PROGRAM REVISION FORM

Program Title: <u>Office Professions</u>

Program Type: ___AAS ___AAS-T __AST __ATA _<u>X</u>_Certificate ___Other

Revised Catalog Description (one paragraph):
Unchanged see attached

Requested by: <u>Bernice Portervint</u>_____ Date: <u>April 24, 2014</u>

Dean of Academics: _____Date: _____

> * *Attach copy of program description as in current catalog*
>
> * *Attach copy of revised program, marking changes. New courses must be approved prior to approval of revised program.*

Rationale for Changes: <u>Incorporation of foundational courses into program of study</u>

FORM MUST BE ACCOMPANIED BY PROGRAM OUTCOMES

Approval Signatures:

_____ _____
Curriculum Committee Chair   *Date*

_____ _____
Vice President for Instruction and Student Services   *Date*

Certificate in Office Professions

This program of study prepares students for entry-level positions in office professions.

NORTHWEST INDIAN COLLEGE REQUIREMENTS

HMDV 110	Introduction to Successful Learning (NE)	4
CMPS 101	Introduction to Computers or above (TE)	3
TOTAL NORTHWEST INDIAN COLLEGE REQUIREMENTS		**7**

NORTHWEST INDIAN COLLEGE FOUNDATIONAL REQUIREMENTS

CSOV 101	Introduction to Cultural Sovereignty (HT)	5
TOTAL NORTHWEST INDIAN COLLEGE FOUNDATIONAL REQUIREMENTS		**5**

GENERAL EDUCATION REQUIREMENTS

ENGL 100 OR	Introduction to College Writing, OR	5
BUAD 100	Practical English for the Workplace	
MATH 190	Vocational Mathematics or course meeting AAS QS requirement	5
TOTAL GENERAL EDUCATION REQUIREMENTS		**10**

CORE PROGRAM REQUIREMENTS

BUAD 101	Introduction to Business	5
BUAD 115	Essentials of Accounting	5
CMPS 116	Microsoft Office I	3
CMPS 117	Microsoft Office I	3
TOTAL CORE PROGRAM REQUIREMENTS		**16**

ELECTIVES - in BUAD, CMPS, or OFPR		**9**
TOTAL CERTIFICATE REQUIREMENTS		**47**

CERTIFICATES IN PROFESSIONAL TECHNICAL STUDIES

The Professional-Technical Studies certificates focus on particular professional-technical disciplines and prepare students for entry-level employment in that discipline. Students must consult with an advisor to determine the specific core requirements for their particular professional-technical studies certificate program. Not all programs will be available at all educational sites. Currently offered Professional-Technical certificates are: Casino Gaming Technician, Native Art, Office Professions, and Project Management.

NORTHWEST INDIAN COLLEGE REQUIREMENTS

HMDV 110 OR	Introduction to Successful Learning OR	4
CMST 101	Introduction to Oral Communication	
NASD 110	Introduction to Native American Studies	3
TOTAL NORTHWEST INDIAN COLLEGE REQUIREMENTS		**7**

GENERAL EDUCATION REQUIREMENTS

ENGL 100 OR	Introduction to College Writing OR	5
BUAD 100	Practical English for the Workplace	
MATH 190	Vocational Mathematics or MATH 102 or above	5
TOTAL GENERAL EDUCATION REQUIREMENTS		**10**

CORE PROFESSIONAL–TECHNICAL STUDIES REQUIREMENTS IN EMPAHSIS

See Individual areas below	28
TOTAL CORE PROFESSIONAL–TECHNICAL STUDIES REQUIREMENTS	**28**

Emphasis requirements as follows:

CERTIFICATE IN CASINO GAMING TECHNICIAN – CORE PROGRAM REQUIREMENTS

CMPS 101	Introduction to Computers	3
CMPS 140	Networking I	3
CMPS 144	Networking II	3
CMPS 104	Operating Systems I: Installation & Troubleshooting	3
CMPS 160	Assembly, Maintenance & Diagnostics	4
CMPS 175	Casino Gaming Systems	5
CMPS 197	Internship	6
HRCM 110	Customer Service & Hospitality	1
TOTAL CASINO GAMING CORE REQUIREMENTS		**28**

CERTIFICATE IN NATIVE ART – CORE PROGRAM REQUIREMENTS

CMPS 101	Introduction to Computers	3
ART Courses chosen in consultation with an advisor such that they support the student's deepening understanding and expression of Native Art of a particular tribe and place		25
TOTAL NATIVE ART CORE REQUIREMENTS		**28**

CERTIFICATES IN PROFESSIONAL TECHNICAL STUDIES CONTINUED

CERTIFICATE IN OFFICE PROFESSIONS – CORE PROGRAM REQUIREMENTS

BUAD 101	Introduction to Business	5
BUAD 115	Essentials of Accounting	5
CMPS 101	Introduction to Computers	3
CMPS 116	MS Office I	3
CMPS 117	MS Office II	3
CMPS, OFPR or BUAD	Electives	9
TOTAL OFFICE PROFESSIONS CORE REQUIREMENTS		**28**

CERTIFICATE IN PROJECT MANAGEMENT – CORE PROGRAM REQUIREMENTS

BUAD 180	Introduction to Project Management	5
BUAD 181	Intermediate Project Management	5
BUAD 182	Advanced Project Management	5
BUAD 216	Principles of Management	5
CMPS 101	Introduction to Computers (or above)	3
BUAD 197	Practicum in Project Management	3
CMST 220	Public Speaking	4
TOTAL PROJECT MANAGEMENT CORE REQUIREMENTS		**30**

STUDENT RESEARCHERS EXAMINE ON-CAMPUS RAIN GARDEN