting software

Week 2  Flexible budgets and performance analysis, variance analysis, multiple cost drivers, Peachtree basics

Week 3  Standard costing, direct material, direct labor, overhead variance analysis, recording purchases and sales in Peachtree

Week 4  Performance measurement, cost, profit, investment centers, return on investment, preparation of production reports using Peachtree data

Week 5  Residual income, operating performance measures, balanced scorecard, preparation of financial statements and cost analysis using Peachtree data

Week 6  Differential analysis, relevant costs, decision-making, budget preparation using Peachtree data

Week 7  Capital budgeting, net present value, internal rate of return, decision-making, budget preparation on Excel

Week 8  Ranking of investment projects, payback, simple rate of return, manufacturing field trip

Week 9  Financial statement analysis, comparative and common size statements, gathering financial data on public corporations and financial report preparation

Week 10  Financial ratio analysis, presentation of financial data

Week 11 Final Exam
Document brought forward by: Bill Armstrong

X Date September 25, 2012
Supervisor Signature: (Please type in the box with the X by it.)

Course Number BA215 Course Name Cost Accounting

Student need for course: Required in Accounting Technology AAS program.

Course Information:

☐ AA ☐ AS ☒ AAS ☐ Below 100 level ☐ Elective ☐ Certificate

☐ AAOT (Area of distribution):

Cost of this course:

☒ No additional instructional costs (staff, material, equipment, or facilities) are required. The cost of this course will be covered by (i.e. fewer sections of ________ course):

☐ Additional instructional costs (staff, materials, equipment or facilities) are needed to offer this course. Itemize and estimate:

Course impact on:

a. Student enrollment in other courses: none

b. Current program: none

Replacement course for: Course Number: Title:

Disposition: Signature Date Recommendation

_________________________________________  ________________________________
Director of Curriculum Support Vice President of Instruction
UCC COURSE REVISION FORM - Page 1 of 2

Document brought forward by: Debi Boyles

X Date September 25, 2012
Supervisor Signature (Please type in the box with the X by it.)

☐ Revise Division: CTE
☐ Reactivate Department: Business
☐ Delete Program: Multiple business programs

Current course number BA218 Revised Course Number _____

Current Course Title Personal Finance Revised Course Title ______

Credits 3 Revised Credits ______

Lecture Hrs/Wk 3 Revised Lecture Hrs/Wk ______

Lec /Lab Hrs/Wk ______ Revised Lec /Lab Hrs/Wk ______

Lab Hrs/Wk ______ Revised Lab Hrs/Wk ______

Practicum ______ Revised Practicum ______

Banner/Instr. Prerequisites ______ Revised Banner/Instruc. Prerequisites ______

Co-requisites ______ Revised Co-requisites ______

Length (Wks) 11 Revised Length (Wks) ______

Terms Offered W,S Revised Terms Offered ______

Proposed implementation date: Term W Year 2013 Grading Option A-F Load Factor 3.0

Reason for request: Update course description and outcomes.

Revision(s) requested: ATTACH NEW COURSE OUTLINE SHOWING REVISIONS

Cost of revision: $0

☐ No additional instructional costs (staff, materials, equipment, or facilities) are required.

The cost of this course will be covered by (i.e. fewer sections of ______ course):

☐ Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s).
Course No: BA218
Course Credit: 3
Lecture Hrs/wk: 3
Lab Hrs/Wk: 
Lecture/Lab Hrs/Wk: 
Practicum Hrs/Wk: 
Clock Hours: 33
Length of Course 11 wks.
Banner enforced Prerequisite: 
Instructor enforced Prerequisite: 
Co-Requisite: 
Load Factor: 3.0
Activity Code: 21
CIPS: 520408

Course Title: Personal Finance
Developed By: Unknown
Development Date: Unknown
Revision Date: 2012

COURSE DESCRIPTION: Introduces students to topics effecting personal financial planning such as budgeting, spending, saving, borrowing, planning for retirement, calculating the time-value of money, and investing.

COURSE OUTCOMES: Upon completion of this course, students will be able to:

- Define common terms related to the use of credit, life insurance, investing, retirement, and other personal finance concepts.
- Demonstrate comprehension of the concepts of cash management, including balancing a checkbook, reconciling a bank statement, and allocating funds for savings.
- Create and analyze personal budgets.
- Complete and analyze personal financial statements.
- Analyze merits of stocks, mutual funds, index fund, etc. when making investment decisions.
- Compare and contrast components of 401K, 403B, Social Security, and insurance policies.
- Evaluate interest rates, length of loan, payment options, and expected outcomes when considering home and automobile purchases, insurance policies, retirement planning, and investment decisions.

REQUIRED TEXT/MATERIALS:


Texas Instruments BAII Plus calculator
OUTLINE: [Topics taught by week 1-10.]

Week 1  Foundations of Financial Planning
Week 2  Taxes
Week 3  Managing Cash & Savings
Week 4  Making Automobile and Home Decisions
Week 5  Using Credit
Week 6  Using Consumer Loans
Week 7  Managing Insurance Needs
Week 8  Investment Planning
Week 9  Stocks, Bonds, and Mutual Funds
Week 10 Retirement & Estate Planning
Week 11 Final Exam
Document brought forward by: Debi Boyles

X Date September 25, 2012
Supervisor Signature: (Please type in the box with the X by it.)

Course Number BA218  Course Name Personal Finance

**Student need for course:** Required in multiple business programs.

**Course Information:**

- AA
- AS
- AAS
- Below 100 level
- Elective
- Certificate
- AAOT (Area of distribution):

**Cost of this course:**

- No additional instructional costs (staff, material, equipment, or facilities) are required. The cost of this course will be covered by (i.e. fewer sections of ________ course):

- Additional instructional costs (staff, materials, equipment or facilities) are needed to offer this course. Itemize and estimate:

**Course impact on:**

a. Student enrollment in other courses: none

b. Current program: none

Replacement course for: Course Number: Title:

**Disposition:** Signature Date Recommendation

Director of Curriculum Support  Vice President of Instruction
Document brought forward by: Martha Joyce

X Date September 25, 2012

Supervisor Signature (Please type in the box with the X by it.)

☑ Revise Division: CTE

☐ Reactivate Department: Business

☐ Delete Program: Entry Management AAS; Accounting Technology AAS

Current course number BA222 Revised Course Number ______

Current Course Title Financial Management Revised Course Title ______

Credits 3 Revised Credits ______

Lecture Hrs/Wk 3 Revised Lecture Hrs/Wk ______

Lec /Lab Hrs/Wk ______ Revised Lec /Lab Hrs/Wk ______

Lab Hrs/Wk ______ Revised Lab Hrs/Wk ______

Practicum ______ Revised Practicum ______

Banner/Instr. Prerequisites BA211, BA212 Revised Banner/Instruc. Prerequisites ______

Co-requisites ______ Revised Co-requisites ______

Length (Wks) 11 Revised Length (Wks) ______

Terms Offered Sp Revised Terms Offered ______

Proposed implementation date: Term Sp Year 2013 Grading Option A-F Load Factor 3.0

Reason for request: Update course description and outcomes.

Revision(s) requested: ATTACH NEW COURSE OUTLINE SHOWING REVISIONS

Cost of revision: $0

☑ No additional instructional costs (staff, materials, equipment, or facilities) are required.

The cost of this course will be covered by (i.e. fewer sections of course):

☐ Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s).
COURSE DESCRIPTION: This is a first course in corporate finance covering a wide range of topics and issues. Theory will be introduced and practical application will be demonstrated in support of learner outcomes surrounding the financial decision-making process.

COURSE OUTCOMES: Upon completion of this course, students will be able to:

- Articulate the goals of financial management
- Examine the concepts of value, risk, and return
- Explore and practice time value of money (TVM) problems
- Review basic financial statements and examine how they can be used to provide information that supports financial decisions
- Use financial ratios to evaluate financial position
- Examine operating and financial leverage within the business firm
- Review working capital policy and measures
- Explore various capital budgeting techniques to determine project feasibility


OUTLINE: [Topics taught by week 1-10.]

Week 1 Introduction/Overview; Financial Statement Analysis

Week 2 Financial Statement Analysis; Financial Environment

Week 3 Time Value of Money
Week 4  Cost of Money (Interest Rates); Bonds (Debt)
Week 5  Bonds (continued)
Week 6  Stocks (Equity)
Week 7  Risk and Rates of Return; Capital Budgeting
Week 8  Cash Flow and Risk; Cost of Capital
Week 9  Capital Structure; Working Capital Policy
Week 10 Financial Planning and Control
Week 11 Final Exam
Document brought forward by: Martha Joyce

X Date October 11, 2012
Supervisor Signature: (Please type in the box with the X by it.)

Course Number BA222 Course Name Financial Management

Student need for course: Required in Entry Management AAS and Accounting Technology AAS programs.

Course Information:

☐ AA ☐ AS ☒ AAS ☐ Below 100 level ☐ Elective ☐ Certificate

☐ AAOT (Area of distribution):

Cost of this course:

☒ No additional instructional costs (staff, material, equipment, or facilities) are required. The cost of this course will be covered by (i.e. fewer sections of ________ course):

☐ Additional instructional costs (staff, materials, equipment or facilities) are needed to offer this course. Itemize and estimate:

Course impact on:

a. Student enrollment in other courses: none

b. Current program: none

Replacement course for: Course Number: Title:

Disposition: Signature Date Recommendation

Director of Curriculum Support Vice President of Instruction
UCC COURSE REVISION FORM - Page 1 of 2

Document brought forward by: Bill Armstrong

X Date  October 11, 2012
Supervisor Signature (Please type in the box with the X by it.)
☒ Revise        Division:  CTE
☐ Reactivate    Department:  Business
☐ Delete        Program:  Marketing AAS; Entry Management AAS; Entrepreneurship Certificate; Retail Management Certificate; Public Relations Specialist Cert.

Current course number BA223 Revised Course Number ______

Current Course Title  Marketing Revised Course Title Principles of Marketing

Credits 3 Revised Credits ______

Lecture Hrs/Wk 3 Revised Lecture Hrs/Wk ______

Lec /Lab Hrs/Wk ______ Revised Lec /Lab Hrs/Wk ______

Lab Hrs/Wk ______ Revised Lab Hrs/Wk ______

Practicum ______ Revised Practicum ______

Banner/Instr. Prerequisites  BA101 with C or better, or instructor approval Revised Banner/Instruc. Prerequisites ______

Co-requisites ______ Revised Co-requisites ______

Length (Wks) 11 Revised Length (Wks) ______

Terms Offered ☒ Revised Terms Offered ______

Proposed implementation date: Term F Year 2012 Grading Option A-F Load Factor 3.0

Reason for request: Correct the title of the course as programs list it as Principles of Marketing, and outline and back of catalog list it as Marketing. Align outcomes with Bloom’s Taxonomy. Update the course description. Update materials and week-by-week topics.

Revision(s) requested: ATTACH NEW COURSE OUTLINE SHOWING REVISIONS ☒

Cost of revision: $0

☒ No additional instructional costs (staff, materials, equipment, or facilities) are required.

The cost of this course will be covered by (i.e. fewer sections of course):

☐ Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s).
Course Title: Principles of Marketing
Developed By: Karen Fager
Development Date: 1994
Revision Date: 2012

**COURSE DESCRIPTION:** This course is an introduction to marketing as it relates to contemporary living and society’s changing needs. The basic components of marketing such as consumer behavior, marketing research, distribution, promotion, customer relationships, social responsibility, and price planning and their inter-relationships are discussed. Course topics include retail, international, service, and nonprofit marketing. Case studies, videos, projects, field trips, and guest speakers are used to enhance student learning.

**COURSE OUTCOMES:** Upon completion of this course, students will be able to:

1. Identify the elements that make up the marketing environment and explain how they apply to practical examples.
2. Explain how marketing professionals identify consumer needs and supply products/services to satisfy those needs.
3. Recognize and apply the basics of building customer relationships and implementing a market oriented mission.
4. Appraise and evaluate product strategy, distribution strategy, promotional strategy, and pricing strategy.
5. Employ target market concepts and apply personal selling techniques.
6. Discuss product development, online marketing, competitive advantage, international marketing, ethics, and social responsibility.
7. Identify careers in marketing.

OUTLINE: [Topics taught by week 1-10.]

Week 1 Creating and capturing customer value, marketing strategy, building customer relationships

Week 2 The marketing environment, marketing information, marketing research, consumer markets, and buyer behavior

Week 3 Customer driven marketing strategy, target marketing, product differentiation, product, customer value, branding strategy

Week 4 Selling a product, product development, product life-cycle strategy

Week 5 Pricing strategy, capturing customer value, break-even analysis

Week 6 Developing and presenting an advertisement, retailing, wholesaling

Week 7 The promotion mix, integrated marketing communications, advertising, public relations

Week 8 Personal selling, direct marketing, sales promotion, online marketing

Week 9 Selling a product, competitive advantage, competitor analysis, competitive strategies

Week 10 Developing and presenting an advertisement, global marketing, sustainable marketing, social responsibility, ethics

Week 11 Final Exam
Document brought forward by: Bill Armstrong

X  Date  October 11, 2012
Supervisor Signature: (Please type in the box with the X by it.)

Course Number  BA223  Course Name  Principles of Marketing

Student need for course: Required in programs noted on page one of this document.

Course Information:

☐ AA  ☐ AS  ☒ AAS  ☐ Below 100 level  ☐ Elective  ☒ Certificate

☐ AAOT (Area of distribution):

Cost of this course:

☒ No additional instructional costs (staff, material, equipment, or facilities) are required. The cost of this course will be covered by (i.e. fewer sections of ________ course):

☐ Additional instructional costs (staff, materials, equipment or facilities) are needed to offer this course. Itemize and estimate:

Course impact on:

a. Student enrollment in other courses: none

b. Current program: none

Replacement course for: Course Number:  Title:

Disposition:  Signature  Date  Recommendation

Director of Curriculum Support  Vice President of Instruction
Document brought forward by: Debi Boyles
X Date October 11, 2012

Supervisor Signature (Please type in the box with the X by it.)
☒ Revise Division: CTE
☐ Reactivate Department: Business
☐ Delete Program: AAS programs including Entry Management, Marketing, Accounting, Administrative Assistant, Administrative Medical Assistant, Legal Assistant; Certificates including Entrepreneurship, Supervision (elective)

Current course number BA226 Revised Course Number _____

Current Course Title Business Law Revised Course Title _____

Credits 4 Revised Credits _____

Lecture Hrs/Wk 4 Revised Lecture Hrs/Wk _____

Lec /Lab Hrs/Wk _____ Revised Lec /Lab Hrs/Wk _____

Lab Hrs/Wk _____ Revised Lab Hrs/Wk _____

Practicum _____ Revised Practicum _____

Banner/Instr. Prerequisites BA101 or instructor approval Revised Banner/Instruc. Prerequisites _____

Co-requisites _____ Revised Co-requisites _____

Length (Wks) 11 weeks Revised Length (Wks) _____

Terms Offered FWS Revised Terms Offered _____

Proposed implementation date: Term WYear 2013 Grading Option A-F Load Factor 4.0

Reason for request: General updates including alignment with Bloom’s Taxonomy, updating materials, updating week-by-week schedule.
Revision(s) requested: ATTACH NEW COURSE OUTLINE SHOWING REVISIONS ☒

Cost of revision: $0

☒ No additional instructional costs (staff, materials, equipment, or facilities) are required.

☐ Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s).
Course Title: Business Law
Developed By: Rosemary Lint
Development Date: 1997
Revision Date: 2012

**COURSE DESCRIPTION:** Develops a basic knowledge of the objectives and methods of business law. Topics covered include the court system, civil and criminal law, contracts, and the Uniform Commercial Code. The latter will introduce making transactions and commercial paper.

**COURSE OUTCOMES:** Upon completion of this course, students will be able to:

1. Define common legal terms of business law.
2. Identify sources of law in the United States and their impact on the legal system.
3. Differentiate between state and federal court systems, including Small Claims Court.
4. Distinguish between civil and criminal law.
5. Explain the requirements for a legally enforceable contract.
6. Analyze contracts on the basis of legal requirements.
7. Identify components of commercial transitions and the Uniform Commercial Code.
8. Observe a court proceeding and prepare a report on the experience.

**REQUIRED TEXT/MATERIALS:**

OUTLINE: [Topics taught by week 1-10.]

Week 1  Legal Heritage and the Information Age

Week 2  Constitutional Law

Week 3  Courts & Jurisdictions/ Judicial, Alternative, Administrative, and Dispute Resolution

Week 4  Torts and Strict Liability

Week 5  Civil & Criminal Law

Week 6  Introduction to Contracts

Week 7  Third-party Rights and Discharge/ Breach of Contracts

Week 8  Digital Law and E-Commerce

Week 9  Sales and Lease Contracts

Week 10 Negotiable Instruments and Banking

Week 11 Final Exam
Document brought forward by: Debi Boyles

X   Date   October 11, 2012
Supervisor Signature: (Please type in the box with the X by it.)

Course Number  BA226   Course Name  Business Law

**Student need for course:** Required or elective in the programs listed on page one of this document.

**Course Information:**

- AA
- AS
- ☒ AAS
- ☐ Below 100 level
- ☒ Elective
- ☒ Certificate

☐ AAOT (Area of distribution):

**Cost of this course:**

- ☒ No additional instructional costs (staff, material, equipment, or facilities) are required. The cost of this course will be covered by (i.e. fewer sections of ________ course):

- ☐ Additional instructional costs (staff, materials, equipment or facilities) are needed to offer this course. Itemize and estimate:

**Course impact on:**

a. Student enrollment in other courses: none
b. Current program: none

Replacement course for: Course Number:      Title:

<table>
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<tr>
<th>Disposition:</th>
<th>Signature</th>
<th>Date</th>
<th>Recommendation</th>
</tr>
</thead>
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Director of Curriculum Support   Vice President of Instruction
UCC COURSE REVISION FORM - Page 1 of 2

Document brought forward by: Toni Clough

X Date October 11, 2012
Supervisor Signature (Please type in the box with the X by it.)

☒ Revise Division: CTE
☐ Reactivate Department: Business
☐ Delete Program: Marketing AAS; Entrepreneurship Certificate elective;
Supervision Certificate elective; Public Relations Specialist Certificate

Current course number BA238 Revised Course Number _____
Current Course Title Salesmanship Revised Course Title _____
Credits 3 Revised Credits _____
Lecture Hrs/Wk 3 Revised Lecture Hrs/Wk _____
Lec /Lab Hrs/Wk _____ Revised Lec /Lab Hrs/Wk _____
Lab Hrs/Wk _____ Revised Lab Hrs/Wk _____
Practicum _____ Revised Practicum _____
Banner/Instr. Prerequisites _____ Revised Banner/Instruc. Prerequisites _____
Co-requisites _____ Revised Co-requisites _____
Length (Wks) 11 Revised Length (Wks) _____
Terms Offered F Revised Terms Offered _____

Proposed implementation date: Term F Year 2013 Grading Option A-F Load Factor 3.0

Reason for request: General update to reflect Bloom’s Taxonomy, update course material, update week-by-week material presented.

Revision(s) requested: ATTACH NEW COURSE OUTLINE SHOWING REVISIONS☒

Cost of revision: $0

☒ No additional instructional costs (staff, materials, equipment, or facilities) are required.

The cost of this course will be covered by (i.e. fewer sections of course):

☐ Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s).
Course No: BA238
Course Credit: 3
Lecture Hrs/wk: 3
Lab Hrs/Wk: 
Lecture/Lab Hrs/Wk: 
Practicum Hrs/Wk: 
Clock Hours: 33
Length of Course 11 wks.

Banner enforced Prerequisite:
Instructor enforced Prerequisite:
Co-Requisite:
Load Factor: 3.0
Activity Code: 10
CIPS: 520201

Course Title: Salesmanship
Developed By: Karen Fager
Revised By: Toni Clough and Matt Goff
Development Date: 1994
Revision Date: 2012

COURSE DESCRIPTION: Salesmanship is a basic course dealing with the fundamentals of trust-based personal selling. Areas specifically studied include understanding the sales industry and selling occupations; promoting self-leadership, building trust, and conducting sales dialogue; prospecting, qualifying, communicating, and relationship building; buyer motivation; creating value; handling resistance; earning commitment; customer concerns; and sales management.

COURSE OUTCOMES: Upon completion of this course, students will be able to:
- Explain the evolution of personal selling and sales careers.
- Describe the fundamentals of trust-based selling.
- Explain the importance of building partnering relationships with potential customers.
- Examine the ethical and legal issues in selling.
- Explain buyer motivations and how they relate to buying behavior.
- Examine various communication skills such as questioning, listening, and observing.
- Identify the elements of effective sales dialog.
- Identify specific techniques involved in the selling process, i.e. prospecting, needs-based questioning, planning and making a sales presentation, creating value, negotiating buyer resistance, earning commitment, assessing customer satisfaction, and managing time.
- Describe alternative selling approaches.
- Identify the various ways of expanding customer relationships.
- Discuss the value of self-leadership and teamwork.
- Discuss effective sales management strategies.

**OUTLINE:** [Topics taught by week 1-10.]

Week 1  Introductions and Overview of Personal Selling
Week 2  Building Trust, Sales Ethics, and Understanding Buyers
Week 3  Communication Skills
Week 4  Strategic Prospecting, Preparing for Sales Dialogue, and Planning Sales Dialogues and Presentations
Week 5  Prospecting, Planning, and understanding Buyer Motivation
Week 6  Sales Dialogue: Creating and Communicating Value, Addressing Concerns, and Earning Commitment
Week 7  Creating and Communicating Value and Handling Sales Resistance by Overcoming Objections
Week 8  Expanding Customer Relationships, and Adding Value through Self-Leadership and Teamwork
Week 9  Customer Relations, Follow-up and Dealing with Customer Concerns and Complaints
Week 10 Management and Sales 2.0
Week 11 Final Exam
UCC REVISED COURSE JUSTIFICATION – Page 3 of 3

Document brought forward by: Toni Clough

X    Date    October 11, 2012
Supervisor Signature: (Please type in the box with the X by it.)

Course Number  BA238    Course Name  Salesmanship

Student need for course: Required in Marketing AAS; elective in Entrepreneurship and Supervision Certificates; required in Public Relations Specialist Certificate

Course Information:

☐ AA    ☐ AS    ☑ AAS    ☐ Below 100 level    ☑ Elective    ☑ Certificate

☐ AAOT (Area of distribution):

Cost of this course:

☑ No additional instructional costs (staff, material, equipment, or facilities) are required. The cost of this course will be covered by (i.e. fewer sections of _______ course):

☐ Additional instructional costs (staff, materials, equipment or facilities) are needed to offer this course. Itemize and estimate:

Course impact on:

a. Student enrollment in other courses: none

b. Current program: none

Replacement course for: Course Number:    Title:

Disposition:    Signature    Date    Recommendation

Director of Curriculum Support    Vice President of Instruction
Document brought forward by: Bill Armstrong

X Date October 11, 2012
Supervisor Signature (Please type in the box with the X by it.)

☑ Revise Division: CTE
☐ Reactivate Department: Business
☐ Delete Program: Marketing AAS; Entrepreneurship Certificate (elective); Supervision Certificate (elective);

Current Course Number BA239 Revised Course Number ______

Current Course Title Advertising Revised Course Title ______

Credits 3 Revised Credits ______

Lecture Hrs/Wk 3 Revised Lecture Hrs/Wk ______

Lec /Lab Hrs/Wk ______ Revised Lec /Lab Hrs/Wk ______

Lab Hrs/Wk ______ Revised Lab Hrs/Wk ______

Practicum ______ Revised Practicum ______

Banner/Instr. Prerequisites ______ Revised Banner/Instruc. Prerequisites ______

Co-requisites ______ Revised Co-requisites ______

Length (Wks) 11 Revised Length (Wks) ______

Terms Offered S Revised Terms Offered ______

Proposed implementation date: Term S Year 2013 Grading Option A-F Load Factor 3.0


Revision(s) requested: ATTACH NEW COURSE OUTLINE SHOWING REVISIONS

Cost of revision: $0

☑ No additional instructional costs (staff, materials, equipment, or facilities) are required.

☒ The cost of this course will be covered by (i.e. fewer sections of course):

☐ Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s).
Course No: BA239
Course Credit: 3
Lecture Hrs/wk: 3
Lab Hrs/Wk:
Lecture/Lab Hrs/Wk:
Practicum Hrs/Wk:
Clock Hours: 33
Length of Course 11 wks.

Banner enforced Prerequisite:
Instructor enforced Prerequisite:
Co-Requisite:
Load Factor: 3.0
Activity Code: 10
CIPS: 520210

Course Title: Advertising
Developed By: Karen Fager
Development Date: 1994
Revision Date: 2012

COURSE DESCRIPTION: This course is an introduction to effective advertising procedures in today’s business world. The course emphasizes the importance of modern, persuasive techniques advertisers use to move goods and services to the consumer. The course explores the historical development of advertising, the importance of consumer research, and the various constraints on advertising. Advertising preparation and the total campaign are studied from the standpoint of copy, layout, various media, budgets and finally buyer motivation.

COURSE OUTCOMES: Upon course completion, students will be able to:
- Discuss advertising and explain how advertising communicates goods, services, and ideas to consumers.
- Describe the variety and complexity of advertising as it relates to the consumer.
- Recognize audience responses to advertising and apply methods of researching and evaluating those responses.
- Identify the strengths and weaknesses of various media.
- Recognize governmental, economical, ethical, social, and cultural constraints on advertising.
- Practice the importance of creativity in advertising.
- Recognize effective headlines, copy, and layout in print media.
- Evaluate an advertising program’s overall effectiveness.


OUTLINE: [Topics taught by week 1-10.]

Week 1 The pitch to potential clients, advertising, promotion, and marketing essentials
Week 2  Advertising and society, economic effects of advertising, ethical buttons, regulation, consumers and communication process

Week 3  Know your audience, types of data, segment your market, target your customer, position your brand

Week 4  Budgeting methods, return on investment, managing a budget

Week 5  Midterm exam

Week 6  Branding, strategic framework, create a strategy

Week 7  Integrated marketing, elements of the promotional mix, advertising media, media strategy

Week 8  Execute on media platforms, evaluating ad executions

Week 9  Make the message sell, keys to superior advertising, type of appeals, branding campaign

Week 10 Deciding if the campaign worked, return on investment

Week 11 Final Exam
Document brought forward by: Bill Armstrong

X Date October 11, 2012
Supervisor Signature: (Please type in the box with the X by it.)

Course Number BA239 Course Name Advertising

**Student need for course:** Required in Marketing AAS; electives in Entrepreneurship and Supervision Certificates.

**Course Information:**

- AA
- AS
- X AAS
- No Below 100 level
- Elective
- X Certificate
- No AAOT (Area of distribution):

**Cost of this course:**

- X No additional instructional costs (staff, material, equipment, or facilities) are required. The cost of this course will be covered by (i.e. fewer sections of ________ course):
- No Additional instructional costs (staff, materials, equipment or facilities) are needed to offer this course. Itemize and estimate:

**Course impact on:**

a. Student enrollment in other courses: none
b. Current program: none

Replacement course for: Course Number: Title:

**Disposition:** Signature Date Recommendation

Director of Curriculum Support Vice President of Instruction
UCC COURSE REVISION FORM - Page 1 of 2

Document brought forward by: Toni Clough

X Date October 11, 2012

Supervisor Signature (Please type in the box with the X by it.)

☑ Revise Division: CTE
☐ Reactivate Department: Business
☐ Delete Program: Marketing AAS; Retail Management Certificate; Entry Management AAS; Supervision Certificate (elective); Entrepreneurship Certificate (elective).

Current course number BA249 Revised Course Number ______

Current Course Title Retailing Revised Course Title ______

Credits 3 Revised Credits ______

Lecture Hrs/Wk 3 Revised Lecture Hrs/Wk ______

Lab Hrs/Wk ______ Revised Lab Hrs/Wk ______

Practicum ______ Revised Practicum ______

Banner/Instr. Prerequisites ______ Revised Banner/Instruc. Prerequisites ______

Co-requisites ______ Revised Co-requisites ______

Length (Wks) 11 Revised Length (Wks) ______

Terms Offered W Revised Terms Offered ______

Proposed implementation date: Term W Year 2013 Grading Option A-F Load Factor 3.0

Reason for request: General update to include Bloom’s Taxonomy, course textbook/materials, and week-by-week schedule.

Revision(s) requested: ATTACH NEW COURSE OUTLINE SHOWING REVISIONS ☑

Cost of revision: $0

☑ No additional instructional costs (staff, materials, equipment, or facilities) are required.

☑ The cost of this course will be covered by (i.e. fewer sections of ___) course:

☐ Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s).
Course Title: Retailing
Developed By: Karen Fager
Revised By: Toni Clough
Development Date: 1994
Revision Date: 2012

COURSE DESCRIPTION: This course is designed to acquaint students with the nature and scope of retailing. Topics studied include: the history of retailing; managing retail operations; financial planning; merchandise buying and handling; and store location, design, and layout. Retailing is examined as a major economic force in this country and as a significant area for career opportunities.

COURSE OUTCOMES: Upon completion of this course, students will be able to:

- Develop a basic understanding of the operation of retail firms.
- Illustrate the importance of planning in retail management including strategic planning, operations planning and administration.
- Identify retail customers and to examine recent demographic, economic and psychographic changes in the retail consumer’s behavior and the implications of these changes for the retailer.
- Analyze the evolution of retail competition and the current competition in retailing, including non-store retailing.
- Explain the marketing channel and channel behavior with respect to the retail firm.
- Recognize and identify managing retail operations including financial planning, merchandise buying and handling, merchandise pricing, advertising and promotion, store location, store design and layout.
- Distinguish the role that human resources play in retail firms.
- Evaluate an advertising program’s overall effectiveness.

OUTLINE: [Topics taught by week 1-10.]

Week 1  Introduction to Retailing: Perspectives on Retailing

Week 2  Introduction to Retailing: Retail Strategic Planning and Operations Management; The Retail Environment: Retail Customers

Week 3  The Retail Environment: Evaluating the Competition in Retailing; Managing the Supply Chain

Week 4  The Retail Environment: Legal and Ethical Behavior

Week 5  Market Selection and Location Analysis

Week 6  Managing Retail Operations: Managing a Retailer’s Finances

Week 7  Managing Retail Operations: Merchandise Buying and Handling; Retail Pricing

Week 8  Managing Retail Operations: Advertising and Promotion; Customer Service and Retail Selling

Week 9  Managing Retail Operations: Store Layout and Design

Week 10 Retail Administration: Managing People

Week 11 Final Exam
Student need for course: Required in: Marketing AAS; Retail Management Certificate; Entry Management AAS. Elective in Supervision Certificate and Entrepreneurship Certificate.

Course Information:

☐ AA  ☐ AS  ☒ AAS  ☐ Below 100 level  ☒ Elective  ☒ Certificate

☐ AAOT (Area of distribution):

Cost of this course:

☒ No additional instructional costs (staff, material, equipment, or facilities) are required. The cost of this course will be covered by (i.e. fewer sections of ________ course):

☐ Additional instructional costs (staff, materials, equipment or facilities) are needed to offer this course. Itemize and estimate:

Course impact on:

a. Student enrollment in other courses: none

b. Current program: none

Replacement course for: Course Number: __________ Title: __________

Disposition: ___________________________ Signature: ___________________________ Date: __________ Recommendation: ___________________________

Director of Curriculum Support

Vice President of Instruction
Document brought forward by: Toni Clough

X Date October 11, 2012

Supervisor Signature (Please type in the box with the X by it.)

☒ Revise Division: CTE
☐ Reactivate Department: Business
☐ Delete Program: Entrepreneurship Certificate; Supervision Certificate (elective); Entry Management AAS; Marketing AAS (elective)

Current course number BA250 Revised Course Number ______

Current Course Title Managing the Small Business Revised Course Title ______

Credits 3 Revised Credits ______

Lecture Hrs/Wk 3 Revised Lecture Hrs/Wk ______

Lec /Lab Hrs/Wk ______ Revised Lec /Lab Hrs/Wk ______

Lab Hrs/Wk ______ Revised Lab Hrs/Wk ______

Practicum ______ Revised Practicum ______

Banner/Instr. Prerequisites ______ Revised Banner/Instruc. Prerequisites ______

Co-requisites ______ Revised Co-requisites ______

Length (Wks) 11 Revised Length (Wks) ______

Terms Offered S Revised Terms Offered ______

Proposed implementation date: Term S Year 2013 Grading Option A-F Load Factor 3.0

Reason for request: General update including update of course description, reflection of Bloom’s Taxonomy in outcomes, update textbook/materials, update week-by-week topics.

Revision(s) requested: ATTACH NEW COURSE OUTLINE SHOWING REVISIONS

Cost of revision: $0

☒ No additional instructional costs (staff, materials, equipment, or facilities) are required.

☐ Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s).
COURSE DESCRIPTION: An introductory course in the fundamental elements of managing a small business.

COURSE OUTCOMES: Upon completion of the course, students will be able to:

- Explain the key elements that create the foundation for owning a small business.
- Identify the forms of business ownership.
- Know the components of a business plan.
- Write a marketing plan.
- Recognize various sources of funding.
- Examine the key elements for competitive advantage: location, purchasing, quality, inventory control, and growth.
- Examine the ethical and legal aspects affecting small business.


OUTLINE: [Topics taught by week 1-10.]

Week 1 Business Plan Software and Introduction

Week 2 The Foundations of Entrepreneurship and Inside the Entrepreneurial Mind; You be the Consultant Project
Week 3  Designing a Competitive Business Model with a Strategic Plan and Conducting a Feasibility Analysis and Crafting a Winning Business Plan; Business Plan Project

Week 4  Forms of Business Ownership and Franchising; Business Plan Project

Week 5  Buying an Existing Business and Building a Powerful Market Plan; SBA.gov website

Week 6  Mid-Term Exam

Week 7  E-Commerce and the Entrepreneur; You be the Consultant Project

Week 8  Creating a Successful Business Plan and Managing Cash Flows; Business Plan Project

Week 9  Sources of Financing and Choosing the Right Location and Layout; Business Plan Project

Week 10 Global Aspects of Entrepreneurship and Building a New Venture Team with Plans for the Next Generation

Week 11 Final Exam
Document brought forward by: Toni Clough

X Date October 11, 2012
Supervisor Signature: (Please type in the box with the X by it.)

Course Number BA250 Course Name Managing the Small Business

Student need for course: As noted on page one of this document, required in Entrepreneurship Certificate and Entry Management AAS; elective in the Supervision Certificate and in the Marketing AAS

Course Information:

☐ AA ☐ AS ☒ AAS ☐ Below 100 level ☒ Elective ☒ Certificate

☐ AAOT (Area of distribution):

Cost of this course:

☒ No additional instructional costs (staff, material, equipment, or facilities) are required. The cost of this course will be covered by (i.e. fewer sections of _______ course):

☐ Additional instructional costs (staff, materials, equipment or facilities) are needed to offer this course. Itemize and estimate:

Course impact on:

a. Student enrollment in other courses: none

b. Current program: none

Replacement course for: Course Number: Title:

Disposition: Signature Date Recommendation

Director of Curriculum Support Vice President of Instruction
UCC COURSE REVISION FORM - Page 1 of 2

Document brought forward by: Debi Boyles
X  Date  October 11, 2012

Supervisor Signature (Please type in the box with the X by it.)
☑ Revise  Division:  CTE
☐ Reactivate  Department:  Business
☐ Delete  Program:  Financial Services Certificate; Entry Management AAS; Marketing AAS; Civil Engineering & Surveying Technology AAS; Legal Assistant Certificate; Paralegal Studies AAS; Office Assistant Certificate; Medical Billing and Collections Clerk Certificate; Clinical Medical Assistant Certificate; Administrative Assistant AAS; Administrative Assistant – Medical Option AAS.

Current course number  CWE161  Revised Course Number ______
Current Course Title  CWE Seminar I  Revised Course Title ______

Credits 1  Revised Credits ______
Lecture Hrs/Wk 1  Revised Lecture Hrs/Wk ______
Lec /Lab Hrs/Wk  ______  Revised Lec /Lab Hrs/Wk ______
Lab Hrs/Wk  ______  Revised Lab Hrs/Wk ______
Practicum  ______  Revised Practicum ______

Banner/Instr. Prerequisites  ______  Revised Banner/Instruc. Prerequisites  ______
Co-requisites  ______  Revised Co-requisites  ______
Length (Wks) 11  Revised Length (Wks) ______
Terms Offered FWSSu  Revised Terms Offered ______

Proposed implementation date: Term W Year 2013 Grading Option A-F Load Factor 1.0

Reason for request: General updates including revision to course description; updating outcomes to reflect Bloom’s Taxonomy; update materials/textbook; update week-by-week schedule.
Revision(s) requested: ATTACH NEW COURSE OUTLINE SHOWING REVISIONS

Cost of revision: $0

☒ No additional instructional costs (staff, materials, equipment, or facilities) are required.

□ Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s).
Course Title: CWE Seminar I
Developed By: Jan Shipley
Development Date: 1995
Revision Date: 2012

**COURSE DESCRIPTION:** CWE Seminar I develops career preparation skills. Students will study job search techniques, the preparation of job search documents, and interviewing techniques. During the course the students will begin developing a job search portfolio.

**COURSE OUTCOMES:** Upon completion of this course, students will:

- Research the job market of their choice.
- Develop job search documents.
- Plan an organized job search from application to employment.
- Conduct an informational interview.
- Develop a job search portfolio.


**OUTLINE:** [Topics taught by week 1-10.]

- Week 1  Introduction to course and classmates
- Week 2  Chapters 1, 2, & 3- Starting Your Career
- Week 3  Chapters 4 & 5- Sources of Job Information
- Week 4  Chapter 6- Resumes
- Week 5  Chapter 6- Resumes
Week 6  Chapter 7- Job Applications and Cover Letters

Week 7  Chapter 7- Job Application and Cover Letters

Week 8  Electronic (Plain Text) Documents

Week 9  Chapters 8 & 9- The Job Interview

Week 10 Chapters 10 & 11- The Job Interview

Week 11 Final Project
Student need for course: Required in the programs noted on page one of this document.

Course Information:

☐ AA  ☐ AS  ☒ AAS  ☐ Below 100 level  ☐ Elective  ☒ Certificate
☐ AAOT (Area of distribution):

Cost of this course:

☒ No additional instructional costs (staff, material, equipment, or facilities) are required. The cost of this course will be covered by (i.e. fewer sections of ______ course):

☐ Additional instructional costs (staff, materials, equipment or facilities) are needed to offer this course. Itemize and estimate:

Course impact on:

a. Student enrollment in other courses: none

b. Current program: none

Replacement course for: Course Number: Title:

Disposition: Signature Date Recommendation

Director of Curriculum Support Vice President of Instruction
Document brought forward by: Debi Boyles

Date  October 11, 2012

Supervisor Signature (Please type in the box with the X by it.)

- Revise  Division:  CTE
- Reactivate  Department:  Business
- Delete  Program:  Entry Management AAS; Marketing AAS

Current course number CWE162  Revised Course Number ______

Current Course Title  CWE Seminar II  Revised Course Title ______

Credits 1  Revised Credits ______

Lecture Hrs/Wk 11  Revised Lecture Hrs/Wk ______

Lec /Lab Hrs/Wk ______  Revised Lec /Lab Hrs/Wk ______

Lab Hrs/Wk ______  Revised Lab Hrs/Wk ______

Practicum ______  Revised Practicum ______

Banner/Instr. Prerequisites CWE161 and instructor approval  Revised Banner/Instruc. Prerequisites ______

Co-requisites ______  Revised Co-requisites ______

Length (Wks) 11  Revised Length (Wks) ______

Terms Offered W,S  Revised Terms Offered W,S,Su

Proposed implementation date: Term W Year 2013  Grading Option A-F  Load Factor 1.0

Reason for request: Update description and outcomes.

Revision(s) requested: ATTACH NEW COURSE OUTLINE SHOWING REVISIONS

Cost of revision: $0

- No additional instructional costs (staff, materials, equipment, or facilities) are required.

  The cost of this course will be covered by (i.e. fewer sections of  course):

- Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s).
COURSE DESCRIPTION: This course is planned for students enrolled in business programs. Students will work with a local organization or business to research and complete a project in specific areas of business such as personnel, inventory control, advertising, finance, or marketing.

COURSE OUTCOMES: Upon completion of this course, students will:

- Identify and select an organization or business with which to work on a business-specific project.
- Identify, create, and complete a project of a business nature, which may involve experimentation, solving problems, comparing and contrasting information, analyzing data, diagramming results, and organizing any and all parts of the project and its results, making estimations, assessing results, and making predictions.
- Schedule the project in timeline fashion so that completion is achievable and easily viewable.
- Prepare and submit a cohesive report detailing the project.
- Communicate effectively with stakeholders.

REQUIRED TEXT/MATERIALS: No textbook; materials will vary and will be determined by the project selected.

OUTLINE: [Topics taught by week 1-10.]

Week 1 Overview/Introduction

Week 2 Select business/organization
Week 3  Identify project and timeline
Week 4  Investigate/research
Week 5  Investigate/research
Week 6  Investigate/research
Week 7  Analyze and assess project work
Week 8  Wrap up project work
Week 9  Write report
Week 10 Write report
Week 11 Project report presentation/submission
Document brought forward by: Debi Boyles

X Date October 11, 2012

Supervisor Signature: (Please type in the box with the X by it.)

Course Number CWE162 Course Name CWE Seminar II

Student need for course: Required in the programs noted on page one of this document.

Course Information:

☐ AA ☐ AS ☒ AAS ☐ Below 100 level ☐ Elective ☐ Certificate

☐ AAOT (Area of distribution):

Cost of this course:

☒ No additional instructional costs (staff, material, equipment, or facilities) are required. The cost of this course will be covered by (i.e. fewer sections of ________ course):

☐ Additional instructional costs (staff, materials, equipment or facilities) are needed to offer this course. Itemize and estimate:

Course impact on:

a. Student enrollment in other courses: none

b. Current program: none

Replacement course for: Course Number: __________ Title: __________

Disposition: __________ Signature __________ Date __________ Recommendation __________

Director of Curriculum Support __________ Vice President of Instruction __________
Document brought forward by: Debi Boyles

X Date October 11, 2012

Supervisor Signature (Please type in the box with the X by it.)

Revise Division: CTE
Reactivate Department: Business
Delete Program: Marketing AAS

Current course number CWE163 Revised Course Number ______

Current Course Title CWE Seminar III Revised Course Title ______

Credits 1 Revised Credits ______

Lecture Hrs/Wk 11 Revised Lecture Hrs/Wk ______

Lec /Lab Hrs/Wk ______ Revised Lec /Lab Hrs/Wk ______

Lab Hrs/Wk ______ Revised Lab Hrs/Wk ______

Practicum ______ Revised Practicum ______

Banner/Instr. Prerequisites CWE162 and instructor approval Revised Banner/Instruc. Prerequisites ______

Co-requisites ______ Revised Co-requisites ______

Length (Wks) 11 Revised Length (Wks) ______

Terms Offered S Revised Terms Offered S, Su

Proposed implementation date: Term W Year 2013 Grading Option A-F Load Factor 1.0

Reason for request: Update description and outcomes.

Revision(s) requested: ATTACH NEW COURSE OUTLINE SHOWING REVISIONS X

Cost of revision: $0

X No additional instructional costs (staff, materials, equipment, or facilities) are required.

The cost of this course will be covered by (i.e. fewer sections of ______ course):

X Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s).
Course Title: CWE Seminar III
Developed By: Karen Fager
Development Date: 1994
Revision Date: 2012

COURSE DESCRIPTION: This course is a continuation of CWE Seminar II with emphasis on managerial skills. The student is required to develop a marketing plan or business plan for a business organization of their choosing. Students will be expecting to select a business, prepare the plan, present an oral presentation, and submit a final written document.

COURSE OUTCOMES: Upon completion of this course, students will:

- Apply technical skills learned in other business courses to a practical experience.
- Develop conceptual skills needed to design, implement, and complete a project of significant scope and length.
- Develop analytical skills required to evaluate the project while in progress and to make recommendations when the project is completed.
- Demonstrate communication skills by preparing and presenting an oral presentation on the project, including details on the process and the final project.
- Draft and prepare a written version of the marketing or business plan.

REQUIRED TEXT/MATERIALS: No textbook; materials will vary and will be determined by the project selected.

OUTLINE: [Topics taught by week 1-10.]

Week 1 Introductory class meeting (on campus)

Week 2 Identify target organization to work with
Week 3   Conduct initial planning meeting with organization to outline project
Week 4   Submit project plan
Week 5   Work on project
Week 6   Work on project
Week 7   Work on project
Week 8   Work on project
Week 9   Finalize project
Week 10  Prepare and submit oral presentation to organization and instructor
Week 11  Submit written business or marketing plan
Document brought forward by: Debi Boyles

X Date October 11, 2012
Supervisor Signature: (Please type in the box with the X by it.)

Course Number CWE163 Course Name CWE Seminar III

**Student need for course:** Required in the program noted on page one of this document.

**Course Information:**

- AA
- AS
- AAS
- Below 100 level
- Elective
- Certificate

- AAOT (Area of distribution):

**Cost of this course:**

- ✔ No additional instructional costs (staff, material, equipment, or facilities) are required. The cost of this course will be covered by (i.e. fewer sections of _________ course):

- Additional instructional costs (staff, materials, equipment or facilities) are needed to offer this course. Itemize and estimate:

**Course impact on:**

a. Student enrollment in other courses: none

b. Current program: none

Replacement course for: Course Number: Title:

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Director of Curriculum Support Vice President of Instruction
UCC COURSE REVISION FORM - Page 1 of 2

Document brought forward by: Bettie Wright  
X Date October 11, 2012
Supervisor Signature (Please type in the box with the X by it.)
☒ Revise  Division: CTE
☐ Reactivate  Department: Business
☒ Delete  Program: Administrative Assistant AAS – Medical Option; Clinical Medical Assistant Certificate; Medical Billing and Collections Clerk Certificate

Current course number MED140  Revised Course Number ______
Current Course Title  **Electronic Health Records**  Revised Course Title ______

Credits 3  Revised Credits ______
Lecture Hrs/Wk 2  Revised Lecture Hrs/Wk ______
Lec /Lab Hrs/Wk 2  Revised Lec /Lab Hrs/Wk ______
Lab Hrs/Wk ______  Revised Lab Hrs/Wk ______
Practicum ______  Revised Practicum ______

Banner/Instr. Prerequisites CIS 120 & MED220, or instructor approval  Revised Banner/Instruc. Prerequisites ______

Co-requisites ______  Revised Co-requisites ______
Length (Wks) 11  Revised Length (Wks) ______
Terms Offered W, S  Revised Terms Offered ______

Proposed implementation date: Term W Year 2013  Grading Option A-F  Load Factor 3.4

Reason for request: General update to include reflection of Bloom’s Taxonomy in outcomes; materials/textbook update; week-by-week update
Revision(s) requested: ATTACH NEW COURSE OUTLINE SHOWING REVISIONS

Cost of revision: $0

☒ No additional instructional costs (staff, materials, equipment, or facilities) are required.

The cost of this course will be covered by (i.e. fewer sections of ______ course):

☐ Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s).
Course Title: Electronic Health Records
Developed By: Bettie Wright
Development Date: September 2006
Revision Date: 2012

COURSE DESCRIPTION: This course reinforces theoretical concepts with hands-on exercises using electronic health records that simulate real-world situations in the clinical setting. The course covers exam notes, prescriptions, lab orders and results, as well as the history, theory, and potential benefits of electronic health records.

COURSE OUTCOMES: The successful student will…

- Discuss history, theory, and potential benefits of the electronic health record (EHR).
- Correctly use terminology in a computerized medical records system.
- Apply computer skills to successfully utilize an electronic health record.
- Access, search, and code patient charts using the practice software.


OUTLINE: [Topics taught by week 1-10.]

Week 1 - Chapter 1: An Overview of Electronic Health Records

Week 2 - Chapter 2: Functional EHR Systems

Week 3 - Chapters 3 & 4: Learning Medical Record Software

Week 4 - Chapter 5: Data entry at the Point of Care & Electronic Orders
Week 5 - Chapter 6: Understanding Electronic Orders

Week 6 - Chapter 7: Problems Lists, Results Management & Trending AND midterm computer exercise

Week 7 - Chapter 8: Data Entry Using Flow Sheets and Anatomical Drawings

Week 8 - Chapter 9: Using the EHR to Improve Patient Health

Week 9 - Chapter 10 & 11: Privacy and Security of Health Records & Using the Internet to Expedite Patient Care

Week 10 - Chapter 12: EHR Coding and Reimbursement

Week 11 - Final Exam (Chapters 1-12) AND Final Computer Exercise
Document brought forward by: Bettie Wright

X Date October 11, 2012
Supervisor Signature: (Please type in the box with the X by it.)

Course Number BA140 Course Name Electronic Health Records

Student need for course: Required in programs noted on page one of this document.

Course Information:

☐ AA ☐ AS ☒ AAS ☐ Below 100 level ☐ Elective ☒ Certificate

☐ AAOT (Area of distribution):

Cost of this course:

☒ No additional instructional costs (staff, material, equipment, or facilities) are required. The cost of this course will be covered by (i.e. fewer sections of _______ course):

☐ Additional instructional costs (staff, materials, equipment or facilities) are needed to offer this course. Itemize and estimate:

Course impact on:

a. Student enrollment in other courses: none

b. Current program: none

Replacement course for: Course Number: Title:

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Director of Curriculum Support Vice President of Instruction
UCC COURSE REVISION FORM - Page 1 of 4

Document brought forward by: Crystal Sullivan

X Date: October 11, 2012
Supervisor Signature (Please type in the box with the X by it.)

☑ Revise Division: CTE
☐ Reactivate Department: Business
☐ Delete Program: Administrative Assistant AAS; Administrative Assistant-Medical Option AAS; Office Assistant Certificate; Medical Billing & Collections Certificate; Clinical Medical Assistant Certificate

Current course number: OA115

Current Course Title: Administrative Office Professional

Credits: 3

Lecture Hrs/Wk 3

Lec /Lab Hrs/Wk

Lab Hrs/Wk

Practicum

Banner/Instr. Prerequisites

Co-requisites

Length (Wks) 11

Terms Offered FWSu

Revised Course Number

Revised Course Title

Revised Credits

Revised Lecture Hrs/Wk

Revised Lec /Lab Hrs/Wk

Revised Lab Hrs/Wk

Revised Practicum

Revised Banner/Instruc. Prerequisites

Revised Co-requisites

Revised Length (Wks)

Revised Terms Offered

Proposed implementation date: Term W Year 2013 Grading Option A-F Load Factor 3.0

Reason for request: Update outcomes to reflect Bloom’s Taxonomy; update textbook/materials; update week-by-week schedule.

Revision(s) requested: ATTACH NEW COURSE OUTLINE SHOWING REVISIONS

Cost of revision: $0

☑ No additional instructional costs (staff, materials, equipment, or facilities) are required.

The cost of this course will be covered by (i.e. fewer sections of course):

☐ Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s).
Course No: OA115  
Course Credit: 3  
Lecture Hrs/wk: 3  
Lab Hrs/Wk:  
Lecture/Lab Hrs/Wk:  
Practicum Hrs/Wk:  
Clock Hours: 33  
Length of Course 11 wks.  
Banner enforced Prerequisite:  
Instructor enforced Prerequisite:  
Co-Requisite:  
Load Factor: 3.0  
Activity Code: 210  
CIPS: 520401

Course Title: Administrative Office Professional
Developed By: Martha Joyce
Development Date: 2009
Revised By: Crystal Sullivan
Revision Date: 2012

COURSE DESCRIPTION: This course introduces students to the administrative office professional career. Multiple aspects of the office environment are covered, including time management, customer service, communication, meeting and travel planning, stress management, technology, working with others, and career exploration. Students create a growth plan with the objective of moving towards an entry-level career.

COURSE OUTCOMES: Upon completion of this course, the student will:

- Examine the changing business environment
- Identify various ways of communicating and presenting information and the relative cost of each method
- Create stress and time management plans
- Design a growth plan
- Differentiate between agendas and minutes
- Explain the importance of working effectively with others
- Identify various professional associations which might further his/her career
- Identify a variety of technology associated with offices
- Evaluate office-related scenarios in case study format and suggest solutions
- Recall the basics of customer service
- Support organizational ethics

OUTLINE: [Topics taught by week 1-10.]

Week 1   - Entering the Workforce
Week 2   - Becoming an Office Professional and Managing and Organizing
Week 3   - Working Ethically and Understanding the Workplace Team
Week 4   - Written Communications
Week 5   - Improving Communication Skills and Developing Presentation Skills
Week 6   - Handling Telecommunications and Planning Meetings and Events
Week 7   - Handling Mail and Retaining Records
Week 8   - Coordinating Business Travel and Understanding Financial Responsibility
Week 9   - Seeking Employment
Week 10  – Leading with Confidence
Week 11  - Final Exam
Document brought forward by: Crystal Sullivan

X Date: October 11, 2012
Supervisor Signature: (Please type in the box with the X by it.)

Course Number: OA115 Course Name: Administrative Office Professional

Student need for course: Required in programs noted on page one of this document.

Course Information:

☐ AA ☐ AS ☒ AAS ☐ Below 100 level ☐ Elective ☒ Certificate

☐ AAOT (Area of distribution):

Cost of this course:

☒ No additional instructional costs (staff, material, equipment, or facilities) are required. The cost of this course will be covered by (i.e. fewer sections of _________ course):

☐ Additional instructional costs (staff, materials, equipment or facilities) are needed to offer this course. Itemize and estimate:

Course impact on:

a. Student enrollment in other courses: none
b. Current program: none

Replacement course for: Course Number: Title:

Disposition: Signature Date Recommendation

Director of Curriculum Support Vice President of Instruction
UCC COURSE REVISION FORM - Page 1 of 4

Document brought forward by: Crystal Sullivan

X          Date:  October 11, 2012
Supervisor Signature (Please type in the box with the X by it.)

☒ Revise        Division:  CTE
☐ Reactivate   Department:  Business
☐ Delete        Program:  Administrative Assistant AAS; Administrative Assistant-Medical Option AAS; Office Assistant Certificate; Medical Billing & Collections Certificate; Clinical Medical Assistant Certificate

Current course number:  OA116                               Revised Course Number _____

Current Course Title:  Records Management                       Revised Course Title _____

Credits 2                                          Revised Credits _____

Lecture Hrs/Wk 1                          Revised Lecture Hrs/Wk _____

Lec /Lab Hrs/Wk 2                                Revised Lec /Lab Hrs/Wk _____

Lab Hrs/Wk ______   Revised Lab Hrs/Wk ______

Practicum ______   Revised Practicum ______

Banner/Instr. Prerequisites _____      Revised Banner/Instruc. Prerequisites _____

Co-requisites _____             Revised Co-requisites _____

Length (Wks) 11                                  Revised Length (Wks) _____

Terms Offered FWSu                               Revised Terms Offered _____

Proposed implementation date: Term W Year 2013 Grading Option A-F Load Factor 2.4

Reason for request: Update outcomes to reflect Bloom’s Taxonomy; update textbook/materials; update week-by-week schedule.
Revision(s) requested: ATTACH NEW COURSE OUTLINE SHOWING REVISIONS

Cost of revision: $0

☒ No additional instructional costs (staff, materials, equipment, or facilities) are required.

The cost of this course will be covered by (i.e. fewer sections of course):

☐ Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s).
Course Title: Records Management
Developed By: Martha Joyce
Development Date: 2009
Revised By: Crystal Sullivan
Revision Date: 2012

COURSE DESCRIPTION: In this course, students gain proficiency in alphabetic, subject, geographic, and numeric filing methods. Students will also learn basic records management concepts such as classification, records life cycle, the records management plan, storage and retrieval, and security.

COURSE OUTCOMES: At course completion, the student will:

♦ Demonstrate how to index and code records
♦ Identify which filing method is best given a variety of scenarios
♦ Differentiate between a variety of kinds of records, the media on which they are stored, and the places where they are stored
♦ Develop and follow a records management plan
♦ File alphabetically, numerically, geographically, and by subject
♦ Determine the importance of a record and then classify it as nonessential, useful, important, or vital
♦ Investigate and apply security measures given a continuum ranging from best case to worst case scenarios

OUTLINE: [Topics taught by week 1-10.]

Week 1  - Records Management
Week 2  - Electronic File Management
Week 3  - Alphabetic Records Management, Equipment, and Procedures
Week 4  - Filing Rules
Week 5  - Storing, Retrieving, and Transferring Records
Week 6  - Subject Records Management
Week 7  - Numeric Records Management
Week 8  - Geographic Records Management
Week 9  - Electronic and Image Records
Week 10 – Records and Information Management Program
Week 11 - Final Exam
Document brought forward by: Crystal Sullivan

X Date: October 11, 2012
Supervisor Signature: (Please type in the box with the X by it.)

Course Number: OA116 Course Name: Records Management

Student need for course: Required in the programs noted on page one of this document.

Course Information:

☒ AA ☐ AS ☒ AAS ☐ Below 100 level ☐ Elective ☒ Certificate
☐ AAOT (Area of distribution):

Cost of this course:

☒ No additional instructional costs (staff, material, equipment, or facilities) are required.
The cost of this course will be covered by (i.e. fewer sections of _________ course):

☐ Additional instructional costs (staff, materials, equipment or facilities) are needed to offer this course. Itemize and estimate:

Course impact on:

a. Student enrollment in other courses: none

b. Current program: none

Replacement course for: Course Number: Title:

Disposition: Signature Date Recommendation

Director of Curriculum Support Vice President of Instruction
UCC COURSE REVISION FORM - Page 1 of 2

Document brought forward by: Bettie Wright

X Date October 11, 2012

Supervisor Signature (Please type in the box with the X by it.)

[X] Revise Division: CTE

[X] Reactivate Department: Business

[X] Delete Program: Office Technology-related elective

Current course number OA121 Revised Course Number _____

Current Course Title Keyboarding Revised Course Title _____

Credits 3 Revised Credits _____

Lecture Hrs/Wk 1 Revised Lecture Hrs/Wk _____

Lec /Lab Hrs/Wk 4 Revised Lec /Lab Hrs/Wk _____

Lab Hrs/Wk _____ Revised Lab Hrs/Wk _____

Practicum _____ Revised Practicum _____

Banner/Instr. Prerequisites _____ Revised Banner/Instruc. Prerequisites _____

Co-requisites _____ Revised Co-requisites _____

Length (Wks) 11 Revised Length (Wks) _____

Terms Offered on demand Revised Terms Offered _____

Proposed implementation date: Term W Year 2013 Grading Option A-F Load Factor 3.8

Reason for request: General update.

Revision(s) requested: ATTACH NEW COURSE OUTLINE SHOWING REVISIONS[X]

Cost of revision: $0

[X] No additional instructional costs (staff, materials, equipment, or facilities) are required.

The cost of this course will be covered by (i.e. fewer sections of course):

[X] Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s).
Course Title: Keyboarding  
Developed By: Edna Wilmeth  
Development Date: unknown  
Revision Date: 2012

**COURSE DESCRIPTION:** This course teaches keyboarding skills, using a personal computer, to students with no previous keyboarding or typing experience. Students will develop touch keyboarding skills, learn to type and format a personal business letter, and will learn to proofread well.

**COURSE OUTCOMES:** The successful student will be able to:

- Demonstrate touch typing
- Proofread and correct or mark errors.
- Type at a minimum speed of 25 words per minute by touch on a three-minute timed test.
- Type a personal business letter in mailable form.


**OUTLINE:** [Topics taught by week 1-10.]

Week 1  Alphabetic Lessons  
Week 2  Alphabetic Lessons  
Week 3  Alphabetic Lessons  
Week 4  Number and Symbols  
Week 5  Numbers and Symbols
Week 6  Skillbuilding and Proofreading
Week 7  Skillbuilding and Proofreading
Week 8  Skillbuilding and Proofreading
Week 9  Skillbuilding and Personal Business Letters
Week 10 Skillbuilding and Personal Business Letters
Week 11 Final Exam
Document brought forward by: Bettie Wright

Date October 11, 2012

Supervisor Signature: (Please type in the box with the X by it.)

Course Number  OA121    Course Name  Keyboarding

Student need for course: elective

Course Information:

☐ AA    ☐ AS    ☐ AAS    ☐ Below 100 level  ☒ Elective  ☐ Certificate

☐ AAOT (Area of distribution):

Cost of this course:

☒ No additional instructional costs (staff, material, equipment, or facilities) are required. The cost of this course will be covered by (i.e. fewer sections of ________ course):

☐ Additional instructional costs (staff, materials, equipment or facilities) are needed to offer this course. Itemize and estimate:

Course impact on:

a. Student enrollment in other courses: none

b. Current program: none

Replacement course for: Course Number: Title:

Disposition: Signature Date Recommendation

Director of Curriculum Support Vice President of Instruction
Document brought forward by: Bettie Wright

X Date October 11, 2012

Supervisor Signature (Please type in the box with the X by it.)

☒ Revise Division: CTE
☐ Reactivate Department: Business
☐ Delete Program: Administrative Assistant AAS; Administrative Assistant – Medical Option AAS; Office Assistant Certificate

Current course number OA123 Revised Course Number ______

Current Course Title Formatting Revised Course Title ______

Credits 4 Revised Credits ______

Lecture Hrs/Wk 3 Revised Lecture Hrs/Wk ______

Lec /Lab Hrs/Wk 2 Revised Lec /Lab Hrs/Wk ______

Lab Hrs/Wk Revised Lab Hrs/Wk ______

Practicum ______ Revised Practicum ______

Banner/Instr. Prerequisites OA124A or instructor approval; and instructor-enforced prerequisite: keyboarding speed of 35 wpm or more Revised Banner/Instruc. Prerequisites ______

Co-requisites ______ Revised Co-requisites ______

Length (Wks) 11 Revised Length (Wks) ______

Terms Offered W,S Revised Terms Offered ______

Proposed implementation date: Term W Year 2013 Grading Option A-F Load Factor 4.4

Reason for request: General update.
Revision(s) requested: ATTACH NEW COURSE OUTLINE SHOWING REVISIONS☒

Cost of revision: $0

☒ No additional instructional costs (staff, materials, equipment, or facilities) are required.

The cost of this course will be covered by (i.e. fewer sections of course):

☐ Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s).
Course No: OA123
Course Credit: 4
Lecture Hrs/wk: 3
Lab Hrs/Wk:  
Lecture/Lab Hrs/Wk: 2
Practicum Hrs/Wk:  
Clock Hours: 55
Length of Course: 11 wks.
Banner enforced Prerequisite: OA124A
Instructor enforced Prerequisite:
Keyboarding speed of 35 wpm or more
Co-Requisite:  
Load Factor: 4.4
Activity Code: 210
CIPS: 520408

Course Title: Formatting
Developed By: Linda Bruce
Development Date: 1999
Revision Date: 2012

**COURSE DESCRIPTION:** This course builds and improves upon basic keyboarding skills acquired in OA124A and introduces the basics of word processing. Students will format business documents including letters, memos, tables, and simple reports. Document production timings and straight-copy timings are used to measure skill improvement.

**COURSE OUTCOMES:** The successful student will:

- Produce a variety of office documents to include letters, memos, minutes, agendas, itineraries, business forms, and employment documents.
- Prepare reports with and without footnotes and endnotes.
- Achieve a net keyboarding rate within the range of 40-55 wpm for 5 minutes, using a 5-error cutoff (certificate program students will take 3-minute timings with a 3-error cutoff).
- Show individual gain in speed from base rate established at the beginning of the term.
- Increase skill in timed production exercises.

**REQUIRED TEXT/MATERIALS:**

**OUTLINE:** [Topics taught by week 1-10.]

Week 1  Review keyboard and introduce word processing software

Week 2  Establish base rates for straight-copy timings

Week 3  Format characters and lines
Week 4  Correspondence
Week 5  Memos
Week 6  Reports
Week 7  Tabulation/tables
Week 8  Resumes and application letters
Week 9  Document production timings
Week 10 Skillbuilding
Week 11 Final Exam
Document brought forward by: Bettie Wright

X Date October 11, 2012
Supervisor Signature: (Please type in the box with the X by it.)

Course Number OA123 Course Name Formatting

Student need for course: Required in the programs noted on page one of this document.

Course Information:

☐ AA ☐ AS ☑ AAS ☐ Below 100 level ☐ Elective ☑ Certificate

☐ AAOT (Area of distribution):

Cost of this course:

☑ No additional instructional costs (staff, material, equipment, or facilities) are required. The cost of this course will be covered by (i.e. fewer sections of ______ course):

☐ Additional instructional costs (staff, materials, equipment or facilities) are needed to offer this course. Itemize and estimate:

Course impact on:

a. Student enrollment in other courses: none

b. Current program: none

Replacement course for: Course Number: Title:

Disposition: Signature Date Recommendation

Director of Curriculum Support Vice President of Instruction
UCC COURSE REVISION FORM - Page 1 of 4

Document brought forward by: Crystal Sullivan
X Date: October 11, 2012
Supervisor Signature (Please type in the box with the X by it.)

☒ Revise Division: CTE
☐ Reactivate Department: Business
☐ Delete Program: Administrative Assistant AAS; Administrative Assistant – Medical Option AAS; Paralegal AAS; Office Assistant Certificate; Legal Assistant Certificate

Current course number: OA128
Current Course Title: Editing for Business

Credits 3

Lecture Hrs/Wk 2
Lec /Lab Hrs/Wk 2
Lab Hrs/Wk ______
Practicum ______

Banner/Instr. Prerequisites Basic keyboarding and word processing skills.

Co-requisites ______
Length (Wks) 11
Terms Offered F,W

Proposed implementation date: Term W Year 2013 Grading Option A-F Load Factor 3.4

Reason for request: General update.

Revision(s) requested: ATTACH NEW COURSE OUTLINE SHOWING REVISIONS

Cost of revision: $0

☒ No additional instructional costs (staff, materials, equipment, or facilities) are required.

☐ Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s).
Course No: OA128  
Course Credit: 3  
Lecture Hrs/wk: 2  
Lab Hrs/Wk:  
Lecture/Lab Hrs/Wk: 2  
Practicum Hrs/Wk:  
Clock Hours: 44  
Length of Course 11 wks.  
Banner enforced Prerequisite:  
Instructor enforced Prerequisite: Basic keyboarding and word processing skills.  
Co-Requisite: 
Load Factor: 3.4  
Activity Code: 210  
CIPS: 520408

Course Title: Editing for Business  
Developed By: Linda Bruce  
Development Date: 2004  
Revised By: Crystal Sullivan  
Revision Date: 2012

COURSE DESCRIPTION: A comprehensive, activity-oriented course designed to sharpen proofreading and editing skills. Reviews and applies the rules governing punctuation, sentence structure, grammar, and correct word usage in order to create professional business documents. The course will also provide a spelling review.

COURSE OUTCOMES: Upon completion of the course, the successful students will:

- Use correct spelling, word division, abbreviations, capitalization, number usage, and punctuation
- Identify and use correct sentence structure
- Recognize and correct misused and misspelled words
- Generate professional correspondence and reports
- Edit and proof documents for errors

OUTLINE: [Topics taught by week 1-10.]

Week 1 - Punctuation: Major Marks
Week 2 - Punctuation: Other Marks and Letters, Memos, Email, and Text Messages
Week 3 - Capitalization and Numbers
Week 4 - Abbreviations, Plurals, and Possessives
Week 5 - Spelling
Week 6 - Compound Words and Word Division
Week 7 - Grammar
Week 8 - Grammar
Week 9 - Usage
Week 10 - Usage
Week 11 - Final Exam
Document brought forward by: Crystal Sullivan

X  Date:  October 11, 2012
Supervisor Signature: (Please type in the box with the X by it.)

Course Number:  OA128  Course Name:  Editing for Business

Student need for course: Required in the programs noted on page one of this document.

Course Information:

☐ AA  ☐ AS  ☑ AAS  ☐ Below 100 level  ☐ Elective  ☑ Certificate

☐ AAOT (Area of distribution):

Cost of this course:

☑ No additional instructional costs (staff, material, equipment, or facilities) are required. The cost of this course will be covered by (i.e. fewer sections of _________ course):

☐ Additional instructional costs (staff, materials, equipment or facilities) are needed to offer this course. Itemize and estimate:

Course impact on:

a. Student enrollment in other courses: none

b. Current program: none

Replacement course for:  Course Number:  Title:

Disposition:  Signature  Date  Recommendation

_________________________  _________________________
Director of Curriculum Support  Vice President of Instruction
Document brought forward by: Toni Clough

X Date October 11, 2012
Supervisor Signature (Please type in the box with the X by it.)

☒ Revise Division: CTE
☐ Reactivate Department: Business
☐ Delete Program: Administrative Assistant AAS; Administrative Assistant – Medical Option AAS

Current course number OA201 Revised Course Number ______

Current Course Title Word Processing Applications Revised Course Title ______

Credits 3 Revised Credits ______

Lecture Hrs/Wk 2 Revised Lecture Hrs/Wk ______

Lec/Lab Hrs/Wk Revised Lec/Lab Hrs/Wk ______

Lab Hrs/Wk 3 Revised Lab Hrs/Wk ______

Practicum ______ Revised Practicum ______

Banner/Instr. Prerequisites CIS120, OA123 and 40 wpm or instructor approval Revised Banner/Instruc. Prerequisites ______

Co-requisites ______ Revised Co-requisites ______

Length (Wks) 11 Revised Length (Wks) ______

Terms Offered F,S Revised Terms Offered ______

Proposed implementation date: Term S Year 2013 Grading Option A-F Load Factor 4.1

Reason for request: Update outcomes; update required textbook/materials; update week-by-week topics/schedule.
Revision(s) requested: ATTACH NEW COURSE OUTLINE SHOWING REVISIONS

Cost of revision: $0

☒ No additional instructional costs (staff, materials, equipment, or facilities) are required.

The cost of this course will be covered by (i.e. fewer sections of course):

☐ Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s).
Course No: OA201
Course Credit: 3
Lecture Hrs/wk: 2
Lab Hrs/Wk: 3
Lecture/Lab Hrs/Wk: 
Practicum Hrs/Wk: 
Clock Hours: 55
Length of Course 11 wks.
Banner enforced Prerequisite: CIS120, OA123 or instructor approval
Instructor enforced Prerequisite: 40 wpm or instructor approval
Co-Requisite: 
Load Factor: 4.1
Activity Code: 21
CIPS: 520407

Course Title: Word Processing Applications
Developed By: Edna Wilmeth
Update By: Toni Clough and Diane Houdek
Development Date: 1999
Revision Date: 2012

COURSE DESCRIPTION: A course designed to give the student an opportunity to apply basic word processing principles and to develop greater skills to meet job entry-level requirements. A final project will demonstrate the individual expertise acquired during the course.

COURSE OUTCOMES: The successful student will:

- Develop skill in using the more advanced features of the word processing software, including tables, columns, macros, merge, sort and select, table of contents, and indexes.
- Explain the skills and knowledge to transfer documents from one software to another.
- Solve problems associated with word processing software.
- Develop independent work practices.
- Show proficiency in following written instructions.
- Identify and develop proofreading skills.
- Produce and develop a final project consisting of planning a conference using word processing skills.

REQUIRED TEXT/MATERIALS: None – Hybrid Online Shell contains materials.

OUTLINE: [Topics taught by week 1-10.]

Week 1 - Developing the following word processing skills: character spacing, margins, sort, clip art, font types & sizes, horizontal lines, word art, text boxes, and borders.
Week 2 - Developing the following word processing skills: flyer with graphics, borders and shading, clip art, font types and sizes, lines, object order, text boxes, word art, data source table, sort, and tables.

Week 3 - Developing the following word processing skills: macros and templates, auto correct, edit template, macro, save as, brochure with graphic, cut and paste graphic, and create brochure.

Week 4 - Developing the following word processing skills: insert table and sort, add records, delete, and records, adjust column widths, heading rows repeat, sort, table auto styles & auto fit, mail merge, and mail merge labels.

Week 5 - Developing the following word processing skills: check boxes, watermarks, report with side headings, footnotes and hyperlinks.

Week 6 - Outline and Letter Composition using: letter, envelope, macro, bullets and numbering; forms using tables, merging and splitting cells, borders and shading, rotating text and protecting the form; expense reports using justification and tables.

Week 7 - Developing reports with styles and footnotes using bullets and numbering, footnotes, line spacing, and styles; tables with borders and shading, cell alignment, justification, table conversion; post card with graphics and clip art; envelopes and labels with fonts, text boxes, and mail merge

Week 8 - Refining covered concepts to create name badges, certificates with borders and word art, and news releases.

Week 9 - Refining covered concepts to create newsletters, memos, two-page letter using the thesaurus and two-page outline with header and footer.

Week 10 - Produce and develop a final project consisting of planning a conference using word processing skills.

Week 11 - Final Exam
Document brought forward by: Toni Clough

X Date October 11, 2012
Supervisor Signature: (Please type in the box with the X by it.)

Course Number OA201  Course Name  Word Processing Applications

Student need for course: Required in the programs noted on page one of this document.

Course Information:
[ ] AA  [ ] AS  [X] AAS  [ ] Below 100 level  [ ] Elective  [ ] Certificate

[ ] AAOT (Area of distribution):

Cost of this course:

[X] No additional instructional costs (staff, material, equipment, or facilities) are required. The cost of this course will be covered by (i.e. fewer sections of ________ course):

[ ] Additional instructional costs (staff, materials, equipment or facilities) are needed to offer this course. Itemize and estimate:

Course impact on:

a. Student enrollment in other courses: none
b. Current program: none

Replacement course for: Course Number: Title:

Disposition: Signature Date Recommendation

Director of Curriculum Support Vice President of Instruction
UCC COURSE REVISION FORM - Page 1 of 2

Document brought forward by: Bettie Wright

X Date October 11, 2012
Supervisor Signature (Please type in the box with the X by it.)

☒ Revise Division: CTE
☐ Reactivate Department: Business
☒ Delete Program: Administrative Assistant AAS; Administrative Assistant – Medical Option AAS

Current course number OA225 Revised Course Number ______

Current Course Title Machine Transcription I Revised Course Title ______

Credits 3 Revised Credits ______
Lecture Hrs/Wk 2 Revised Lecture Hrs/Wk ______
Lec /Lab Hrs/Wk Revised Lec /Lab Hrs/Wk ______
Lab Hrs/Wk 3 Revised Lab Hrs/Wk ______
Practicum ______ Revised Practicum ______

Banner/Instr. Prerequisites Banner: OA128 and OA123 or instructor approval; instructor: 40 wpm or instructor approval Revised Banner/Instruc. Prerequisites ______

Co-requisites ______ Revised Co-requisites ______
Length (Wks) 11 Revised Length (Wks) ______
Terms Offered W Revised Terms Offered ______

Proposed implementation date: Term W Year 2013 Grading Option A-F Load Factor 4.1

Reason for request: General update.

Revision(s) requested: ATTACH NEW COURSE OUTLINE SHOWING REVISIONS☒

Cost of revision: $0

☒ No additional instructional costs (staff, materials, equipment, or facilities) are required.

The cost of this course will be covered by (i.e. fewer sections of course):

☐ Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s).
Course No: OA225  
Course Credit: 3  
Lecture Hrs/wk: 2  
Lab Hrs/Wk: 3  
Lecture/Lab Hrs/Wk:  
Practicum Hrs/Wk:  
Clock Hours: 55  
Length of Course 11 wks.  
Banner enforced Prerequisite: OA128 & OA123 or instructor approval  
Instructor enforced Prerequisite: Keyboard speed 40 wpm or instr. approval  
Co-Requisite:  
Load Factor: 4.1  
Activity Code: 210  
CIPS: 520408  

Course Title: Machine Transcription I  
Developed By: Edna Wilmeth  
Development Date: unknown  
Revision Date: 2012  

COURSE DESCRIPTION: Covers the preparation of business documents from pre-recorded dictation using a transcription equipment and word processing software. Reviews pre-transcription skills for spelling, word usage, grammar, and punctuation, which are essential for successful completion of the course.  

COURSE OUTCOMES: At course completion, students should be able to:  

- Operate the transcription equipment.  
- Review and apply correct rules of punctuation.  
- Type continuously while transcribing.  
- Produce a mailable copy with the first typing.  
- Use reference materials effectively.  
- Use well-organized transcription techniques.  

REQUIRED TEXT/MATERIALS:  

OUTLINE: [Topics taught by week 1-10.]  

Week 1 Review transcription equipment  
Week 2 Review language skills, editing/proofreading, and basic letters  
Week 3 Review language skills, editing/proofreading, and basic letters
Week 4  Review language skills, editing/proofreading, and memos

Week 5  Review language skills, editing/proofreading, and memos

Week 6  Review language skills, editing/proofreading, and 2-page letters

Week 7  Review language skills, editing/proofreading, and letters with special features

Week 8  Review language skills, editing/proofreading, and letters with special features

Week 9  Review language skills, editing/proofreading, and all correspondence

Week 10 Review language skills, editing/proofreading, and all correspondence

Week 11 Final Exam
Document brought forward by: Bettie Wright

X Date October 11, 2012
Supervisor Signature: (Please type in the box with the X by it.)

Course Number OA225 Course Name Machine Transcription I

Student need for course: Required in the programs noted on page one of this document.

Course Information:

☐ AA ☐ AS ☒ AAS ☐ Below 100 level ☐ Elective ☐ Certificate

☐ AAOT (Area of distribution):

Cost of this course:

☒ No additional instructional costs (staff, material, equipment, or facilities) are required. The cost of this course will be covered by (i.e. fewer sections of ________ course):

☐ Additional instructional costs (staff, materials, equipment or facilities) are needed to offer this course. Itemize and estimate:

Course impact on:

a. Student enrollment in other courses: none

b. Current program: none

Replacement course for: Course Number: Title:

Disposition: Signature Date Recommendation

Director of Curriculum Support Vice President of Instruction
Document brought forward by: Bettie Wright

X Date October 11, 2012
Supervisor Signature (Please type in the box with the X by it.)

☑ Revise Division: CTE
☐ Reactivate Department: Business
☐ Delete Program: Administrative Assistant AAS; Administrative Assistant – Medical Option AAS

Current course number OA245 Revised Course Number ______

Current Course Title Office Administration Revised Course Title ______

Credits 1 Revised Credits ______

Lecture Hrs/Wk 1 Revised Lecture Hrs/Wk

Lec /Lab Hrs/Wk ______ Revised Lec /Lab Hrs/Wk ______

Lab Hrs/Wk ______ Revised Lab Hrs/Wk ______

Practicum ______ Revised Practicum ______

Banner/Instr. Prerequisites Second-year standing in Administrative Assistant AAS or Administrative Assistant-Medical Option AAS program. Revised Banner/Instruc. Prerequisites ______

Co-requisites ______ Revised Co-requisites ______

Length (Wks) 11 Revised Length (Wks) ______

Terms Offered W Revised Terms Offered ______

Proposed implementation date: Term W Year 2013 Grading Option A-F Load Factor 1.0

Reason for request: General updates with changes to course description and outcomes.

Revision(s) requested: ATTACH NEW COURSE OUTLINE SHOWING REVISIONS☑

Cost of revision: $0

☑ No additional instructional costs (staff, materials, equipment, or facilities) are required.

The cost of this course will be covered by (i.e. fewer sections of course):

☐ Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s).
Course Title: Office Administration
Developed By: Unknown
Development Date: Unknown
Revision Date: 2012

**COURSE DESCRIPTION:** This is a professional development course designed for the Office Technology AAS students. It should be taken the term prior to graduation. Students will engage in activities and assignments that will make them better prepared for meeting the expectations of the workplace.

**COURSE OUTCOMES:** Upon completion of this course, students will:

- Prepare a professional, interview-ready portfolio.
- Examine characteristics of and demonstrate professional appearance expected by employers.
- Arrange for and participate in an occupational informational group interview with minimal direction.
- Establish a personal network and develop interviewing and networking skills to seek assistance with job placement.

**REQUIRED TEXT/MATERIALS:** Various electronic sources on the web

**OUTLINE:** [Topics taught by week 1-10.]

Week 1  Introduction; keyboarding benchmark

Week 2  Portfolio development: autobiographical sketch

Week 3  Portfolio development: resume, cover letter, thank-you letter
Week 4  Portfolio development: networking, identify references, letters of recommendation, certificates and awards

Week 5  Occupational information group interview

Week 6  Interviewing

Week 7  Personal development skills

Week 8  Occupational information interview

Week 9  Mock interview

Week 10 Networking reception

Week 11 Final Exam
Course Number  OA245  Course Name  Office Administration

**Student need for course:** Required in the programs noted on page of this document.

**Course Information:**
- AA
- AS
- **AAS**
- Below 100 level
- Elective
- Certificate

**Cost of this course:**
- ☑ No additional instructional costs (staff, material, equipment, or facilities) are required. The cost of this course will be covered by (i.e. fewer sections of ______ course):
- ☐ Additional instructional costs (staff, materials, equipment or facilities) are needed to offer this course. Itemize and estimate:

**Course impact on:**
- a. Student enrollment in other courses: none
- b. Current program: none

Replacement course for: Course Number: ______ Title: ______

**Disposition:** Signature  Date  Recommendation

Director of Curriculum Support  Vice President of Instruction
UCC COURSE REVISION FORM - Page 1 of 2

Document brought forward by: Bettie Wright

X Date October 11, 2012

Supervisor Signature (Please type in the box with the X by it.)

☐ Revise Division: CTE
☐ Reactivate Department: Business
☐ Delete Program: Administrative Assistant AAS; Office Assistant Certificate

Current course number OA250 Revised Course Number ______

Current Course Title General Office Procedures Revised Course Title ______

Credits 3 Revised Credits ______

Lecture Hrs/Wk 2 Revised Lecture Hrs/Wk ______

Lec /Lab Hrs/Wk ______ Revised Lec /Lab Hrs/Wk ______

Lab Hrs/Wk 3 Revised Lab Hrs/Wk ______

Practicum ______ Revised Practicum ______

Banner/Instr. Prerequisites OA115, OA116, OA124A, CIS120 Revised Banner/Instruc. Prerequisites

Co-requisites ______ Revised Co-requisites ______

Length (Wks) 11 Revised Length (Wks) ______

Terms Offered Sp Revised Terms Offered ______

Proposed implementation date: Term W Year 2012 Grading Option A-F Load Factor 4.1

Reason for request: General update of old outline.

Revision(s) requested: ATTACH NEW COURSE OUTLINE SHOWING REVISIONS

Cost of revision: $0

☐ No additional instructional costs (staff, materials, equipment, or facilities) are required.

The cost of this course will be covered by (i.e. fewer sections of course):

☐ Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s).
Course No: OA250
Course Credit: 3
Lecture Hrs/wk: 2
Lab Hrs/Wk: 3
Lecture/Lab Hrs/Wk:
Practicum Hrs/Wk:
Clock Hours: 55
Length of Course 11 wks.
Banner enforced Prerequisite: OA115, OA116, OA124A, CIS120
Instructor enforced Prerequisite:
Co-Requisite:
Load Factor: 4.1
Activity Code: 21
CIPS: 520402

Course Title: General Office Procedures
Developed By: Linda Bruce
Development Date: 2000
Revision Date: 2012

COURSE DESCRIPTION: An advanced office procedures course in which the student learns to employ acceptable techniques in handling typical administrative-level secretarial duties such as planning and organizing meetings, making travel arrangements, helping with reports, and making decisions.

COURSE OUTCOMES: Upon course completion, students will be able to:

- Type letters, reports, and forms pertaining to a general office
- Record and prepare minutes of a meeting
- Develop skill in following directions and in proofreading
- Make travel arrangements
- Manage the daily activities of the office
- Solve problems involving interpersonal relationships

REQUIRED TEXT/MATERIALS:

OUTLINE: [Topics taught by week 1-10.]

Week 1 Onboarding; Introduction

Week 2 Workplace skills and responsibilities; time management

Week 3 Communication
Week 4  Records management; meetings and conferences
Week 5  Processing mail; technology in the workplace
Week 6  Travel; terminology of business
Week 7  Seeking employment; interview and job offer
Week 8  Career advancement; diversity
Week 9  Stress management; business etiquette
Week 10  Efficiency and problem solving
Week 11  Final Exam
Document brought forward by: Bettie Wright

X Date October 11, 2012
Supervisor Signature: (Please type in the box with the X by it.)

Course Number OA250 Course Name General Office Procedures

Student need for course: Required in the programs noted on page one of this document.

Course Information:

☐ AA  ☐ AS  ☒ AAS  ☐ Below 100 level  ☐ Elective  ☒ Certificate

☐ AAOT (Area of distribution):

Cost of this course:

☒ No additional instructional costs (staff, material, equipment, or facilities) are required. The cost of this course will be covered by (i.e. fewer sections of _________ course):

☐ Additional instructional costs (staff, materials, equipment or facilities) are needed to offer this course. Itemize and estimate:

Course impact on:

  a. Student enrollment in other courses: none
  b. Current program: none

Replacement course for: Course Number: Title:

<table>
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<tr>
<th>Disposition</th>
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<th>Date</th>
<th>Recommendation</th>
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Director of Curriculum Support Vice President of Instruction
Document brought forward by: Bettie Wright

X Date October 11, 2012
Supervisor Signature (Please type in the box with the X by it.)

☒ Revise Division: CTE
☐ Reactivate Department: Business
☐ Delete Program: Administrative Assistant AAS; Administrative Assistant-Medical Option AAS

Current course number OA260 Revised Course Number ______

Current Course Title Principles of Office Management Revised Course Title ______

Credits 3 Revised Credits ______
Lecture Hrs/Wk 3 Revised Lecture Hrs/Wk ______
Lec /Lab Hrs/Wk ______ Revised Lec /Lab Hrs/Wk ______
Lab Hrs/Wk ______ Revised Lab Hrs/Wk ______
Practicum ______ Revised Practicum ______

Banner/Instr. Prerequisites ______ Revised Banner/Instruc. Prerequisites ______

Co-requisites ______ Revised Co-requisites ______

Length (Wks) 11 Revised Length (Wks) ______

Terms Offered Sp Revised Terms Offered ______

Proposed implementation date: Term W Year 2013 Grading Option A-F Load Factor 3.0

Reason for request: General update of old outline.

Revision(s) requested: ATTACH NEW COURSE OUTLINE SHOWING REVISIONS☒

Cost of revision: $0

☒ No additional instructional costs (staff, materials, equipment, or facilities) are required.

The cost of this course will be covered by (i.e. fewer sections of ______ course):

☐ Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s).
Course No: OA260
Course Credit: 3
Lecture Hrs/wk: 3
Lab Hrs/Wk: 
Lecture/Lab Hrs/Wk: 
Practicum Hrs/Wk: 
Clock Hours: 33
Length of Course 11 wks.
Banner enforced Prerequisite: 
Instructor enforced Prerequisite: 
Co-Requisite: 
Load Factor: 3.0
Activity Code: 21
CIPS: 520401

Course Title: Principles of Office Management
Developed By: Sue Havicus
Development Date: 2000
Revision Date: 2012

COURSE DESCRIPTION: This course is designed to familiarize students with principles used in setting up and managing an office including organization, problem solving, communicating, human resources, office systems, and office environments. The course will assist in developing technique for planning, organizing, and simplifying work.

COURSE OUTCOMES: Upon course completion, students will be able to:

- Identify challenges in administrative office management.
- Recognize human resource issues.
- Identify leadership skills.
- Practice communication skills.
- Recognize the importance of office design and layout.
- Apply techniques and concepts to case studies and ethics issues.
- Recognize issues surrounding computer network systems and security


OUTLINE: [Topics taught by week 1-10.]

Week 1 Evolution of management practices; handling administrative management challenges

Week 2 Administrative management activities in the workplace; emerging elements impacting administrative management practices

Week 3 Managing information, technology, and training in the workplace
Week 4  Staffing practices: employment laws and job analysis; on-the-job practices

Week 5  Employee compensation, recognition, and company policies; health-related and other workplace issues

Week 6  Work ethics and business etiquette issues

Week 7  Leadership, motivation, and problem-solving in organizations; communication in the workplace

Week 8  Group dynamics, teamwork, and conflict issues

Week 9  Office design, space, and health issues; managing workplace safety

Week 10  Internet services and computer management policies

Week 11  Final Exam
Document brought forward by: Bettie Wright

X  Date  October 11, 2012
Supervisor Signature: (Please type in the box with the X by it.)

Course Number  OA260  Course Name  Principles of Office Management

Student need for course: Required in the programs noted on page one of this document.

Course Information:

☐ AA  ☐ AS  ☒ AAS  ☐ Below 100 level  ☐ Elective  ☐ Certificate

☐ AAOT (Area of distribution):

Cost of this course:

☒ No additional instructional costs (staff, material, equipment, or facilities) are required. The cost of this course will be covered by (i.e. fewer sections of _________ course):

☐ Additional instructional costs (staff, materials, equipment or facilities) are needed to offer this course. Itemize and estimate:

Course impact on:

a. Student enrollment in other courses: none

b. Current program: none

Replacement course for: Course Number:  Title:

Disposition:  Signature  Date  Recommendation

Director of Curriculum Support  Vice President of Instruction
UCC COURSE REVISION FORM - Page 1 of 2

Document brought forward by: Martha Joyce

X Date October 11, 2012
Supervisor Signature (Please type in the box with the X by it.)
✓ Revise Division: CTE
☐ Reactivate Department: Business
☐ Delete Program: Supervision Certificate elective; Entry Management AAS
required course:

Current course number SDP112 Revised Course Number ______

Current Course Title Communicating Effectively in the Workplace

Credits 3 Revised Credits ______

Lecture Hrs/Wk 3 Revised Lecture Hrs/Wk ______

Lec /Lab Hrs/Wk ______ Revised Lec /Lab Hrs/Wk ______

Lab Hrs/Wk ______ Revised Lab Hrs/Wk ______

Practicum ______ Revised Practicum ______

Banner/Instr. Prerequisites ______ Revised Banner/Instruc. Prerequisites ______

Co-requisites ______ Revised Co-requisites ______

Length (Wks) 11 Revised Length (Wks) ______

Terms Offered W Revised Terms Offered ______

Proposed implementation date: Term W Year 2013 Grading Option A-F Load Factor 3.0

Reason for request: Update course description; update learner outcomes to reflect Bloom’s Taxonomy; update textbook; update week-by-week schedule.

Revision(s) requested: ATTACH NEW COURSE OUTLINE SHOWING REVISIONS

Cost of revision: $0

✓ No additional instructional costs (staff, materials, equipment, or facilities) are required.

The cost of this course will be covered by (i.e. fewer sections of course):

☐ Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s).
Course Title: Communicating Effectively in the Workplace
Developed By: Charlotte Carter
Development Date: 1999
Revision Date: 2012

COURSE DESCRIPTION: This course explores supervisory communication in the workplace. Topics include: improvement of reading skills, listening skills, verbal and non-verbal communication, preparing correspondence, and verbal presentation skills. The class consists of lectures, practical exercises, and student presentations.

COURSE OUTCOMES: Upon completion of the course, students will be able to:
- Research and write a book report on a business-related topic.
- Research, prepare, and deliver a 5-minute presentation on the book report.
- Plan, organize, and write several memorandums, business letters, and e-mail messages.
- Research, prepare and deliver a 15-minute presentation on a business-related topic.


OUTLINE: [Topics taught by week 1-10.]

Week 1   Reading and analyzing written business communication
Week 2   Reading and analyzing written business communication
Week 3   Formal and informal communication in the workplace
Week 4   Writing reports, memos, correspondence, and e-mail
Week 5   “Off-the-cuff” and prepared presentations
Week 6  Student presentations

Week 7  Organizing and conducting effective meetings

Week 8  Verbal and nonverbal communication

Week 9  Developing active listening skills; student presentations

Week 10 Student presentations

Week 11 Final Exam
Document brought forward by: Martha Joyce

X       Date   October 11, 2012
Supervisor Signature: (Please type in the box with the X by it.)

Course Number  SDP112   Course Name  Communicating Effectively in the Workplace

Student need for course: Supervision Certificate elective; Entry Management AAS required course;

Course Information:

☐ AA      ☐ AS      ☑ AAS      ☐ Below 100 level      ☑ Elective      ☑ Certificate

☐ AAOT (Area of distribution):

Cost of this course:

☑ No additional instructional costs (staff, material, equipment, or facilities) are required. The cost of this course will be covered by (i.e. fewer sections of ________ course):

☐ Additional instructional costs (staff, materials, equipment or facilities) are needed to offer this course. Itemize and estimate:

Course impact on:

a. Student enrollment in other courses: none

b. Current program: none

Replacement course for: Course Number: Title:

Disposition: Signature Date Recommendation

Director of Curriculum Support   Vice President of Instruction
Document brought forward by: Gary Gray

X Date October 11, 2012

Supervisor Signature (Please type in the box with the X by it.)

☑ Revise Division: CTE
☐ Reactivate Department: Business
☐ Delete Program: Supervision Certificate elective

Current course number SDP204 Revised Course Number _____

Current Course Title Labor and Management Relations Revised Course Title _____

Credits 3 Revised Credits _____

Lecture Hrs/Wk 3 Revised Lecture Hrs/Wk _____

Lec /Lab Hrs/Wk _____ Revised Lec /Lab Hrs/Wk _____

Lab Hrs/Wk _____ Revised Lab Hrs/Wk _____

Practicum _____ Revised Practicum _____

Banner/Instr. Prerequisites _____ Revised Banner/Instruc. Prerequisites _____

Co-requisites _____ Revised Co-requisites _____

Length (Wks) 11 Revised Length (Wks) _____

Terms Offered TBD Revised Terms Offered _____

Proposed implementation date: Term W Year 2013 Grading Option A-F Load Factor 3.0

Reason for request: General updates to an old outline; state outcomes to reflect Bloom’s Taxonomy

Revision(s) requested: ATTACH NEW COURSE OUTLINE SHOWING REVISIONS ☑

Cost of revision: $0

☑ No additional instructional costs (staff, materials, equipment, or facilities) are required.

The cost of this course will be covered by (i.e. fewer sections of course):

☐ Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s).
Course No: SDP204
Course Credit: 3
Lecture Hrs/wk: 3
Lab Hrs/Wk:  
Lecture/Lab Hrs/Wk:  
Practicum Hrs/Wk:  
Clock Hours: 33
Length of Course 11 wks.
Banner enforced Prerequisite:  
Instructor enforced Prerequisite:  
Co-Requisite:  
Load Factor: 3.0
Activity Code: 21
CIPS: 520204

Course Title: Labor and Management Relations
Developed By: Unknown
Development Date: Unknown
Revision Date: 2012

**COURSE DESCRIPTION:** This course provides students with the history of labor and management relations as a way to understand the current collective bargaining process. The role of collective bargaining is examined in order to understand how the strategic goals of both labor and management influence the process. The history of collective bargaining, the role of each participant, and critical thinking skills related to modern labor and management roles are emphasized.

**COURSE OUTCOMES:** Upon course completion, students will be able to:

- Recall the historical evolution of the U.S. industrial relations process.
- Explain the employment laws and regulatory agencies that oversee the labor relations and collective bargaining process.
- Recognize the attitudes, behaviors, and political positions that influence the relationship between labor and management.
- Explain the history, purpose, and attractiveness of union membership.
- Identify the steps involved in the collective bargaining process.
- Analyze the wage and non-wage benefits and issues framing the negotiating process.
- Assess the value of union and management cooperation.
- Analyze the purpose of the grievance and arbitration process.
- Apply the skills learned in a mock contract negotiation session.

OUTLINE: [Topics taught by week 1-10.]

Week 1 - Introduction and orientation to labor and management relations

Week 2 – Employment law, regulatory framework, and the federal agencies involved in the labor relations process.

Week 3 – History of unions, structure of unions; the purpose and strategic desires behind union organizing campaigns.

Week 4 – Contract administration.

Week 5 – Wage, non-wage, and other issues involved in the bargaining process.

Week 6 – Union structure and bargaining strategies.

Week 7 – Management structure and bargaining strategies.

Week 8 – Contract negotiations.

Week 9 - Dispute resolution; contract terms and employment outcomes

Week 10 - Mock negotiating sessions.

Week 11 - Final Exam
Document brought forward by: Gary Gray

X Date October 11, 2012
Supervisor Signature: (Please type in the box with the X by it.)

Course Number SDP204 Course Name Labor and Management Relations

**Student need for course:** Elective in the Supervision Certificate program.

**Course Information:**

- [ ] AA
- [ ] AS
- [ ] AAS
- [ ] Below 100 level
- [x] Elective
- [ ] Certificate

[ ] AAOT (Area of distribution):

**Cost of this course:**

- [x] No additional instructional costs (staff, material, equipment, or facilities) are required. The cost of this course will be covered by (i.e. fewer sections of ______ course):

- [ ] Additional instructional costs (staff, materials, equipment or facilities) are needed to offer this course. Itemize and estimate:

**Course impact on:**

a. Student enrollment in other courses: none

b. Current program: none

Replacement course for: Course Number: Title:

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<th>Recommendation</th>
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Director of Curriculum Support Vice President of Instruction
UCC COURSE REVISION FORM - Page 1 of 2

Document brought forward by: Gary Gray

X Date October 11, 2012

Supervisor Signature (Please type in the box with the X by it.)

✓ Revise Division: CTE
□ Reactivate Department: Business
□ Delete Program: Supervision Certificate elective

Current course number SDP215 Revised Course Number _____

Current Course Title Equal Employment Opportunity Revised Course Title _____

Credits 3 Revised Credits _____

Lecture Hrs/Wk 3 Revised Lecture Hrs/Wk _____

Lec /Lab Hrs/Wk _____ Revised Lec /Lab Hrs/Wk _____

Lab Hrs/Wk _____ Revised Lab Hrs/Wk _____

Practicum _____ Revised Practicum _____

Banner/Instr. Prerequisites _____ Revised Banner/Instruc. Prerequisites _____

Co-requisites _____ Revised Co-requisites _____

Length (Wks) 11 wks. Revised Length (Wks) _____

Terms Offered TBD Revised Terms Offered _____

Proposed implementation date: Term W Year 2013 Grading Option A-F Load Factor 3.0

Reason for request: General update to old outline; update includes outcomes, materials/textbook, week-by-week topics.

Revision(s) requested: ATTACH NEW COURSE OUTLINE SHOWING REVISIONS

Cost of revision: $0

✓ No additional instructional costs (staff, materials, equipment, or facilities) are required.

The cost of this course will be covered by (i.e. fewer sections of course):

□ Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s).
COURSE DESCRIPTION: This course reviews the United States Equal Employment Opportunity (EEO) laws, regulations, and guidelines that affect first-line supervisors. Beginning with Title VII of the 1964 Civil Rights Act and moving through to the 2008 Genetic Information Nondiscrimination Act the course covers all eight federal non-discrimination laws. The role of the U.S. Equal Employment Opportunity Commission (EEOC) is reviewed along with the EEOC website. Case studies provide context to the laws and guidelines. Students achieve the knowledge necessary to maintain an EEO compliant workplace.

COURSE OUTCOMES: Upon course completion, students will be able to:

- Describe Title VII of the 1964 Civil Rights Act and its impact on employee discrimination
- Explain the seven United States laws that have provided additional non-discrimination regulations
- Define EEO terminology
- Explain the role of the Equal Employment Opportunity Commission (EEOC)
- Use the EEOC website in order to maintain current proficiency in the regulations
- Identify the ongoing regulatory clarifications provided by the EEOC guidelines
- Identify the 11 types of discrimination covered by EEO laws
- Examine the EEO prohibited practices
- Explain the process for filing an EEO complaint with the EEOC
- Construct a set of workplace guidelines that maintain an EEO compliant environment

OUTLINE: [Topics taught by week 1-10.]

Week 1  Introduction to EEO law and Title VII of the Civil Rights Act 1964

Week 2  The Pregnancy Discrimination Act and The Equal Pay Act (EPA) of 1963

Week 3  The Age Discrimination in Employment Act (ADEA) of 1963 and Title I of the Americans with Disabilities Act (ADA) 1990


Week 5  The role of the EEOC along with EEOC support resources

Week 6  Understanding the 11 types of discrimination

Week 7  EEOC guidelines and the effect on the workplace

Week 8  Prohibited actions in hiring, management, and training

Week 9  Measuring and monitoring EEO compliance

Week 10 Developing and maintaining an EEO compliant workplace

Week 11 Final Exam
Document brought forward by: Gary Gray

X           Date   October 11, 2012
Supervisor Signature: (Please type in the box with the X by it.)

Course Number  SDP215    Course Name  Equal Employment Opportunity

Student need for course: Supervision Certificate elective.

Course Information:
- AA
- AS
- AAS
- Below 100 level
- Elective
- Certificate

AAOT (Area of distribution):

Cost of this course:
- No additional instructional costs (staff, material, equipment, or facilities) are required. The cost of this course will be covered by (i.e. fewer sections of _________ course):

- Additional instructional costs (staff, materials, equipment or facilities) are needed to offer this course. Itemize and estimate:

Course impact on:

a. Student enrollment in other courses: none

b. Current program: none

Replacement course for:  Course Number:    Title:

Disposition:     Signature     Date     Recommendation

Director of Curriculum Support    Vice President of Instruction
Document brought forward by: Gary Gray

X Date October 11, 2012
Supervisor Signature (Please type in the box with the X by it.)
[ ] Revise Division: CTE
[ ] Reactivate Department: Business
[ ] Delete Program: Supervision Certificate elective

Current course number SDP223 Revised Course Number _____

Current Course Title Employee Appraisal and Development
Revised Course Title Employee Development and Performance Management

Credits 3 Revised Credits _____
Lecture Hrs/Wk 3 Revised Lecture Hrs/Wk _____
Lec /Lab Hrs/Wk _____ Revised Lec /Lab Hrs/Wk _____
Lab Hrs/Wk _____ Revised Lab Hrs/Wk _____
Practicum _____ Revised Practicum _____
Banner/Instr. Prerequisites _____ Revised Banner/Instruc. Prerequisites _____
Co-requisites _____ Revised Co-requisites _____
Length (Wks) 11 Revised Length (Wks) _____
Terms Offered TBD Revised Terms Offered _____

Proposed implementation date: Term W Year 2012 Grading Option A-F Load Factor 3.0

Reason for request: Update to include course title, description, reflection of Bloom’s Taxonomy in learner outcomes; textbook/materials; week-by-week schedule
Revision(s) requested: ATTACH NEW COURSE OUTLINE SHOWING REVISIONS

Cost of revision: $0

[ ] No additional instructional costs (staff, materials, equipment, or facilities) are required.

The cost of this course will be covered by (i.e. fewer sections of course):

[ ] Additional instructional costs (staff, materials, equipment, or facilities) are needed to offer this course. Itemize and estimate cost(s).
Course No: SDP223
Course Credit: 3
Lecture Hrs/wk: 3
Lab Hrs/Wk: 
Lecture/Lab Hrs/Wk: 
Practicum Hrs/Wk: 
Clock Hours: 33
Length of Course 11 wks.
Banner enforced Prerequisite: 
Instructor enforced Prerequisite: 
Co-Requisite: 
Load Factor: 3.0
Activity Code: 21
CIPS: 520204

Course Title: Employee Development and Performance Management
Developed By: Charlotte Carter
Development Date: 1999
Revision Date: 2012

**COURSE DESCRIPTION:** This course will examine the modern role of employee performance management that has replaced the historical concept of employee reviews and job based measurement standards. Students will analyze the supervisor’s role in the total employee development process. An emphasis is placed on the use of employee development within the organizational strategic plan, performance measurement, along with a study of reward systems and legal issues. Upon completion of the course, students will be prepared to construct an employee development plan.

**COURSE OUTCOMES:** Upon completion of the course, students will be able to:

- Relate the performance management process to the organizational strategic plan.
- Describe the performance management process.
- Construct an appropriate performance measurement approach.
- Gather and analyze performance data.
- Construct an employee development program.
- Analyze and select an appropriate reward system.
- Recognize the legal issues affecting employee development.
- Develop and manage a team performance program.
- Establish training objectives; and plan, organize, and develop a training plan.

OUTLINE: [Topics taught by week 1-10.]

Week 1   Introduction; performance management and strategic planning
Week 2   History of employee appraisals and modern performance management
Week 3   Defining performance requirements and selecting measurement options
Week 4   Developing methods to gather performance management trends and data
Week 5   Implementing a performance management system
Week 6   Performance management and employee development
Week 7   Designing reward systems
Week 8   The constraints and guidelines resulting from legal issues
Week 9   Performance management skills
Week 10  Managing team performance
Week 11  Final Exam
Document brought forward by: Gary Gray

X     Date    October 11, 2012
Supervisor Signature: (Please type in the box with the X by it.)

Course Number  SDP223   Course Name  Employee Development and Performance Management

Student need for course: Elective in Supervision Certificate

Course Information:

☐ AA   ☐ AS   ☐ AAS   ☐ Below 100 level   ☑ Elective   ☐ Certificate

☐ AAOT (Area of distribution):

Cost of this course:

☑ No additional instructional costs (staff, material, equipment, or facilities) are required. The cost of this course will be covered by (i.e. fewer sections of ________ course):

☐ Additional instructional costs (staff, materials, equipment or facilities) are needed to offer this course. Itemize and estimate:

Course impact on:

a. Student enrollment in other courses: none

b. Current program: none

Replacement course for: Course Number:          Title:

Disposition:          Signature          Date          Recommendation

______________________________________________
Director of Curriculum Support           Vice President of Instruction