November 10, 2011

M E M O R A N D U M

TO: Rolando Montoya

FROM: Michael Reiner

SUBJECT: APPROVAL OF CURRICULUM REPORT #85

Attached for your approval is the approved curriculum presented at the November 8, 2011, CASSC meeting.

The information in Curriculum Report #85 includes the following items:

1. **School of Engineering and Technology**
   - **User Fee Increase –**
     CTS2303 Implementing Directory Services
     CTS2306 Implementing a Networking Infrastructure
     CTS2334 Planning and Administering Windows Servers

   - **Revised Course Description –**
     COP2825 Implementing an Internet Server

2. **School of Business**
   - **Course Deletion –**
     MKA0949   Cooperative Education Work Experience

   - **Program Changes –**
     Business Administration – Non-Profit Management
     Financial Services – Mortgage Finance Specialization
     Marketing Management – Non-Profit Management
     Marketing Management – Real Estate Marketing
     Mortgage Finance (College Credit Certificate)

   - **Information Items**
     State Mandated – Program Title Change –
     Administrative Assistant **(Current Title)**
     Administrative Office Specialist **(New Title)**

If I can be of further assistance, please do not hesitate to contact me.

Attachment

Miami Dade College
College-wide CASSC Meeting – NOVEMBER 8, 2011
CURRICULUM REPORT #85

1. School of Engineering and Technology

User Fee Increase –
Effective Term: Spring 2011-2
Campus Affected by this Request: 1,2,3,5,6,7,8
Curriculum Action Rationale: Requesting to increase the current fee from $55 to $58.
Please note that this is in response to the Fee Audit data compiled.

Course No.	Title
CTS2303	Implementing Directory Services
CTS2306	Implementing a Networking Infrastructure
CTS2334	Planning and Administering Windows Servers

APPROVE_____OPPOSE_____ MORE INFORMATION_____

Revised Course Description
Curriculum Action Rationale: Updating course description to SLO format. Please note that
no other course change is being requested. Fee will remain the same.

Course No.	Course Title	Credits	Campus	Eff. Term
COP2825	Implementing an Internet Server	4	1,2,3,5,6,7,8	2011-2

Course Description: Students will learn to implement, support, and maintain Internet
servers. Both Microsoft and Apache servers are covered. Laboratory fee. A .S. degree credit
only (48 hr. lecture 32 hr. lab). Recommended Preparation: Prior knowledge of operating
systems and managing network resources is recommended.

APPROVE_____OPPOSE_____ MORE INFORMATION_____

2. School of Business

Course Deletion -

Curriculum Action Rationale: End term course, last term offered was 2007-1. No course replacement needed for program 55006 because there is enough selection in the area to meet the total amount of credits.

Effective Term: Spring 2011-2

Campus Affected by this Request: 1,2,3,5,6,7,8

Course No.	Course Title
MKA0949	Cooperative Education Work Expeirence

APPROVE_____**OPPOSE**_____ **MORE INFORMATION**_____

Program Changes –
Program Title: Business Administration – Non-Profit Management
Start Term: 2011-2 Spring Semester
Degree Type: Associate of Applied Science
Affected Campus by this request: 1, 2, 3, 5, 6, 7, 8
Program Description: The Business Administration Associate of Applied Science degree program is designed for students seeking employment or advancement in non-profit management. There is only one Associate of Applied Science in Business Administration. Students may select one of the five options.

Proposal Executive Summary:

MEMO

TO: Academic Programs

FROM: Thania Rios, School Director

SUBJECT: Five Year Course Deletions- Business Administration – Non-Profit Management (A5089)

EFFECTIVE: Spring 2011-2

This memo pertains to courses that are scheduled to be deleted.

Please note the following changes:
- ACG 2500 – End term course effective 2011-1; last time course was offered was 2002-2. Delete course from Area 8. Not necessary to replace with another course because we have enough selection in this area to meet total number of credits.
- GEB 2893 – End term course effective 2011-1; last time course was offered was 2000-2.
- Decrease Area 8 by 3 credits from 18 to 15 credits.
- Increase Electives - Area 9 - by 3 credits from 2 to 5 credits.

APPROVE_____OPPOSE_____ MORE INFORMATION_____

ASSOCIATE OF APPLIED SCIENCE
PROGRAM OF STUDY: BUSINESS ADMINISTRATION - NON-PROFIT MANAGEMENT (A5089)
EFFECTIVE TERM: ~~Fall 2011 (2011-1)~~ SPRING 2011-2

I. GENERAL EDUCATION REQUIREMENTS

1. COMMUNICATIONS (3.00 credits) ☐ ENC 1101 - English Composition 1 (3 credits)

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2. ORAL COMMUNICATIONS (3.00 credits)

☐ SPC 1017 - Fundamentals of Speech Communication (3 credits)

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3. HUMANITIES (3.00 credits)

☐ PHI 2604 - Critical Thinking/Ethics (3 credits)

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4. SOCIAL ENVIRONMENT (3.00 credits)

☐ CLP 1006 - Psychology of Personal Effectiveness (3 credits)

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5. MATH/SCIENCE (3.00 credits)

☐ QMB 2100 - Basic Business Statistics (3 credits)   ☐ MTB 1103 - Business Mathematics (3 credits)

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6. COMPUTER COMPETENCY
Test type(s) needed:

☐ CGS 1060 - Introduction to Microcomputer Usage (4 credits)

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7. MAJOR COURSE REQUIREMENTS (29.00 credits)
Must take 3.0 credits from the following group.

☐ ACG 2021 - Financial Accounting (3 credits)   ☐ ACG 2011 - Principles of Accounting 2 (3 credits)

- - - And - - -

Must take 3.0 credits from the following group.

☐ BUL 2241 - Business Law 1 (3 credits)   ☐ BUL 2131

- - - And - - -

Must take 23.0 credits from the following group.

☐ ACG 2021L - Financial Accounting Lab (1 credit)   ☐ GEB 1011 - Principles of Business (3 credits)

☐ ACG 2450 - Microcomputers in Accounting (1-3 credits)   ☐ MAN 2021 - Principles of Management (3 credits)
Area note: ACG2450 must be taken at 3 credit hrs. in order to satisfy the 23.0   ☐ MAR 1011 - Principles of Marketing (3 credits)
credits required for this area.
                                                         ☐ OST 2335 - Business Writing (3 credits)
☐ CGS 1060 - Introduction to Microcomputer Usage (4 credits)

☐ ECO 2013 - Principles of Economics (Macro) (3 credits)

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8. AREA SPECIALIZATION (~~18~~ 15.00 credits)
Must take 3.0 credits from the following group.

☐ MAN 1949 - Co-op Work Experience 1: MAN (3 credits)   ☐ ~~GEB 2893 - Strategic & Policy Issues in Non-Profit Organizations (3 credits)~~ Delete from System

- - - And - - -

Must take ~~15.0 credits~~ from the following group. 12 credits

☐ ~~ACG 2500 - Financial Management for Non-Profit Organizations (3 credits)~~ Delete from System   ☐ MAR 1053 - Marketing for Non-Profit Organizations (3 credits)

                                                         ☐ MAR 2340 - Resource Development (3 credits)
☐ MAN 1023 - Management for Non-Profit Organization (3 credits)

☐ MAN 2300 - Human Resources Management (3 credits)

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9. ELECTIVES ~~(2.00 credits)~~ 5 credits   ☐ MAR*

- [ ] ACG*
- [ ] BAN*
- [ ] BRC*
- [ ] BUL*
- [ ] CGS*
- [ ] ECO*
- [ ] FIN*
- [ ] GEB*
- [ ] MAC*
- [ ] MAN*

- [ ] MKA*
- [ ] MNA*
- [ ] MTB*
- [ ] OST*
- [ ] PUR*
- [ ] QMB*
- [ ] REE*
- [ ] SBM*
- [ ] TAX*

* End of Program Sheet *

Program Title: Financial Services – Mortgage Finance Specialization
Start Term: 2011-2 Spring Semester
Degree Type: Associate in Science
Affected Campus by this request: 1, 2, 3, 5, 6, 7, 8
Program Description: The Financial Services program is designed to meet the needs of students who plan to seek employment with commercial banks, stock brokerage companies and related financial organizations. It is also planned for students who are currently employed and desire advancement to positions of greater responsibility.

Proposal Executive Summary:

Miami Dade College
Wolfson Campus

School of Business

This is a modification requesting a reduction of the credits for the Associate in Science (AS) in Financial Services (listed CIP 1206030100). Currently, the total number of credits for the AS, with a specialization, is 64 and the request is to decrease the number of credits to 60 as instructed by the State Mandated Program Changes for 2011-2012. The area affected is the electives that will be changed from 11-12 to 7-8. The details by specialization are as follows:

Financial Management Specialization (22024)   From 11 elective credits to 7 elective credits

Mortgage Finance Specialization (22025)   From 11 elective credits to 7 elective credits

Banking Specialization (22026)   From 12 elective credits to 8 elective credits

APPROVE_____OPPOSE_____ MORE INFORMATION_____

<mark><u>Showing Changes</u></mark>

I. GENERAL EDUCATION REQUIREMENTS

1. COMMUNICATIONS (3.00 credits)

☐ <u>ENC 1101</u> - English Composition 1 (3 credits)

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2. ORAL COMMUNICATIONS (3.00 credits)

☐ <u>SPC 1017</u> - Fundamentals of Speech Communication (3 credits)

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3. HUMANITIES (3.00 credits)

☐ <u>PHI 2604</u> - Critical Thinking/Ethics (3 credits)

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4. BEHAVIORAL/SOCIAL SCIENCE (3.00 credits)

☐ <u>CLP 1006</u> - Psychology of Personal Effectiveness (3 credits)

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5. MATH/SCIENCE (3.00 credits)

☐ <u>QMB 2100</u> - Basic Business Statistics (3 credits)

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6. COMPUTER COMPETENCY
Test type(s) needed:

☐ <u>CGS 1060</u> - Introduction to Microcomputer Usage (4 credits)

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7. MAJOR COURSE REQUIREMENTS (7.00 credits)

Must take 3.0 credits from the following group. ☐ <u>ACG 2021</u> - Financial Accounting (3 credits)

☐ <u>ACG 2011</u> - Principles of Accounting 2 (3 credits)

- - - And - - -

Must take 1.0 credits from the following group. ☐ <u>ACG 2011L</u> - Principles of Accounting 2 Lab (1 credit)

☐ <u>ACG 2021L</u> - Financial Accounting Lab (1 credit)

- - - And - - -

Must take 3.0 credits from the following group. ☐ <u>ECO 2013</u> - Principles of Economics (Macro) (3 credits)

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8. PROGRAM CORE REQUIRED (31.00 credits)

Must take 3.0 credits from the following group. ☐ <u>BUL 2241</u> - Business Law 1 (3 credits)

☐ <u>BUL 2131</u>

- - - And - - -

Must take 28.0 credits from the following group. ☐ <u>ACG 2071</u> - Managerial Accounting (3 credits)

☐ <u>ACG 2071L</u> - Managerial Accounting Lab (1 credit)

☐ <u>BAN 1004</u> - Principles of Banking (3 credits)

☐ <u>ECO 2023</u> - Principles of Economics (Micro) (3 credits)

☐ <u>FIN 2000</u> - Principles of Finance (3 credits)

☐ <u>FIN 2010</u> - Investments in Stocks and Bonds (3 credits)

☐ <u>FIN 2100</u> - Personal Finance (1-3 credits)

☐ <u>GEB 1011</u> - Principles of Business (3 credits)

☐ <u>MAN 2021</u> - Principles of Management (3 credits)

☐ <u>MAR 1011</u> - Principles of Marketing (3 credits)

9. MAJOR COURSE ELECTIVE <mark>7 credits</mark>

- [ ] ACG 2071 - Managerial Accounting (3 credits)
- [ ] ACG 2071L - Managerial Accounting Lab (1 credit)
- [ ] ACG 2170 - Financial Statement Analysis (3 credits)
- [ ] ACG 2450 - Microcomputers in Accounting (1-3 credits)
- [ ] BAN 1155 - International Banking AIB (3 credits)
- [ ] BAN 1156 - Letters of Credit (3 credits)
- [ ] BAN 1231 - Introduction to Commercial Lending (3 credits)
- [ ] BAN 1241 - Bank Cards (3 credits)
- [ ] BAN 1400 - Trust Functions and Services (3 credits)
- [ ] BAN 1782 - Bank Investments (3 credits)
- [ ] BAN 1800 - Law and Banking (3 credits)
- [ ] BAN 1920
- [ ] BAN 2135 - Bank Accounting (3 credits)
- [ ] BAN 2210 - Analyzing Financial Statements (3 credits)
- [ ] BAN 2211 - Applied Financial Statement Analysis (3 credits)
- [ ] BAN 2253 - Residential Mortgage Lending (3 credits)
- [ ] BAN 2746 - Bank Control and Audit (3 credits)
- [ ] BAN 2784 - Trust Management (3 credits)
- [ ] BAN 2920

- [ ] BRC 1059 - Diversity Awareness And Customer Service (3 credits)
- [ ] BRC 1602 - Technology Applications in Mortgage Financing (3 credits)
- [ ] BRC 2266 - Affordable Housing and Community (3 credits)
- [ ] BRC 2267 - Fair Housing and Fair Lending (3 credits)
- [ ] BRC 2268 - Mortgage Loan Servicing and Quality (3 credits)
- [ ] BRC 2941 - Field Experience in Mortgage Finance (3 credits)
- [ ] BUL 2242 - Business Law 2 (3 credits)
- [ ] CGS 1060 - Introduction to Microcomputer Usage (4 credits)
- [ ] ECO 2023 - Principles of Economics (Micro) (3 credits)
- [ ] ECO 2220 - Money & Banking (3 credits)
- [ ] FIN 2000 - Principles of Finance (3 credits)
- [ ] FIN 2010 - Investments in Stocks and Bonds (3 credits)
- [ ] FIN 2100 - Personal Finance (1-3 credits)
- [ ] MNA 1345 - Effective Supervision (3 credits)
- [ ] MTB 1103 - Business Mathematics (3 credits)
- [ ] OST 1330 - Business English (3 credits)
- [ ] QMB 2100L - Basic Statistics Lab (1 credit)
- [ ] REE 2200 - Real Estate Finance (3 credits)

Program Title: Marketing Management – Non-Profit Management
Start Term: 2011-2 Spring Semester
Degree Type: Associate in Science
Affected Campus by this request: 1, 2, 3, 5, 6, 7, 8
Program Description: The marketing management program is designed mainly for students who intend to seek immediate employment in the fields of marketing and those desiring to work in a non-profit institution. Also for those presently employed in marketing but seeking advancement.

Proposal Executive Summary:

MEMO

TO: Academic Programs

FROM: Thania Rios, School Director

SUBJECT: Five Year Course Deletions- Business Administration – Non-Profit Management (25054)

EFFECTIVE: Spring 2011-2

This memo pertains to courses that are scheduled to be deleted.

Please note the following changes:
- Delete: ACG 2500 – End term course effective 2011-1; last time course was offered was 2002-2. Delete course from Area 8. Not necessary to replace with another course because we have enough selection in this area to meet total number of credits.
- Delete: GEB 2893 – End term course effective 2011-1; last time course was offered was 2000-2.
- Decrease Area 8 by 3 credits from 18 to 15 credits.
- Increase Electives - Area 9 - by 3 credits from 7 to 10 credits.

APPROVE_____OPPOSE_____ MORE INFORMATION_____

ASSOCIATE IN SCIENCE DEGREE
PROGRAM OF STUDY: <u>MARKETING MANAGEMENT - NON-PROFIT MANAGEMENT (25054)</u>
EFFECTIVE TERM: ~~Fall 2011 (2011-1)~~ SPRING 2011-2

I. GENERAL EDUCATION REQUIREMENTS

1. COMMUNICATIONS (3.00 credits)

☐ ENC 1101 - English Composition 1 (3 credits)

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2. ORAL COMMUNICATIONS (3.00 credits)

☐ SPC 1017 - Fundamentals of Speech Communication (3 credits)

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3. HUMANITIES (3.00 credits)

☐ PHI 2604 - Critical Thinking/Ethics (3 credits)

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4. BEHAVIORAL/SOCIAL SCIENCE (3.00 credits)

☐ CLP 1006 - Psychology of Personal Effectiveness (3 credits)

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5. MATH/SCIENCE (3.00 credits)

☐ QMB 2100 - Basic Business Statistics (3 credits)

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6. COMPUTER COMPETENCY
Test type(s) needed:

☐ CGS 1060 - Introduction to Microcomputer Usage (4 credits)

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7. MAJOR COURSE REQUIREMENTS (24.00 credits)

Must take 3.0 credits from the following group. ☐ ACG 2021 - Financial Accounting (3 credits)

☐ ACG 2011 - Principles of Accounting 2 (3 credits)

- - - And - - -

Must take 3.0 credits from the following group. ☐ ACG 2450 - Microcomputers in Accounting (1-3 credits)

☐ CGS 1060 - Introduction to Microcomputer Usage (4 credits)

- - - And - - -

Must take 3.0 credits from the following group. ☐ BUL 2241 - Business Law 1 (3 credits)

☐ BUL 2131

- - - And - - -

Must take 15.0 credits from the following group.

☐ ECO 2023 - Principles of Economics (Micro) (3 credits)

☐ MAR 1011 - Principles of Marketing (3 credits)

☐ OST 2335 - Business Writing (3 credits)

☐ GEB 1011 - Principles of Business (3 credits)

☐ MAN 2021 - Principles of Management (3 credits)

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8. PROGRAM CORE REQUIRED ~~(18.00 credits)~~ 15 credits

Must take 15.0 credits from the following group.

☐ MAN 1023 - Management for Non-Profit Organization (3 credits)

☐ MAR 1053 - Marketing for Non-Profit Organizations (3 credits)

☐ MAR 2340 - Resource Development (3 credits)

☐ ~~ACG 2500 - Financial Management for Non-Profit Organizations (3 credits)~~ Delete from System

☐ MAN 2300 - Human Resources Management (3 credits)

- - - And - - -

Must take 3.0 credits from the following group.

☐ [MAN 1949](#) - Co-op Work Experience 1: MAN (3 credits)

☐ ~~GEB 2893 - Strategic & Policy Issues in Non-Profit Organizations (3 credits)~~

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9. MAJOR COURSE ELECTIVE ~~(7.00 credits)~~ 10 credits

☐ ACG*

☐ BAN*

☐ BUL*

☐ BRC*

☐ CGS*

☐ CIS*

☐ COP*

☐ ECO*

☐ FIN*

☐ GEB*

☐ MAN*

☐ MAR*

☐ MKA*

☐ MNA*

☐ MTB*

☐ OST*

☐ PUR*

☐ QMB*

☐ REE*

☐ TRA*

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* End of Program Sheet *

Program Title: Marketing Management – Real Estate Marketing
Start Term: 2011-2 Spring Semester
Degree Type: Associate in Science
Affected Campus by this request: 1, 2, 3, 5, 6, 7, 8
Program Description: The Marketing Management program is designed mainly for students who intend to seek immediate employment in the field of real estate; also for those presently employed in marketing but seeking advancement.

Proposal Executive Summary:

MEMO

TO: Academic Programs

FROM: Thania Rios, School Director

SUBJECT: Five Year Course Deletions- Marketing Management – Real Estate Marketing (25050)

EFFECTIVE: Spring 2011-2

This memo pertains to courses that are scheduled to be deleted.

Please note the following changes:

- Delete: MNA 1053 from Area 9. Course will be end-termed 2011-1; last time course was offered was 2000-1. Note: This course does not need to be replaced with another course, because we have enough course selection(s) in this area to meet total number of credits.

APPROVE_____OPPOSE_____ MORE INFORMATION_____

ASSOCIATE IN SCIENCE DEGREE
PROGRAM OF STUDY: <u>MARKETING MANAGEMENT - REAL ESTATE MARKETING (25050)</u>
EFFECTIVE TERM: <u>Fall 2011 (2011-1)</u>

I. GENERAL EDUCATION REQUIREMENTS

1. COMMUNICATIONS (3.00 credits)

☐ ENC 1101 - English Composition 1 (3 credits)

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2. ORAL COMMUNICATIONS (3.00 credits)

☐ SPC 1017 - Fundamentals of Speech Communication (3 credits)

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3. HUMANITIES (3.00 credits)

☐ PHI 2604 - Critical Thinking/Ethics (3 credits)

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4. BEHAVIORAL/SOCIAL SCIENCE (3.00 credits)

☐ CLP 1006 - Psychology of Personal Effectiveness (3 credits)

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5. MATH/SCIENCE (3.00 credits)

☐ QMB 2100 - Basic Business Statistics (3 credits)

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6. COMPUTER COMPETENCY
Test type(s) needed:

☐ CGS 1060 - Introduction to Microcomputer Usage (4 credits)

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7. MAJOR COURSE REQUIREMENTS (24.00 credits)

Must take 3.0 credits from the following group. Financial Accounting (3 credits)

- - - And - - -

Must take 3.0 credits from the following group. Microcomputers in Accounting (1-3 credits)

- - - And - - -

Must take 3.0 credits from the following group.

☐ BUL 2241 - Business Law 1 (3 credits)

Must take 15.0 credits from the following group.

☐ ECO 2023 - Principles of Economics (Micro) (3 credits)
☐ GEB 1011 - Principles of Business (3 credits)
☐ MAN 2021 - Principles of Management (3 credits)

☐ ACG 2011 - Principles of Accounting 2 (3 credits)
☐ ACG 2021 -

☐ ACG 2450 -   ☐ CGS 1060 - Introduction to Microcomputer Usage (4 credits)

- - - And - - -

☐ BUL 2131

- - - And - - -

☐ MAR 1011 - Principles of Marketing (3 credits)
☐ OST 2335 - Business Writing (3 credits)

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8. PROGRAM CORE REQUIRED A (4.00 credits)

☐ REE 2040 - Real Estate Principles and Practices (P&P 1) (4 credits)

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9. PROGRAM CORE REQUIRED B (8.00 credits)

☐ REE 2041 - Real Estate Brokerage (P&P 2) (5 credits)
☐ REE 2085 - Post Licensure Education for Salespersons (3 credits)

☐ REE 2270 - Mortgage Banking and Brokerage (3 credits)
☐ MNA 1051 - Condominium and Association Management 1 (3 credits)
☐ MNA 1053 - Condominium & Association Law (3 credits)

☐ [REE 2200](#) - Real Estate Finance (3 credits)   <mark>Delete   from System</mark>

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10. MAJOR COURSE ELECTIVE (13.00 credits)

☐ ACG*

☐ BAN*

☐ BUL*

☐ BRC*

☐ CGS*

☐ CIS*

☐ COP*

☐ ECO*

☐ FIN*

☐ GEB*

☐ MAN*

☐ MAR*

☐ MKA*

☐ MNA*

☐ MTB*

☐ OST*

☐ PUR*

☐ QMB*

☐ REE*

☐ TRA*

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* End of Program Sheet *

Program Title: Mortgage Finance
Start Term: 2011-2 Spring Semester
Degree Type: College Credit Certificate (CCC)
Affected Campus by this request: 1, 2, 3, 5, 6, 7, 8
Program Description: The Mortgage Finance College Credit Certificate applies towards an Associate in Science in Financial Services degree. It is designed to develop entry level professionals to work in Mortgage Finance, with emphasis in Affordable Housing. A major goal is to increase the role and level of minorities in the Mortgage Finance industry.

Proposal Executive Summary:

MEMO

TO: Academic Programs

FROM: Thania Rios, School Director

SUBJECT: Five Year Course Deletions- MORTGAGE FINANCE (62004) CCC

EFFECTIVE: Spring 2011-2

This memo pertains to courses that are scheduled to be deleted.

Please note the following changes:
- Delete: BRC 1602 from Area 2. End term course effective 2011-1; last time course was offered was 2004-3.
- Add: OST 1330 –Business English (3 credits). Add this course to Area 2. No Change to the number of credits stays at 9 credits.

APPROVE_____OPPOSE_____ MORE INFORMATION_____

COLLEGE CREDIT CERTIFICATE
PROGRAM OF STUDY: <u>MORTGAGE FINANCE (COLLEGE CREDIT CERTIFICATE) (62004)</u>
EFFECTIVE TERM: <u>Spring 2011 (2011-2)</u>

I. GENERAL EDUCATION REQUIREMENTS

1. MAJOR COURSES FIRST SEMESTER (13.00 credits) □ BAN 1004 - □ BAN 2253 - Residential Mortgage Lending (3 credits)
Principles of Banking (3 credits)
□ REE 2040 - Real Estate Principles and Practices (P&P 1) (4 credits)
□ BRC 1059 - Diversity Awareness And Customer Service (3 credits)

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2. MAJOR COURSES SECOND SEMESTER (9.00 credits) □ BRC 1602 □ MKA 1021 - Fundamentals of Selling (3 credits)
- Technology Applications in Mortgage Financing (3 credits)

OST1330 – Business English (3 credits)

*Area note: OST1330 cannot be used to satisfy the General Education
Communications requirement for the A.S degree in Mortgage Finance
(22025).*
□ BRC 2266 - Affordable Housing and Community (3 credits)

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3. MAJOR COURSES THIRD SEMESTER (9.00 credits) □ BRC 2267 - □ BRC 2941 - Field Experience in Mortgage Finance (3 credits)
Fair Housing and Fair Lending (3 credits)
□ BRC 2268 - Mortgage Loan Servicing and Quality (3 credits)

<u>Information Items</u>
<u>State Mandated – Program Title Change –</u>

Program Title: Administrative Assistant (**current**)
                                       Administrative Office Specialist (**new student**)
Start Term: 2011-2 Spring Semester
Degree Type: Career Technical Certificate (formerly VCC)
Affected Campus by this request: 1, 2, 3, 5, 6, 7, 8
Program Description: The Administrative Office Specialist program is designed to prepare the student to enter the world of commerce and government organizations. The student is led through four completion points covering general office clerk, clerical support, administrative support and administrative assistant. Test of Adult Basic Education (TABE) is required.

Proposal Executive Summary:

MEMO

TO: Academic Programs

FROM: Thania Rios, School Director

SUBJECT: State Mandated Program Title Change & End-Term Course Request (Re: MKA 0949)

EFFECTIVE: Spring 2011-2

This memo pertains to courses that are scheduled to be end-termed within the Administrative Office Specialist program (55006).

Please note the following changes:
- State Mandated Program Title Change:
    - From *Administrative Assistant* to *Administrative Office Specialist* (55006) effective 2012-2013.
- End term course:
    - MKA 0949, last term offered was 2007-1. No course replacement needed for program 55006 because there are enough course(s) selection(s) in the electives area to meet the total amount of credits for the section.

CAREER TECHNICAL CERTIFICATE
PROGRAM OF STUDY: <mark>Administrative Office Specialist</mark> ~~ADMINISTRATIVE ASSISTANT~~ (55006)
EFFECTIVE TERM: <u>Spring (2011-2)</u>

I. GENERAL EDUCATION REQUIREMENTS

1. COMPLETION POINT - A (150.00 hours)

☐ OTA 0101 - Typing 1 (1.5 vocational credits)

☐ OTA 0421 - Office Procedures 1 (2.5 vocational credits)

☐ SLS 0341 - Employability Skills (1.0 vocational credit)

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2. COMPLETION POINT - B (300.00 hours)

☐ CTS 0050 - Introduction to Microcomputers (2.5 vocational credits)

☐ GEB 0036 - Entrepreneurship and Private Enterprise System (2.50 credits)

☐ OTA 0102 - Keyboarding 1 (2.5 vocational credits)

☐ OTA 0311 - Basic Business English (2.0 - 2.5 variable vocational credits)

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3. COMPLETION POINT - C (150.00 hours)

☐ OCA 0301 - Introduction to Word Processing/ Transcription (2.5 vocational credits)

☐ MTB 0102 - Business Mathematics (2.5 vocational credits)

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4. COMPLETION POINT - D (300.00 hours)

☐ OCA 0312 - Word Processing on Microcomputers (2.5 vocational credits)

☐ OTA 0105 - Keyboarding 2 (2.5 vocational credits)

☐ OTA 0171 - Machine Transcription (2.5 vocational credits)

☐ OTA 0303 - Writing for Business (2.5 vocational credits)

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5. ELECTIVES (150.00 hours)

☐ <mark>~~MKA 0949 - Cooperative Education Work Experience (3-6 variable vocational credits)~~</mark>

☐ CTS 0055 - Electronic Spreadsheets w/Applications (2.5 vocational credits)

☐ CGS 0566 - Microcomputer Operating Systems (DOS) (2.5 vocational credits)
<mark>No course replacement needed; enough selection in this area to meet total amount of credits.</mark>

☐ CGV 0250 - Database Applications (2.5 vocational credits)

☐ MAN 0005

☐ MNA 0103 - Human Relations at Work (2.5 vocational credits)

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* End of Program Sheet *