



CIR Agenda Item Request Cover Sheet

Date: _____ Effective Semester: _____
Department/Program: _____ Division: _____
Course prefix, number, and title: _____ CIP Code (if applicable): _____

1. Type of update (check all that apply):

- Add course(s)** – attach Administrative Master Syllabus for each (Including Core Checklists or SCANS); attach revised degree plan; attach copy of ACGM/WECM page with course description, hour range, etc...
- Archive from college inventory** – attach revised degree plan using strike-through for deletions and red font for additions
- Change course title** to comply with ACGM or GIPWE/WECM (1: Attach AMS, including Core Checklists or SCANS, using strike-through for deletions and red font for new. 2: Attach revised degree plan using strike-through for deletions and red font for additions. 3: Attach copy of ACGM/WECM page with course title)
- Change prerequisite/co-requisite** – attach AMS (including Core Checklists) Use strike-through for deletions and red font for new
- Change course number, Semester Credit Hours (SCH) or Lecture/Lab/Other Hours** (1: Attach AMS, including Core Checklists or SCANS, using strike-through for deletions and red font for new. 2: Attach revised degree plan using strike-through for deletions and red font for additions. 3: Attach copy of ACGM/WECM page with course description, hour range, etc...)
- Change course sequencing** -- attach revised degree plan using strike-through for deletions and red font for additions
- Change Catalog Course Description to match WECM/ACGM
- Change Program/Degree to mandated 60 hours
- Informational Only**
- Other --**

2. Overview of requested change(s):

3. Will the revisions have an effect on other disciplines, including the General Education program? Y N
If yes, consult with and obtain the affected Division(s) Chairs' approval/signature(s):
Example: Impacts the teaching load of another department

Signature

Date

4. Other helpful information: (i.e. Advisory Board minutes)

Approvals:

Department Head/Program Director: _____

Date: _____

Division Chair: _____

Date: _____

CIR Committee Chair: _____

Date: _____

AMS Verified: _____

Date: _____



Purpose: It is the intention of this Administrative Master Syllabus to provide a general description of the course, outline the required elements of the course and to lay the foundation for course assessment for the improvement of student learning, as specified by the faculty of Wharton County Junior College, regardless of who teaches the course, the timeframe by which it is instructed, or the instructional method by which the course is delivered. It is not intended to restrict the manner by which an individual faculty member teaches the course but to be an administrative tool to aid in the improvement of instruction.

Course Title:	
Course Prefix & Number:	
Division & Department:	

Course Type	
	Academic General Education Course (from ACGM, but not WCJC Core)
	Academic WCJC Core Course
	WECM Course
	This course is a Special Topics or Unique Needs Course.

Semester Credit Hours (SCH): Lecture Hours: Lab/Other Hours _____ : _____ : _____

Equated Pay Hours: _____

Catalog Course Description:

Pre-Requisites:

Co-Requisites:

List Lab/ Other Hours
Lab Hours
Clinical Hours
Practicum Hours
Other (List)

Signature		Date
Prepared by:		
Department Head:		
Division Chair:		
Dean/VPI:		
Approved by CIR:		

Administrative Master Syllabus

I. Topical Outline: Each offering of this course must include the following topics (be sure to include information regarding lab, practicum, clinical, or other non-lecture instruction).

II. Course Learning Outcomes

Learning Outcomes: Upon successful completion of this course, students will:	Methods of Assessment:

III. Required text(s), optional text(s) and/or materials to be supplied by the student:

IV. Suggested course maximum: _____

V. List any specific or physical requirements beyond a typical classroom required to teach the course.

VI. Course Requirements/Grading System—Describe any course specific requirements such as research papers or reading assignments and the generalized grading format for the course.

VII. Curriculum Checklist

Academic General Education Course (from ACGM-but not in WCJC core)

- No additional documentation needed.

Academic WCJC Core Course. Attach the Core Curriculum Review Forms.

Critical Thinking

Communication

Empirical & Quantitative Skills

Teamwork

Social Responsibility

Personal Responsibility

WECM Course

- If needed, revise the Program SCANS Matrix and Competencies Checklist.

Office Specialist Certificate Level 1

Course	Course Title	Core Component	Semester Hours
POFT 1321	Business Math		3
POFI 1301	Computer Applications I		3
POFT 1301	Business English		3
POFT 1309	Administrative Office Procedures I	Capstone Course	3
MRKG 1301	Customer Relationship Management		3
			15 semester hours



Program: Office Administration CIP: 520401								Office Administration Office Specialist Certificate	
LIST ALL COURSES REQUIRED AND IDENTIFIED COMPETENCIES									
Competencies								Course Number	Course Title
1	2	3	4	5	6	7	8		
X	X		X	X	X	X	X	POFT 1301	Business English
X	X	X	X	X	X	X	X	POFT 1309	Administrative Office Procedures I
X	X		X	X	X	X	X	MRKG 1301	Customer Relationship Management
X		X	X	X	X	X	X	POFT 1321	Business Math
X	X		X	X	X	X	X	POFI 1301	Computer Applications I
COMPETENCY REFERENCES									
8 Basic use of computers									
7 Workplace Competencies: resources; interpersonal skills; information; systems; and technology.									
6 Personal Qualities: A worker must display responsibility, self-esteem, sociability, self-management, integrity, and honesty.									
5 Thinking Skills: A worker must think creatively, make decisions, solve problems, visualize, know how to learn, and reason effectively.									
4 Speaking and Listening: Organize ideas and communicate orally; receive, attend to, interpret, and respond to verbal messages and other cues.									
3 Arithmetic or Mathematics: Perform basic computations and approach practical problems by choosing appropriately from a variety of mathematical techniques.									
2 Writing: Communicate thoughts, ideas, information, and messages in writing, and create documents such as letters, directions, manuals, reports, graphs, and flow charts.									
1 Reading: Locate, understand, and interpret written information in prose and in documents such as manuals, graphs, and schedules.									

WECM:

Computer Applications I

CIP	Rubric	Number	Course Title	Status	Semester Credit Hrs	Min Cont Hrs	Max Cont Hrs
52.0407	POFI	1001	Computer Applications I	Active	0	48	128
52.0407	POFI	1301	Computer Applications I	Active	3	48	96
52.0407	POFI	1401	Computer Applications I	Active	4	64	128

Course Level: Introductory

Course Description: Overview of computer office applications including current terminology and technology. Introduction to computer hardware, software applications, and procedures. This course is designed to be repeated multiple times to improve student proficiency.

End-of-Course Outcomes: Identify the components of a computer system; and perform common tasks used in applications.

Lab Recommended

CIP Code Description: 52.0407 (Business/Office Automation/Technology/Data Entry)

Effective Date: September 1, 2015