



**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
<b>Prepared by:</b>		
<b>Department Head:</b>		
<b>Division Chair:</b>		
<b>Dean/VPI:</b>		
<b>Approved by CIR:</b>		

## 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**

<b>Learning Outcomes: Upon successful completion of this course, students will:</b>	<b>Methods of Assessment:</b>

**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.

WECM 10/5/16

### Professional Workforce Preparation

CIP	Rubric	Number	Course Title	Status	Semester Credit Hrs	Min Cont Hrs	Max Cont Hrs
52.0401	POFT	1013	Professional Workforce Preparation	Active	0	48	96
52.0401	POFT	1313	Professional Workforce Preparation	Active	3	48	96
52.0401	POFT	1413	Professional Workforce Preparation	Active	4	64	96

**Course Level:** Introductory

**Course Description:** Preparation for career success including ethics, interpersonal relations, professional attire, and advancement.

**End-of-Course Outcomes:** Demonstrate skills for seeking and securing employment; apply problem-solving techniques; identify attitudes and values that contribute to career success; demonstrate how to work effectively as part of a team; exhibit business etiquette; and identify professional attire.

**CIP Code Description:** 52.0401 (Administrative Assistant and Secretarial Science, General)

**Effective Date:** September 1, 2015