CURRICULUM COMMITTEE COURSE ADDITION FORM
2009-2010

DATE: November 13, 2009
DEPARTMENT CHAIR: Lenora Keas
DEPARTMENT: Business Administration
DISCIPLINE WHERE COURSE RESIDES: Business Administration
(CHECK ALL THAT APPLY)

☑ ADD A NEW COURSE TO THE COURSE INVENTORY
☑ ADD A NEW COURSE TO THE CATALOG
(Attach Course Syllabus and Learning Outcomes)

Course Title: Business Law
Course Prefix: BUSI
Course Number: 2301

Course Description:
Principles of law which form the legal framework for business activity. An introduction to the legal systems of government, business and society. Includes coverage of ethics, the judicial process, basics of contracts law, constitutional issues, business torts and crimes, creditor/debtor relationships, business organizations, international law, environmental law, and various aspects of regulation of business. R3, E3, M1.

Course Prerequisites: None
Course REM Levels: R 3 E 3 M 1
Lecture Hours: 3
Lab Hours: 0
Other Type Hours:
Semester Credit Hours: 3
Total Contact Hours: 48
Core Course: ☐ Yes ☑ No
If yes, date approved by Core Curriculum Committee:
Program(s) this course will support:
Business Administration & Management Development
Replacing a Course? ☑ Yes ☐ No If yes, identify course: BUSI 2302
Will this course be taught by existing and budgeted faculty positions? ☑ Yes ☐ No
If this course require special equipment? ☐ Yes ☑ No
If yes, explain and address availability or need to purchase special equipment.

For Registrar's Office Processing:
CIP Code Number: 22.0101.5124 Lab Fees: 0 Insurance: 0 Other Fees: 

Signature Indicates Approval:
Department Chair: Lenora Keas Date: 11-3-09
Dean: Date: 11-4-09
Curriculum Committee Approval: ☐ Yes ☑ No Date: 
Curriculum Committee Chair: Date: 
Vice President of Instruction: Date: 
Distribution of Copies by the Office of the Vice President of Instruction:
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☐ Curriculum Committee Website ☐ Division Dean ☐ Financial Aid Director
☐ Registrar ☐ Department Chair
CURRICULUM COMMITTEE COURSE ADDITION FORM  
2009-2010

DATE: November 13, 2009  
DEPARTMENT CHAIR: Lenora Keas  
DEPARTMENT: Business Administration  
DISCIPLINE WHERE COURSE RESIDES: Court Reporting  
(CHECK ALL THAT APPLY)

☐ ADD A NEW COURSE TO THE COURSE INVENTORY  
☐ ADD A NEW COURSE TO THE CATALOG  

(Attach Course Syllabus and Learning Outcomes)

<table>
<thead>
<tr>
<th>Course Title:</th>
<th>Introduction to Captioning/CART</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Prefix:</td>
<td>CRTR</td>
</tr>
<tr>
<td>Course Number:</td>
<td>1201</td>
</tr>
<tr>
<td>Course Description:</td>
<td>Introduction to the fields of captioning and Communication Access Realtime Translation (CART). Topics include the American's with Disabilities Act (ADA), employment opportunities and industry software and hardware.</td>
</tr>
<tr>
<td>Course Prerequisites:</td>
<td>CRTR 2341, CRTR 2301 &amp; CRTR 2310 or concurrent enrollment</td>
</tr>
<tr>
<td>Course REM Levels:</td>
<td>R 1 E 1 M 1</td>
</tr>
<tr>
<td>Lecture Hours:</td>
<td>2</td>
</tr>
<tr>
<td>Lab Hours:</td>
<td>1</td>
</tr>
<tr>
<td>Other Type Hours:</td>
<td></td>
</tr>
<tr>
<td>Semester Credit Hours:</td>
<td>2</td>
</tr>
<tr>
<td>Total Contact Hours:</td>
<td>48</td>
</tr>
<tr>
<td>Core Course:</td>
<td>☐ Yes ☐ No</td>
</tr>
<tr>
<td>If yes, date approved by Core Curriculum Committee:</td>
<td></td>
</tr>
<tr>
<td>Program(s) this course will support:</td>
<td>Court Reporting</td>
</tr>
<tr>
<td>Replacing a Course?</td>
<td>☐ Yes ☐ No</td>
</tr>
<tr>
<td>If yes, identify course:</td>
<td></td>
</tr>
<tr>
<td>Will this be taught by existing and budgeted faculty positions?</td>
<td>☑ Yes ☐ No</td>
</tr>
<tr>
<td>Will this course require special equipment?</td>
<td>☑ Yes ☐ No</td>
</tr>
<tr>
<td>If yes, explain and address availability or need to purchase special equipment.</td>
<td>Special equipment will be purchased through the Captioning Grant appropriation.</td>
</tr>
</tbody>
</table>

For Registrar's Office Processing:  
CIP Code Number | 22.0303  
Lab Fees | $3.00  
Insurance |  
Other Fees |  

Signature Indicates Approval:  
Department Chair: Lenora Keas Date: 11-3-09  
Dean: Date: 11-4-09  
Curriculum Committee Approval: ☐ Yes ☐ No Date:  
Curriculum Committee Chair: Date:  
Vice President of Instruction: Date:  

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☐ Division Dean  
☐ Financial Aid Director  
☐ Registrar  
☐ Department Chair
CURRICULUM COMMITTEE COURSE ADDITION FORM
2009-2010

DATE: November 13, 2009
DEPARTMENT CHAIR: Lenora Keas
DEPARTMENT: Business Administration
DISCIPLINE WHERE COURSE RESIDES: Court Reporting
(CHECK ALL THAT APPLY)

☑ ADD A NEW COURSE TO THE COURSE INVENTORY
☑ ADD A NEW COURSE TO THE CATALOG

(Attach Course Syllabus and Learning Outcomes)

Course Title: Captioning Technology I
Course Prefix: CRTR
Course Number: 1241
Course Description:
Overview of captioning and Communication Access Realtime Translation (CART) procedures, software and hardware.

Course Prerequisites: CRTR 2341, CRTR 2301 & CRTR 2310 or concurrent enrollment
Course REM Levels: R 1 E 1 M 1
Lecture Hours: 1
Lab Hours: 4
Other Type Hours:
Semester Credit Hours: 2
Total Contact Hours: 80

Core Course: ☐ Yes ☑ No
If yes, date approved by Core Curriculum Committee:

Program(s) this course will support:
Court Reporting

Replacing a Course? ☐ Yes ☑ No  If yes, identify course:
Will this be taught by existing and budgeted faculty positions? ☑ Yes ☐ No
Will this course require special equipment? ☑ Yes ☐ No
If yes, explain and address availability or need to purchase special equipment.

Special equipment will be purchased through the Captioning Grant appropriation.

For Registrar's Office Processing:
CIP Code Number 22.0303 Lab Fees $3.00 Insurance Other Fees

Signature indicates Approval:
Department Chair: Lenora Keas Date: 11-3-09
Dean: __________________________ Date: 11-4-09

Curriculum Committee Approval: ☐ Yes ☑ No Date: __________________________
Curriculum Committee Chair: __________________________ Date: __________________________

Vice President of Instruction: __________________________ Date: __________________________

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CURRICULUM COMMITTEE COURSE ADDITION FORM
2009-2010

DATE: November 13, 2009
DEPARTMENT CHAIR: Lenora Keas
DEPARTMENT: Business Administration
DISCIPLINE WHERE COURSE RESIDES: Court Reporting
(CHECK ALL THAT APPLY)
- ADD A NEW COURSE TO THE COURSE INVENTORY
- ADD A NEW COURSE TO THE CATALOG

(Attach Course Syllabus and Learning Outcomes)

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Captioning Technology II</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Prefix:</td>
<td>CRTR</td>
</tr>
<tr>
<td>Course Number:</td>
<td>1242</td>
</tr>
<tr>
<td>Course Description:</td>
<td>Hands-on skill development in captioning/Communication Access Realtime Translation (CART) software and hardware for various assignments.</td>
</tr>
</tbody>
</table>

Course Prerequisites: CRTR 1241
Course REM Levels: R 1 E 1 M 1
Lecture Hours: 1
Lab Hours: 4
Other Type Hours: 
Semester Credit Hours: 2
Total Contact Hours: 50

Core Course: [ ] Yes [ ] No
If yes, date approved by Core Curriculum Committee:
Program(s) this course will support:
Court Reporting
Replacing a Course? [ ] Yes [ ] No If yes, identify course:

Will this be taught by existing and budgeted faculty positions? [ ] Yes [ ] No
Will this course require special equipment? [ ] Yes [ ] No
If yes, explain and address availability or need to purchase special equipment.

Special equipment will be purchased through the Captioning Grant appropriation.

For Registrar’s Office Processing:
CIP Code Number: 22.0303 Lab Fees: 3.00 Insurance: Other Fees:

Signature Indicates Approval:
Department Chair: Lenora Keas Date: 11-03-09
Dean: Date: 11-04-09

Curriculum Committee Approval: [ ] Yes [ ] No Date: ________________
Curriculum Committee Chair: __________________________ Date: ________________

Vice President of Instruction: __________________________ Date: ________________

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[ ] Curriculum Committee Website [ ] Division Dean [ ] Financial Aid Director
[ ] Registrar [ ] Department Chair
CURRICULUM COMMITTEE COURSE ADDITION FORM  
2009-2010  

DATE: November 13, 2009  
DEPARTMENT CHAIR: Lenora Keas  
DEPARTMENT: Business Administration  
DISCIPLINE WHERE COURSE RESIDES: Court Reporting  
(CHECK ALL THAT APPLY)  
☑ ADD A NEW COURSE TO THE COURSE INVENTORY  
☑ ADD A NEW COURSE TO THE CATALOG  
(Attach Course Syllabus and Learning Outcomes)  

Course Title: Captioning Speed Building  
Course Prefix: CRTR  
Course Number: 1348  
Course Description:  
Skill development and specialized training using realtime/captioning equipment.  

Course Prerequisites: CRTR 1241 or concurrent enrollment  
Course REM Levels:  
R 1  E 1  M 1  
Lecture Hours: 2  
Lab Hours: 4  
Other Type Hours:  
Semester Credit Hours: 3  
Total Contact Hours: 96  
Core Course: ☑ Yes ☐ No  
If yes, date approved by Core Curriculum Committee:  
Program(s) this course will support: Court Reporting  
Replacing a Course? ☐ Yes ☑ No  If yes, identify course:  
Will this be taught by existing and budgeted faculty positions? ☑ Yes ☐ No  
Will this course require special equipment? ☑ Yes ☐ No  
If yes, explain and address availability or need to purchase special equipment.  
Special equipment will be purchased through the Captioning Grant appropriation.  

For Registrar's Office Processing:  
CIP Code Number 22.0303  
Lab Fees $3.00  
Insurance  
Other Fees  

Signature Indicates Approval:  
Department Chair: Lenora Keas  
Date: 11-3-09  
Dean:  
Date: 11-4-09  
Curriculum Committee Approval: ☐ Yes ☑ No  
Date:  
Curriculum Committee Chair:  
Date:  
Vice President of Instruction:  
Date:  

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☐ Registrar  ☐ Department Chair
CURRICULUM COMMITTEE COURSE ADDITION FORM  
2009-2010

DATE: November 13, 2009  
DEPARTMENT CHAIR: Lenora Keas  
DEPARTMENT: Business Administration  
DISCIPLINE WHERE COURSE RESIDES: Court Reporting

(CHECK ALL THAT APPLY)
- [ ] ADD A NEW COURSE TO THE COURSE INVENTORY  
- [ ] ADD A NEW COURSE TO THE CATALOG

(Attach Course Syllabus and Learning Outcomes)

<table>
<thead>
<tr>
<th>Course Title</th>
<th>Simulated Courtroom Proceedings</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Prefix</td>
<td>CRTR</td>
</tr>
<tr>
<td>Course Number</td>
<td>2343</td>
</tr>
<tr>
<td>Course Description</td>
<td>Instruction in the role of the court reporter in a courtroom environment. Emphasis on writing multiple-voice testimony and the production of transcripts utilizing realtime technology.</td>
</tr>
<tr>
<td>Course Prerequisites</td>
<td>CRTR 2341, CRTR 2301 &amp; CRTR 2310 or concurrent enrollment</td>
</tr>
<tr>
<td>Course REM Levels</td>
<td>R 1 E 1 M 1</td>
</tr>
<tr>
<td>Lecture Hours</td>
<td>2</td>
</tr>
<tr>
<td>Lab Hours</td>
<td>4</td>
</tr>
<tr>
<td>Other Type Hours</td>
<td></td>
</tr>
<tr>
<td>Semester Credit Hours</td>
<td>3</td>
</tr>
<tr>
<td>Total Contact Hours</td>
<td>96</td>
</tr>
<tr>
<td>Core Course</td>
<td>[ ] Yes  [ ] No</td>
</tr>
<tr>
<td>Program(s) this course will support:</td>
<td>Court Reporting</td>
</tr>
<tr>
<td>Replacing a Course?</td>
<td>[ ] Yes  [ ] No</td>
</tr>
<tr>
<td>Will this be taught by existing and budgeted faculty positions?</td>
<td>[ ] Yes  [ ] No</td>
</tr>
<tr>
<td>Will this course require special equipment?</td>
<td>[ ] Yes  [ ] No</td>
</tr>
<tr>
<td>Special equipment will be purchased through the Captioning Grant appropriation.</td>
<td></td>
</tr>
</tbody>
</table>

For Registrar's Office Processing:  
CIP Code Number 22.0303 Lab Fees $3.00 Insurance Other Fees

Signature Indicates Approval:  
Department Chair: Lenora Keas Date: 11-3-09  
Dean: Date: 11-4-09  
Curriculum Committee Approval: [ ] Yes  [ ] No Date:  
Curriculum Committee Chair: Date:  
Vice President of Instruction: Date:  
Distribution of Copies by the Office of the Vice President of Instruction:  
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- [ ] Curriculum Committee Website  
- [ ] Division Dean  
- [ ] Financial Aid Director  
- [ ] Registrar  
- [ ] Department Chair
CURRICULUM COMMITTEE COURSE ADDITION FORM
2009-2010

DATE: November 13, 2009
DEPARTMENT CHAIR: Lenora Keas
DEPARTMENT: Business Administration
DISCIPLINE WHERE COURSE RESIDES: Business Technology

(CHECK ALL THAT APPLY)

☐ ADD A NEW COURSE TO THE COURSE INVENTORY
☐ ADD A NEW COURSE TO THE CATALOG

(Attach Course Syllabus and Learning Outcomes)

Course Title: Medical Insurance
Course Prefix: POFM
Course Number: 1327

Course Description:
Survey of medical insurance including the life cycle of various claim forms, terminology, litigation, patient relations and ethical issues. Completion of HITT 1305 and POFM 1300 preferred but not required.

Course Prerequisites:

Course REM Levels: R 1  E 1  M 1
Lecture Hours: 2
Lab Hours: 4
Other Type Hours:
Semester Credit Hours: 3
Total Contact Hours: 96

Core Course: ☐ Yes ☑ No
If yes, date approved by Core Curriculum Committee:

Program(s) this course will support:
AAS: Medical Secretary

Replacing a Course? ☐ Yes ☑ No If yes, identify course:

Will this course be taught by existing and budgeted faculty positions? ☑ Yes ☐ No

Will this course require special equipment? ☐ Yes ☑ No
If yes, explain and address availability or need to purchase special equipment.

For Registrar's Office Processing:
CIP Code Number 51.0716 Lab Fees $12.00 Insurance Other Fees

Signature Indicates Approval:
Department Chair: Lenora Keas Date: 11-3-09
Dean: _______________________________ Date: 11-4-09

Curriculum Committee Approval: ☐ Yes ☑ No Date: _______________________________
Curriculum Committee Chair: _______________________________ Date: _______________________________

Vice President of Instruction: _______________________________ Date: _______________________________

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☐ Curriculum Committee Website ☐ Division Dean ☐ Financial Aid Director

☐ Registrar ☐ Department Chair
**CURRICULUM COMMITTEE COURSE ADDITION FORM**  
2009-2010

**DATE:** November 13, 2009  
**DEPARTMENT CHAIR:** Lenora Keas  
**DEPARTMENT:** Business Administration  
**DISCIPLINE WHERE COURSE RESIDES:** Business Technology  

**(CHECK ALL THAT APPLY)**  
- ✔ ADD A NEW COURSE TO THE COURSE INVENTORY  
- ✔ ADD A NEW COURSE TO THE CATALOG  

*(Attach Course Syllabus and Learning Outcomes)*

<table>
<thead>
<tr>
<th>Course Title:</th>
<th>Practicum-Administrative Assistant and Secretarial Science, General</th>
</tr>
</thead>
<tbody>
<tr>
<td>Course Prefix:</td>
<td>POFT</td>
</tr>
<tr>
<td>Course Number:</td>
<td>1264</td>
</tr>
<tr>
<td>Course Description:</td>
<td>Practical, general workplace training supported by an individualized learning plan developed by the employer, college and student.</td>
</tr>
<tr>
<td>Course Prerequisites:</td>
<td>None</td>
</tr>
<tr>
<td>Lecture Hours:</td>
<td>0</td>
</tr>
<tr>
<td>Lab Hours:</td>
<td>14</td>
</tr>
<tr>
<td>Other Type Hours:</td>
<td></td>
</tr>
<tr>
<td>Semester Credit Hours:</td>
<td>2</td>
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<tr>
<td>Total Contact Hours:</td>
<td>224</td>
</tr>
<tr>
<td>Core Course:</td>
<td>☐ Yes  ☑ No</td>
</tr>
<tr>
<td>Program(s) this course will support:</td>
<td>General Office Clerk Certificate</td>
</tr>
<tr>
<td>Replacing a Course?</td>
<td>☐ Yes  ☑ No  If yes, identify course:</td>
</tr>
<tr>
<td>Will this course require special equipment?</td>
<td>☑ Yes  ☐ No  If yes, explain and address availability or need to purchase special equipment.</td>
</tr>
</tbody>
</table>

**For Registrar's Office Processing:**  
CIP Code Number: 52.0401  
Lab Fees: 0  
Insurance:  
Other Fees:  

**Signature Indicates Approval:**  
Department Chair: Lenora Keas  
Date: 11-3-09  
Dean:  
Date: 11-4-09  
Curriculum Committee Approval:  
☐ Yes  ☐ No  
Date:  
Curriculum Committee Chair:  
Date:  
Vice President of Instruction:  
Date:  

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- ☐ Financial Aid Director  
- ☐ Registrar  
- ☐ Department Chair