New Program Request Form
CA1

General Information

Institution submitting proposal	Kansas City Kansas Community College
Name, title, phone, and email of person submitting the application *(contact person for the approval process)*	Mr. Jerry Pope Vice President of Academic Affairs (913) 288-7634 jpope@kckcc.edu
Identify the person responsible for oversight of the proposed program	Kristen Ball AOP Program Coordinator 913-288-7391 kball@kckcc.edu
Title of proposed program	Legal Administrative Assistant (Certificate)
Proposed suggested Classification of Instructional Program (CIP) Code	22.0301
CIP code description	Legal Administrative Assistant/Secretary-A program that prepares individuals to serve as legal office managers, special assistants, and legal secretaries. Includes instruction in office management, secretarial science, principles of U.S. or Canadian law, legal terminology and documentation, legal research, legal software applications, law office procedures, record-keeping, billing, applicable policies and regulations, and professional standards and ethics.
Standard Occupation Code (SOC) associated to the proposed program	43-6012
SOC description	Legal Secretaries and Administrative Assistants-Perform secretarial duties using legal terminology, procedures, and documents. Prepare legal papers and correspondence, such as summonses, complaints, motions, and subpoenas. May also assist with legal research.
Number of credits for the degree and all certificates requested	33 credits – Certificate B
Proposed Date of Initiation	Fall 2022
Specialty program accrediting agency	Accreditation Council of Business Schools and Programs (ACBSP)
Industry certification	Office Proficiency Assessment & Certification (OPAC)

Revised/Approved April 2021

Signature of College Official ___Jerry Pyne___ Date _6/21/22_

Signature of KBOR Official _____ Date _____

Narrative

Program Rationale
- Provide an overall explanation and background surrounding the development of the proposed program. Include where the idea came from, who was involved, and why the program is needed.

There are currently only two institutions offering a Legal Administrative Assistant (LAA) or Legal Office Professional program in the state of Kansas or the Kansas City metropolitan area. Neither program is offered online. There is a need to prepare students for the challenging field of Legal Administrative Assistant (LAA) in Wyandotte and Leavenworth Counties and beyond. Kansas City Kansas Community College (KCKCC) is uniquely positioned to fill that need. KCKCC has a paralegal program, but a LAA is an entirely different position. Paralegals are trained to act on behalf of an attorney doing legal research, preparing and filing cases with the court, summarizing cases and preparing reports for attorneys. LAAs are trained to do office work, such as greeting customers, typing documents, entering data into law software for customer billing, confirming court dates, and similar office tasks.

KCKCC's Administrative Office Professional (AOP) program has had online offerings since the 1980s. It was the first program to begin online delivery at the college. The program coordinator regularly recruits graduates from industry events, including the International Association of Administrative Professional's 1000-person annual convention. The program has graduated students from all over the United States who were never required to set foot on campus. KCKCC has the existing infrastructure, systems, and faculty to add a Legal Administrative Assistant Certificate to its offerings with minimal investment and potential solid returns.

At the April 26, 2021, AOP Advisory Board meeting, the topic of adding a certificate for Legal and Medical pathways was discussed and was supported by the Board *(minutes attached)*. The Board felt that adding these additional offerings would benefit the students, the college, and the community.

The entire AOP program underwent an internal Program Review in the 2021-2022 academic school year. Among the challenges identified were small declining enrollment in the AOP programs due to Covid and competition from workforce employment opportunities for students. Program opportunities identified were adding Legal and Medical Pathways to the AOP program. Those actions were endorsed by the Program Review Board, the Program Coordinator, and the Dean of the MSBT Division *(Program Review Excerpt attached)*. The Program Coordinator started developing the outline for an Action Plan to be submitted to the Program Review Committee in Fall 2021.

The Program Coordinator and Business Department faculty began researching the possibility of adding an LAA certificate program to the AOP curriculum in the fall of 2021. This research included discussions with fellow faculty members, local attorneys, the Dean of Math, Science, and Business Technology, and other interested parties. Receiving only positive feedback, it was decided to pursue this course of action. A virtual focus group with area lawyers, legal assistants, and legal administrative assistants was held on September 22, 2021, to solicit knowledge and ideas for the need and delivery of an LAA certificate program. A special meeting of the AOP Advisory Board was called on October 1, 2021, to discuss the proposal for offering an LAA certificate program in the Fall of 2022. The motion to submit the program to KCKCC Deans' Council and Academic Affairs Committee and the Kansas Board of Regents passed *(Minutes attached)*. The effort moved forward to the Dean's Council, and the KCKCC Academic Affairs Committee, and then submitted to the Kansas Board of Regents.

Program Description

Legal Administrative Assistant Certificate

Students wishing to further their education may transfer their Office Assistant certificate to the AOP Legal Administrative Assistant (LAA) certificate. This certificate prepares students for work in the legal field with such classes as Business Law and Legal Terminology and Document Preparation. The AOP LAA certificate may be seamlessly transferred into the AOP AAS degree, which can be completed by adding an additional twenty-nine credit hours. Any deviation from the program must be approved by the Dean of Math, Science, and Business Technology.

Course Number	Course Name	Credit Hours
BUSN 0140	Essential Career Skills	1
BUSN 0191	Microcomputer Apps I-II: Advanced Word*	2
BUSN 0204	Business Law	3
BUSN 0211	Business Communications*	3
BUSN 0250	Obtaining Employment	1
BUSN 0285	Occupational Internship*	3
BUSN 1151	Keyboarding	1
BUSN 1152	Document Formatting*	1
BUSN 1153	Speedbuilding I*	1
BUSN 2201	Records Management	1
BUSN 2202	Business English	1
BUSN 2203	Proofreading	1
BUSN 2204	Legal Terminology and Document Preparation	3
BUSN 2253	Customer Service	2
CIST 0111	Microcomputer Business Software*	3
CIST 0166	Microcomputer Apps I: Spreadsheets*	3
ENGL 0101	Composition I*	3
Total hours for Legal Administrative Assistant Certificate		33

* See course syllabi for administrative Professional course prerequisites.

Program Objectives

1. This program will prepare students for a position as a legal administrative assistant in public and private business offices with educational content that includes learning legal terminology, legal research, and preparing legal documents; to understand and describe the structure and organization of the American legal system and fundamental principles of the major subject areas of the law; to develop communication, decision-making, and problem-solving skills; and to use current web tools and software application programs to assist legal staff.
2. Have an active, engaged, professional advisory committee that aligns the educational objectives such that the program reflects changes in technology, rules, and regulations and complies with professional standards of conduct.
3. Partner with professionals, service companies, and technology partners in the legal industry and government entities to enable student internships, employment opportunities, engagement with the public, and student scholarships and grants.
4. Graduates, upon graduation, will be prepared to take and pass the Office Proficiency Assessment & Certification (OPAC) test.

Admission and Graduation Requirements

Admission requirements

Admission to the Legal Administrative Assistant program is based on successful completion of the following Admission Requirements. The number of students admitted may vary based on classroom/lab size restrictions and/or teacher-to-ratio.

1. Apply for admission to Kansas City Kansas Community College (KCKCC).
2. Take the college placement exam and score the equivalent of Comp I or provide a transcript of successful completion of the Comp I course.
3. Make an appointment with the Academic Advisor for enrollment.
4. Submit a high school transcript (or GED) with graduation date.
5. All official college transcripts evaluated and on file in Records Office with GPA or 2.0 or higher.

Transfer students

Admission of transfer students to the Legal Administrative Assistant certificate program is contingent upon meeting the following requirements:

- Regular admission and good standing at a regionally accredited technical certificate or degree-granting institution and proper completion of applications and related procedures as stated for new students.
- All official high school transcripts evaluated and on file in the Records Office with a GPA of 2.0 or higher
- Meet with an Adviser for an advising session and enrollment.

Graduation Requirements

- Complete program requirements with a GPA of 2.0 or higher
- No outstanding obligations (tuition, bookstore, library, etc.)
- Effective Spring 2005, Business majors must have a "C" or better in all business courses to meet the requirements of the business degree program.

To receive a certificate, students must pass all required coursework, submit transcripts needed for transfer credit and meet all academic, financial, or other obligations required for their program of study. To be eligible for graduation, students must have an overall GPA of at least 2.0. KCKCC urges students to monitor their educational progress. Before the end of the semester, students must meet with an Academic Advisor to complete a graduation check-off form that ensures all requirements will be finished prior to the anticipated graduation date.

Demand for the Program

- Using the Kansas Department of Labor's Long Term Occupational Outlook (https:klic.dol.ks.gov), identify employment trends and projections: occupational growth, occupational replacement rates, estimated annual medium wages, and typical education level needed for entry.
- Show demand from the local community. Provide letters of support from <u>at least three</u> potential employers, <u>which state the specific type of support</u> they will provide to the proposed program.
- Describe/explain any business/industry partnerships specific to the proposed program.
  If a formal partnership agreement exists, agreement explaining the relationship between partners and to document support to be provided for the proposed program must be submitted to the Board office independently of the CA1 materials for review purposes. The agreement will not be published or posted during the comment period.

The following information was gathered using the Kansas Department of Labor's Long Term Occupational Outlook (https://klic.dol.ks.gov):

- Typical Education: High-school diploma or equivalent
- Work Experience in a related occupation: None
- Typical on-the-job-training needed: Moderate-term on-the-job-training

Despite a slight declining projection percentage, the occupational outlook is basically stable, considering projected replacements necessary to fill vacancies due to retirements among the boomer generation.

Location	Mean hourly wage	Mean annual wage	Employ-ment	Annual Exits	Annual Transfers	Annual Openings	% Change in Employment
WYCO[1]	$26.63	$55,400	54	12	15	21	(2.3%)
KC-MO, KS Metro[2]	$25.95	$53,990	690	n/a	n/a	n/a	n/a
KC, KS Metro[3] (not incl WYCO)	$24.03	$49,991	187	9	10	16	(1.8%)
NE KS Region[3]	$20.75	$43,150	366	17	20	30	(2.1%)
Kansas[3]	$18.88	$39,280	1,184	55	65	96	(2.2%)

[1]Wyandotte County, Kansas, 2020Q2
[2]Kansas Wage Survey 2021 Edition, Local Area III (Kansas City Area)
[3]Kansas Long-term Occupational Projections 2018-2028

Outside of the AOP Advisory Board we have no partnerships nor are we seeking any at this time. The program will not be offered for high school students at this time. This will change as we seek opportunities for internships in the second year of the certificate, and for those teaching in the program.

The LAA program was discussed at the Perkins CLNA meeting in December, 2021, with positive feedback from the participants. 54 annual openings were documented from the Kansas Labor Market Data, while AY2019 K-TIP data shows only a total of twelve Concentrators at Washburn Institute of Technology, and Concentrator data for Johnson County Community College was small cell suppressed (less than 5).

Duplication of Existing Programs
K-TIP 2020

Institution	Program	CIP	Online?	Declared Majors	Graduates Exiting	Graduates Employed	Graduates Annual Wage
Johnson County Community College	Legal Administrative Assistant Certificate	22.0301	N	13	*	$40,065	$40,065
Washburn Institute of Technology	Legal Office Professional	22.0301	N	17	*	*	*

* = Small cell suppression used to protect student privacy in accordance with FERPA and HEOA guidelines

Collaboration with similar programs

KCKCC is located 30 miles north of Johnson County Community College and 60 miles east of Washburn Institute of Technology. Considering the distance and the fact that the programs offered by these two institutions are limited to on-ground delivery, collaboration between the institutions did not appear to be a viable option. However, subsequent conversations with the program coordinator from Johnson County Community College yielded some possibilities for sharing a faculty member for at least one of the shared classes in the curriculum. This opportunity will be further pursued.

Program Information

Course Number	Course Name	Credit Hours
BUSN 0140	**Essential Career Skills**	1
BUSN 0191	**Microcomputer Apps I-II: Advanced Word***	2
BUSN 0204	**Business Law**	3
BUSN 0211	**Business Communications***	3
BUSN 0250	**Obtaining Employment**	1
BUSN 0285	**Occupational Internship***	3
BUSN 1151	**Keyboarding**	1
BUSN 1152	**Document Formatting***	1
BUSN 1153	**Speedbuilding I***	1
BUSN 2201	**Records Management**	1
BUSN 2202	**Business English**	1
BUSN 2203	**Proofreading**	1
BUSN 2204	**Legal Terminology and Document Preparation**	3
BUSN 2253	**Customer Service**	2
CIST 0111	**Microcomputer Business Software***	3
CIST 0166	**Microcomputer Apps I: Spreadsheets***	3
ENGL0101	**Composition I***	3
Total hours for Legal Administrative Assistant Certificate		33

* See course syllabi for administrative Professional course prerequisites.

Course Descriptions

BUSN-0140 Essential Career Skills 1 hour credit This course provides a well-balanced introduction to personal finance, entrepreneurship, and employment skills. Prerequisite: None. Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.

BUSN-0191 Microcomputer Applications I-II: (Advanced Word) 2 hours credit Microsoft Word is a full-featured word processing program that is a component of the Microsoft Office package. Using a hands-on approach, students will become familiar with advanced applications using title pages, tables, charts, and watermarks; form letters, mailing labels, and directories; and a professional newsletter. Prerequisites: CIST 0111 Microcomputer Business Software. Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.

BUSN-0204 Business Law I 3 hours credit Business Law I acquaints students with the legal framework that regulates business activity in the United States. It includes a brief introduction to the history and philosophy of law and the American legal system as it relates to business activity. The course concentrates on the essential elements of legally enforceable contracts. The course also introduces students to the legal rules governing agency, partnerships, employment, and insurance. Prerequisite: Placement score sufficient to test out of READ-0092 or READ-0092 with a grade of "C" or higher. Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.

BUSN-0211 Business Communications 3 hours credit Business Communications emphasizes correct business procedures, English, and psychology as they are related to business letters, reports, and other forms of official communication. Prerequisite: Completion of ENGL-0101 (Composition I) with a passing grade. Keyboarding skills are also recommended. Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.

BUSN-0250 Obtaining Employment 1 hour credit This course explains the techniques used to successfully obtain a job. Areas covered include locating job openings, completing application forms; writing an application letter, resume, and follow-up letter; preparing for interviews; and interviewing. Prerequisites: None Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.

BUSN-0285 Occupational Internship I 3 hours credit each semester The general purpose of the occupational internship is to bridge the gap between work and school by ensuring workplace skills meet the needs of the student's career goals and the needs of the employer. This course offers work experience under instructional supervision in an approved training situation designed to provide practical experience in marketing and/or management and administrative office professional. A minimum of 15 hours per week on-the-job training is required. Prerequisite: None Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.

BUSN-1151 Keyboarding 1 hour credit This introductory course teaches students to type by touch while improving speed and accuracy level. Topics include home keys, space bar, keyboarding numbers and the alphabet. The goal is a minimum of 28 wpm with 4 or less errors. Prerequisites: None. Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.

BUSN-1152 Document Formatting I 1 hour credit This course covers production of correspondence, reports, and simple tables. Prerequisite: BUSN-1151 and BUSN-1153. Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.

BUSN-1153 Speedbuilding I 1 hour credit Speedbuilding I is for students who want to attain speed and accuracy on straight-copy keying with a goal of 30- 50 wpm with 4 or less errors. Prerequisite: BUSN-1151 Keyboarding with a "C" or better. Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.

BUSN-2201 Records Management 1 hour credit Rules established by the Association of Records Managers and Administrators (ARMA) are used for alphabetic, geographic, subject, and numeric filing. Prerequisite: None. Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.

BUSN-2202 Business English 1 hour credit Business vocabulary and language usage are studied in parts of speech, sentence structure, capitalization, number style, and punctuation usage. Prerequisite: None. Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.

BUSN-2203 Proofreading 1 hour credit Students develop proofreading skills through ability to spell; to use fundamentals of word division, capitalization, expressions of numbers, punctuation, and grammar; and to read for meaning. Prerequisite: None. Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.

BUSN-2204 Legal Terminology and Document Preparation 3 credit hours This course is designed to prepare students to create and maintain legal documents and to use legal terminology in the proper context. Course contents include: definitions, spellings and pronunciations of legal terms, and sample copies of routine legal documents and their uses. The course will emphasize using legal research resources to create professional legal documents. Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.

BUSN-2251 Office Simulations 3 hours credit This course is designed to give students simulated practice with real world application of various office skills. The course is designed to give the student a working knowledge of the administrative assistant's duties and responsibilities. The students follow a self-directed, individualized set of instructions. Prerequisites: BUSN1153 Speedbuilding and BUSN-0191 Microcomputer Apps I-II: Advanced Word. Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.

BUSN-2253 Customer Service 2 hours credit This course is designed to build and maintain critical skills necessary to be a dynamic and successful service professional. Students will gain insight on customer behavior and attitudes and will develop strategies to create positive customer relationships. Prerequisites: Basic computer skills, keyboarding, e-mail, Windows experience, and Internet access/skills are recommended. Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.

CIST-0111 Microcomputer Business Software 3 hours credit Microcomputer Business Software explores the use of microcomputers in business. The four most common programs of spreadsheets, database management, presentation and word processing are used as models. Prerequisites: Keyboarding and basic computer skills are required.

CIST-0166 Microcomputer Applications: (Spreadsheets) 3 hours credit Spreadsheet applications will cover the fundamental aspects of any popular software package. Typically, those subjects that will be presented are: 1) spreadsheet uses in business, 2) commands dealing with spreadsheet construction and editing, 3) typical business applications and 4) numerous practical projects. Prerequisites: CIST-0101, Computer Concepts and Applications or CIST-0111, Microcomputer Business Software

ENGL-0101 Composition I 3 hours credit Composition 101 is the first of two required composition courses. It is designed to help students achieve language proficiency and write paragraphs and essays which demonstrate unity, coherence, and levels of usage appropriate to the topic, purpose, and audience. Prerequisite: COMPASS scores of 73 or better in reading & 45 or better in writing or completion of ENGL-0099 with a "C" or higher.

Program of Study/Degree Plan

Course Sequencing

First Semester	Second Semester	Third Semester
CIST 0111 Microcomputer Business Software (3)	BUSN 0191 Microcomputer Apps I-II: Advanced Word (2)	BUSN 0285 Occupational Internship (3)
BUSN 1151 Keyboarding (1)	CIST 0166 Microcomputer Apps I: Spreadsheets (3)	BUSN 2204 Legal Terminology and Document Preparation (3)
BUSN 1153 Speedbuilding (1)	BUSN 1152 Document Formatting (1)	BUSN 0211 Business Communications (3)
BUSN 2202 Business English (1)	BUSN 2201-Records Management (1)	
BUSN 2203 Proofreading (1)	BUSN 0204 Business Law (3)	
BUSN 2253 Customer Service (2)	BUSN 0140 Essential Career Skills (1)	
ENGL 0101 English Comp (3)	BUSN 0250 Obtaining Employment (1)	
12 hours	12 hours	9 hours

EXIT POINT FOR LEGAL ADMINISTRATIVE ASSISTANT: 33 CREDITS

ACCREDITATION

The Business Department at KCKCC is fully accredited by the Accreditation Council for Business Schools and Programs (ACBSP). Therefore, as a part of the Business Department, ACBSP will be the accrediting body for the Legal Administrative Assistant (LAA) certificate. The LAA certificate will be administered under the supervision of the Administrative Office Professional (AOP) program coordinator.

The next accreditation cycle for the KCKCC Business Department will be in 2024. The LAA Certificate will be examined with the rest of the Business Department programs, courses, faculty, objectives, and outcomes.

Faculty

Currently, all full-time and adjunct faculty in the Business Division and AOP program are ACBSP qualified. ACBSP qualifications for faculty are as follows:

Doctorate Degree Qualified

A Doctorate Degree Qualified faculty member meets at least one of the following criteria:
1. Doctorate in teaching field
2. Juris Doctorate—qualified to teach law courses
3. Out-of-field doctorate with 15 semester/22 quarter graduate credit hours or the equivalent of courses in the field

Master's Degree Qualified

A Master's Degree Qualified faculty member meets at least one of the following criteria:
1. Master's Degree in teaching field
2. MBA—The MBA is the qualified master's degree in the teaching field for business management and marketing degrees. The MBA is also the master's qualification to teach any introductory or principle level business unit courses (for example, entry-level accounting, economics, software applications, finance, intro to computers, etc.).
3. MED or MBE —The Master's in Education with a concentration in a business discipline is the master's degree in the teaching field for office administration.
4. Out-of-field master's degree with 15 semester/22 quarter graduate credit hours or the equivalent of courses in field 5. For Associate Degree Programs, the requirement is: Related or out-of-field master's or doctorate degree with 18 semester/27 quarter credit hours or the equivalent of courses in the field beyond the introductory principles level.

Out-of-field doctorate or master's degree faculty who do not meet the above criteria must be credentialed with documentation in two or more of the following areas:
a. In-field professional certification (national, regional, or state)
b. In-field professional employment—The institution must provide a minimum of three years of documented experience from the employer; i.e., if teaching a skill, the experience must be with that skill; if teaching marketing, the experience must be in marketing; if teaching management, the experience must be in a management position, etc.
c. High Performing Student Learning Outcome Results
d. In-field scholarship—The institution must provide documentation. See Criterion 5.9 for explanations of scholarly activity.
e. Relevant additional training equivalent to 15 semester/22 quarter credit hours of CEU's, military training, vendor training, etc.

Cost and Funding for Proposed Program
- Provide a detailed budget narrative that describes all costs associated with the proposed program (physical facilities, equipment, faculty, instructional materials, accreditation, etc.).
- Provide detail on **CA-1a form.**

Details can be found on the CA-1a form. At this time, we are not seeking grants or other funding for the start-up of the program. The program will be funded by tuition from other courses in the program and new courses will be funded by new tuition from new classes.

Program Review and Assessment

KCKCC has a comprehensive program review cycle and assessment process. Programs are placed on a program review schedule and will be reviewed in 4-year cycles. Each program completes a self-study with the help of a mentor, presents their findings to the program review committee, writes and implements an action plan to address challenges and maintain the strengths of the program. Programs submit annual reports on the progress of the review with any changes, updates, and new data results. The purpose of the committee is to make recommendations for improvement and/or to sunset programs.

The college has adopted TaskStream as the online maintenance tool for gathering, updating, and maintaining assessment items. The Assessment Team at KCKCC works with each program to assess program outcomes, create assessment plans, report assessment findings, and create action plans. The process of assessment occurs annually at the course and program levels and is monitored by the academic deans and the Office of Assessment.

Program Approval at the Institution Level
- Provide copies of the minutes at which the new program was approved from the following groups:
    - Program Advisory Committee
      (including a list of the business and industry members)
    - Curriculum Committee
    - Governing Board
      (including a list of all Board members and indicate those in attendance at the approval meeting)

Submit the completed application and supporting documents to the following:

      Director of Workforce Development
      Kansas Board of Regents
      1000 SW Jackson St., Suite 520
      Topeka, Kansas 66612-1368

CA-1a Form (2020)

Institution: **Kansas City Kansas Community College**
Proposed Program: **Legal Administrative Assistant**

PROGRAM SUSTAINABILITY COSTS (Second and Third Years)				
Part I. Program Enrollment		Second and Third Years		
Please state how many students/credit hours are expected during the first two years of the program?				
		Full-Time	Part-Time	
A. Headcount:		10 – 30 credits	10 – 15 credits	
Part II. Ongoing Program Costs		First Two Years		
A. Faculty		Existing:	New:	Funding Source:
Full-time	#3	$202,000	$ 0	Existing and new Tuition sources
Part-time	#	$ 0	$ 0	n/a
		Amount	Funding Source	
B. Equipment required for program		$ 0		
C. Tools and/or supplies required for the program		$ 0		
D. Instructional Supplies and Materials		$ 300	Existing AOP budget	
E. Facility requirements, including facility modifications and/or classroom renovations		$ 0		
F. Technology and/or Software		$ 2,000	Existing AOP budget	
G. Other *(Please identify; add lines as required)*				
Total for Program Sustainability		$204,300	Existing and new Tuition sources	

IMPLEMENTATION COSTS				
Part I. Anticipated Enrollment		Implementation Year		
Please state how many students/credit hours are expected during the initial year of the program?				
		Full-Time		Part-Time
A. Headcount:		10 — 30 credits		10 – 15 credits
Part II. Initial Budget		Implementation Year		
A. Faculty		Existing:	New:	Funding Source:
Full-time	#3	$ 202,000	$ 0	Existing and new Tuition sources
Part-time/Adjunct	#0	$ 0	$ 0	
		Amount	Funding Source	
B. Equipment required for program		$ 0		
C. Tools and/or supplies required for the program		$ 0		
D. Instructional Supplies and Materials		$ 300	Existing AOP budget	
E. Facility requirements, including facility modifications and/or classroom renovations		$ 0		
F. Technology and/or Software		$ 2,000	Existing AOP budget	
G. Other *(Please identify; add lines as required)*		$ 0		
Total for Implementation Year		$ 204,300	Existing and new Tuition sources	

Please indicate any additional support and/or funding for the proposed program:

The total overall cost to run the program is primarily funded by tuition from existing courses. The college is already funding three fulltime positions, and the program will be taught by existing staff—no additional staff needs are required. No additional support has been identified or requested outside the institution. Costs for instructional supplies and materials and software will be absorbed by the existing Administrative Office Professional budget.

At this time, no grant or other supplemental funding is being sought.

Submit the completed application and supporting documents to the following:

Director of Workforce Development
Kansas Board of Regents
1000 SW Jackson St., Suite 520
Topeka, Kansas 66612-1368

Per statute (K.S.A. 72-3810), the Kansas Board of Regents shall establish general guidelines for tuition and fee schedules in career technical education courses and programs. The Excel in CTE tuition and fee schedule of every technical education program shall be subject to annual approval.
*Please include all costs charged to **high school students** for the proposed new program.*

Institution Name:	Kansas City Kansas Community College
Program Title:	Legal Administrative Assistant
Program CIP Code:	22.0301

*Please list all fees associated with this **program**:*
*Only list costs the institution **is** charging students.*

Fee	Short Description	Amount
	No additional fees are charged for the LAA program	$ -
	The program will not be offered to high school students at this time.	

*Please list all courses within the program and any fees associated to those **courses**:*
*Only list costs the institution **is** charging students. Do not duplicate expenses.*

Course ID	Short Description	Amount
	No additional fees are charges for LAA courses	$0
	The program will not be offered to high school students at this time.	

Please list items the student will need to purchase on their own for this program:
*Institution **is not** charging students these costs, rather students are expected to have these items for the program.*

Item	Short Description	Estimated Amount
	No additional items will be charged to the students	$ -
	The program will not be offered to high school students at this time.	

MINUTES OF APPROVING

CURRICULUM COMMITTEE

AND

KCKCC BOARD OF TRUSTEES

Academic Affairs Committee Minutes

November 30, 2021

Call to order at 2:07

Quorum established

October minutes: Frankie moved to approve, Antonio seconded, minutes approved

Old business:

1. Culinary CERT A: Antonio moved to approve the new certificate. Jonathan seconded. No one opposed, so motion passes.
2. Welding- Cert A and Cert B need to be re-aligned with the state program, which KBOR has already approved. Certificate C is a new certificate. Antonio moved to approve these changes, Jake seconded. No one opposed, so motion passes.
3. Electronics: New Course New Program Course Modification- New AAS program housed in the MSBT division. Jake said that he and his dean checked into employability, and that this shows a negative job growth rate in the near future. He is also concerned that this could negatively impact the electrical technology program at TEC. Ross said that there is very little overlap between the two programs. Jake asked about the exit points, whether they could receive a certificate at 33 hours. Ed said that they could, but would not necessarily be able to find a job as a technician, though they could possibly be hired as an assembler. He pointed out that this was a program that was considered after Garmin reached out to the school requesting students with this training. Honeywell and Advent are also in support of this program. Jake said that Advent is on the advisory board for the TEC electronics program, and asked whether the classes that do overlap at TEC could be used for the program. Ross said that the DC class in the program he is proposing goes into more depth and detail than the combined AC/DC class at TEC, so even though he wanted to use the TEC courses, he could not. Dagny moved that we accept the new courses and program. Jon seconded. Motion passed with one abstaining.
4. ADCN Addiction counseling- Switching from an AAS to an AS or an AGS. Deanne suggested that an AS would be best for transferability. Shay and Jerry agree that AS would be better than AGS. Antonio checked with Michael, who said it was it was ok to leave out the AGS part of the proposal. Shay moved to accept the changes so that Addiction counseling is an AS degree. Antonio seconded. Motion passed.
5. ESOL- Changing two 2-credit classes to 3-credit hours and one 4-credit class to a 3-credit class. Antonio moved to accept the changes, Ian seconded. Motion passed.
6. Legal Assistant- New certificate program, Cert B. Shay said that this seems very similar to paralegal. Dagney said that what was shared at the last meeting was that the next step would be the paralegal AAS. Ed said that the work was different enough from office assistant that it wouldn't be merged with that program. Kris said that the coordinator

for paralegal was ok with this. Jon moved that we accept this program. Frankie seconded. No one opposed. Motion passed.

7. CRJS – Corrections- internship course changed to capstone, and some courses changed to meet industry standards. Certificate programs reduced credit hours so that high school students could complete them. Not Perkins eligible. Antonio moved to accept these changes. Shay seconded. No one opposed. Motion passed.

8. Business Journalism – Bring back old course, Principles of Marketing. Antonio moved to accept the course. Ian seconded. No one opposed. Motion passed.

9. By laws revision- The revisions are uploaded into Teams. Antonio pointed out that, in article 4, it should be clear that each position is for one year. He also pointed out 3b should be 4. Frankie asked about article 4, number 7, there is a typo. With these changes, Antonio moved to accept the by laws. Frankie seconded. No one opposed, motion passed.

New Business:

1. Arts- New course proposed: Life Drawing and Screen Printing. Aaron said these are standard classes in most art programs and are also useful for the students and the campus. They would become elective options in Studio Arts and Digital Design programs. Deanne said that we need to see that they would be accepted as electives in these programs. Janice said she would sit down with Aaron to figure out where they would fit into degree programs.

Meeting adjourned at 3:01.

Members present: Deanne Yates, Dagney Velazquez, Sheldon Guenther, Jake Carmack, Antonio Cutolo-Ring, Theresa Holliday, Jonathan Taylor, Frankie Davis, Ian Corbett, Shay Dodson

Visitors: Janice Spillman, Ross Stites, Jerry Pope, Ed Kremer, Kris Ball, Aaron Margolis

Kansas City Kansas Community College

Mission Statement: Inspire individuals & enrich our community one student at a time.

Vision Statement: Be a national leader in academic excellence & partner of choice in the communities we serve.

KANSAS CITY KANSAS COMMUNITY COLLEGE
Board of Trustees Meeting Minutes
December 14, 2021 – 5:00 P.M.

Meeting Location: Hybrid – KCKCC-Main Campus, Upper Jewell Lounge and Zoom Meeting

<u>CONSENT AGENDA – Item A</u>
Meeting Minutes

1. **Call to Order & Pledge of Allegiance:** Chairman Ray Daniels called the meeting to order at 5:05 p.m. The Pledge of Allegiance was led by Trustee McIntyre.

2. **KCKCC Mission Statement:** Chair Daniels read the College mission statement.

3. **Roll Call:** Indicated the following trustees present – Ash, Brown, Brune, Criswell, Daniels, Hoskins Sutton and McIntyre. All members were present.

4. **Approval of Agenda:** Chair Daniels shared the following updates to the meeting agenda –
   * Climate Action KC Presentation will be postponed to a later date and
   * Policy 3.06 - Student Holds will be postponed and brought back at a later time for Board approval.

   Vice-Chair Criswell made the motion to approve the agenda with the amendments. Trustee Brown seconded the motion. **The Motion Carried**.

5. **Audience to Patrons and Petitioners:** Chair Daniels invited any patrons or petitioners, both virtual and in-person to address the Board and reminded all to be respective of the 5-minute time limit. Ms. Andrica Wilcoxen, 2807 N. 109th Street, Kansas City, Kansas, 66109, spoke to publicly thank Ms. Sheri Seeman and Nurse Sylvia Gillis for their tremendous contributions and "hearts of gold" in service to students and community of KCKCC. Ms. Wilcoxen shared about their many deeds and caring acts for the faculty, staff and students and expressed that they each will be greatly missed.

   The Board echoed their appreciation for the great service of Ms. Seeman and Ms. Gillis and wished each of them well in their respective ventures.

6. **Recognitions/Presentations:** Chair Daniels invited Dr. Mosier to lead the new trustees in the Oath of Office. Trustees Evelyn Criswell, Linda Hoskins Sutton and Brad Isnard (Elect) each stood and pledged the oath as led by Dr. Mosier.

    The Board thanked Dr. McIntyre for sharing her great knowledge of education and success in the classroom, passion, and care for the people at the college and community during her term as trustee. The Board and KCKCC community wished her well.

7. **Communications:** There were no communications scheduled.

8. **Board Committee Reports:**
    *   On behalf of the Board Finance Committee, Vice Chair Criswell shared an overview of the Monthly Financial Report presented at the Board Finance Committee on Tuesday, December 7th. She extended kudos to the Finance department for the promotion of practices that support the healthy cash position of the College such as zero-based budgeting, questioning cost drivers and promoting a culture of financial accountability.
    *   Trustee Ash shared feedback from the KACCT Quarterly meeting in December at Pratt Community College. He noted great training for new trustees was presented and all information received from the Director of KACCT was shared with all KCKCC Board members. The next KACCT Quarterly meeting will be in April 2022 for Phi Theta Kappa scholarships. Trustee Ash concluded that the Board plans to attend the 2022 ACCT National Legislative Summit in Washington, D.C. in February 2022.

9. **Consent Agenda:** Chair Daniels called for a motion to approve the Consent Agenda. Trustee Ash made the motion. Trustee McIntyre seconded the motion. **The Motion Carried.**

10. **Student Senate Report:** There was no report due to winter break.

11. **President's Report:** Chair Daniels called for the President's report. Dr. Mosier began by thanking Trustee McIntyre for her guidance during her term as trustee and welcoming Trustee Isnard. He also thanked the Board for their continued support in the advancement of the College. Dr. Mosier continued in expressing his gratitude to the faculty and staff who are on the front lines everyday with our students.

    In the monthly COVID Incidents Report, since the last Board meeting, Dr. Mosier shared for employees, there have been 10 COVID-related incidents with 5 employees testing COVID positive, 2 of those were vaccinated. For the students, there were 20 COVID-related incidents, with 11 students testing COVID positive. None of the students were living in student housing or were student athletes.

As a follow up from the SPARKS Executive Committee meeting on Thursday, November 18th, Dr. Mosier met with Kansas Senate president, Mr. Ty Masterson, who flew from Wichita for lunch, a tour of the downtown site and to talk about plans for downtown. He revisited the College plans to submit a $30 million request for SPARKS funding with the Health and Education Subcommittee to be used for the Downtown project. The award would possibly pass in March or June 2022. Additional discussions are in progress to submit to Sen. Moran's and Sen. Marshall's offices regarding Congressional Discretionary spending for 2022, which is similar to the $2 million request submitted by Rep. Davids on behalf of the College.

Dr. Mosier continued by sharing information regarding an additional federal funding opportunity the College is pursuing as part of a $10 million KC Civic Council consortium proposal for the EDA Good Jobs Challenge Grant. KCKCC plans to submit for $1.5 to $2-million for a High Voltage/Lineperson Program to be housed at KCKCC -TEC-1.

Dr. Mosier shared other federal grant opportunities the College is working on in partnership with Merchant McIntyre such as the NSF Scholarship Grant; National Humanities Grant (for infrastructure and capacity); Initiatives in Humanities at Community Colleges; Mental Health Awareness Grant; NSF Advanced Technology Grant.

Dr. Mosier was pleased to attend the inauguration of the Wyandotte County elected officials on Monday, December 13th, and mentioned that he looks forward to working with Mayor Garner, once Trustee Garner at KCKCC, who proved to be a strong advocate of education and the community college in his service as a board member.

The Board thanked Dr. Mosier, the administration, faculty and staff for their efforts around the COVID pandemic.

Chair Daniels mentioned that Dr. Bartunek would make her Board report next in order to attend another engagement later on behalf of the College.

12. **Vice President Strategic Initiatives & Outreach Report:** Chair Daniels called for the Vice President of Strategic Initiatives & Outreach report. Dr. Tami Bartunek began by reporting that the social media following remains strong. She offered kudos to Ms. Kris Green, the new Executive Director of Marketing and Institutional Image, who is off to a great start and working in the preparation of the KCKCC Strategic Plan Update for January 2022.

Dr. Bartunek shared footage from the following events and broadcasts -
  - The "Make It Count" event broadcasted on KMBC 9 News with KCKCC in partnership with the Spencer C. Duncan Foundation. The event was recorded at the KCKCC-TEC location.
  - Mr. Jerry Pope, Vice President of Academic Affairs, who was featured on KC Spotlight with Lauren Scott sharing updates on the Student Housing Project,

programs and class offerings and the Downtown Community Education, Health and Wellness Center.

Dr. Bartunek concluded her report by sharing the College seeks to do one feature with KC Spotlight each semester.

Trustee Ash made the motion to accept the report. Vice Chair Criswell seconded the motion. **The Motion Carried**.

13. **Vice President Academic Affairs Report:** Chair Daniels called for the Vice President of Academic Affairs (VPAA) report. Mr. Jerry Pope highlighted the following items from the report:

   - The Art Department hosted a tour with USD 500 high school art instructors and discussed potential partnership and program collaboration.
   - The Drama Club presented two plays that were directed by students.
   - On November 18th, the Construction Technology program hosted a tour of a house that students have completed this semester; the students shared the processes of the work completed in each of the rooms.
   - Italian chef, Jasper Mirabile from Jasper's Italian Restaurant, visited for the Culinary Arts students for a demonstration class.
   - Kudos to the Automotive Collision Repair program students who were featured in a segment on KMBC 9 News for community services provided to a U.S. Marine veteran, Mr. Justin Murray, who needed autobody work after a car wreck.
   - Welding and GED classes have begun at Lansing Correctional Facility. Additionally, GED classes will be offered at Wyandotte High School in the spring 2022.
   - A grant was received to allow the College to offer Business English classes at a local plastic packaging company in January 2022.
   - Kudos to Dr. Ishfaq Ahmed who earned a Certificate in Inclusive Instruction for Equitable Learning from Association of College and University Educators (ACUE).
   - The Wellness and Fitness Center continues to collect coats, hats, gloves and scarves for charity. After meeting their initial goal to provide coats to Afghan refugees, the Center donates all items collected to local charities in need.
   - MSBT faculty and staff have come together to support Blue's Kitchen Cabinet Food Pantry by collecting 130 non-perishable food items as of December 3.
   - Congratulations to Dr. Ewa Unoke, Professor and Political Science Coordinator, who was an invited panelist to the 2021 Biafra Education Awareness Dissemination held on Thursday, November 18th. This event was hosted by Radio Biafra London.
   - Dean Cleon Wiggins, of Social and Behavioral Sciences & Public Services, and Dr. Hira Nair, Professor and Secondary Education Coordinator participated in a K-STEP Up presentation to bi-lingual paraprofessionals.

Trustee Hoskins Sutton, on behalf of the Board, expressed gratitude in seeing all the deans and faculty are doing.

Trustee Ash made the motion to accept the report. Trustee Brown seconded the motion. **The Motion Carried.**

14. **Vice President Student Affairs Report:** Chair Daniels called for the Vice President of Student Affairs (VPSA) report. Dr. Delfina Wilson highlighted the following items from the report:
    - Congratulations to Mr. Wade Abel, Director of Military and Veteran Student Services, who has been elected as the Regent VI Delegate for the National Association of Veterans' Program Administrators (NAVPA) Board of Directors. In this role he will serve as a contact for program administrators who are advocating for military and veterans.
    - Expressed many thanks to the Spencer C. Duncan Foundation from whom KCKCC received $10K in scholarships for veteran students.
    - Enrollment Management Department is working hard to promote enrollment and retention. Current strategies include working with academic departments to increase number of seats in classes, working with high schools for enrollments, keeping track of courses that students are requesting, the Financial Aid Department has been reaching out to students who have funding but who have not enrolled, added virtual placement testing, contact student athletes to ensure enrollment and have extended hours to support students.
    - The Student Affairs Division has begun a Student Loan Repayment Awareness Campaign to inform students that all student loan payments are set to resume on February 1, 2022.

    Chair Daniels, on behalf of the Board, thanked the Student Affairs division for supporting the students and congratulated them on the strategies for enrollment and retention.

    Trustee Hoskins Sutton inquired about student housing being open during winter break and whether there was an update on the mold issue in the dorms. Dr. Wilson answered that there would be students staying the dorms during winter break. She added that there were no issues with mold for the last 3 weeks. Dr. Wilson concluded her remarks by wishing Ms. Seeman and Nurse Gills well.

    Vice Chair Criswell made the motion to accept the report. Trustee Brown seconded the motion. **The Motion Carried.**

15. **Chief Financial Officer Report:** Chair Daniels called for the Chief Financial Officer report. Mr. Michael Beach highlighted the following from the report:
    - Echoed Ms. Wilcoxen's kind words for Ms. Seeman and shared she understood the students and provided generous services from the Blue Devil Deli. Ms. Seeman will be deeply missed.

- In spring 2022, food options will be available when students return to campus. The College is currently seeking a contract food services provider.
- The Student Housing project is on schedule. The roof is nearly 100% complete. Several stages of metal framing, electrical, plumbing and HVAC work are nearing completion. The sheet rock is being installed and the windows have all been installed.
- The annual audit for the KCKCC Foundation is complete. The College should have the final report soon. Other compliance filing is also in progress.
- The College's midyear budget process will begin in January 2022 for the fiscal year 2023 budget.
- The request for application for an extension in the use of HEERF Funds will be sent to us for completion. The application will be submitted by February 2022.
- The bookstore's revenues are $1K over what they were last year, and new products have been brought in.
- Facility Services working on projects. Kudos to the team for the completion of the upgrade project in the Flint and Math/Science building projects with new lighting, paint and carpeting.
- New furniture was provided via Learning Spaces for the new lab in Flint.
- Congratulations to D'Angelo Bushnell, a newly commissioned officer in College Police. New hire paperwork is being completed by 2 additional officers as well.

Vice-Chair Criswell made the motion to accept the report. Trustee Ash seconded the motion. **The Motion Carried.**

16. **Chief Human Resources Officer Report:** Chair Daniels called for the Chief Human Resources Officer report. Ms. Christina McGee highlighted the following from the report:
    - The final stages of updating HRIS system have been completed and is in compliance with Fair Labor Laws ahead of schedule, in December 2021!
    - Welcome to two new employees to the Human Resources Department, Ms. Sheila Joseph, Talent Development Manager, and Mr. Yoel Tekle, Human Resources Specialist.
    - Hosted Onboarding and Hiring Process Listening Session with employees on Friday, December 10th. There was a great turnout of 61 participants who provided really good feedback. There will be more sessions to come.
    - Currently working with the Center for Equity, Inclusion and Multicultural Engagement (CEIM) to develop plans and diversity and inclusion strategies around talent acquisition.

Trustee McIntyre made the motion to accept the report. Vice-Chair Criswell seconded the motion. **The Motion Carried.**

17. **Chief Information Officer Report:** Chair Daniels called for the Chief Information Officer report. Mr. James Bennett, Director of Computing Services on behalf of Mr. Peter Gabriel, shared the following highlights from Mr. Gabriel's report:

- All services in WebAdvisor have now been redirected to the new Staff and Student Self-Service Center.
- Over 300 laptops had been checked out during fall 2021. IT is now receiving returns and reimaging in time for spring check outs. Spring 2022 semester check outs will begin January 8th.
- Thanked Media Services for their work this semester.
- Announced upgrade of the AccuTrak, Synoptic, and Perceptive Content system.
- All computers on campus, about 2,500 machines, will be updated during winter break. Many thanks to Computing Services!

Trustee Hoskins Sutton asked about the active administrator on each College-issued device. Mr. Gabriel shared the strategy and explained the technical best practices for the College system based on the assessment completed at the beginning of 2021.

Vice-Chair Criswell commended Mr. Gabriel on taking the necessary preventative steps to protect the College's virtual infrastructure.

Vice-Chair Criswell made the motion to accept the report. Trustee Brune seconded the motion. **The Motion Carried.**

18. Unfinished Business:
- Chair Daniels invited Mr. Pope to present an HLC update. Mr. Pope shared the following details –
  - Provided feedback for Criteria 4 and 5 from consultant. The lock down date for submission is Jan. 31st, 2022.
  - An HLC Campus-wide Update meeting was held on Wednesday, December 1st.
  - The HLC Committee will host meetings in the spring semester to help inform about the College about HLC.
  - In February 2022, there will be HLC criteria specific meetings to discuss in detail each criterion.
  - In March 2022, there will be constituent meetings to ensure all involved with each criterion are aware of their respective sections of the argument and can speak to the KCKCC story.
  - The final HLC meeting for the College will be held on Wednesday, March 2nd.
  - The College will be creating a student survey regarding HLC.
  - Recently received an email sharing the members of the HLC Review Team who will be conducting our visit.

Chair Daniels asked about the criteria 1-3. Mr. Pope answered the focus has been on criteria 4 and 5 due to the concerns shared by HLC. The feedback is minimal on criteria 1 through 3. The work on criterion 4 is progressing and criterion 5 is in the works. The first 3 criteria were met without concerns.

- ▪ Chair Daniels invited Dr. Mosier to present regarding COVID-19 Safety Protocols and House Bill 2001.
  - o Dr. Mosier recommended to the Board that KCKCC continue with masks being required at all locations until the first Board meeting in January 2022. The expectation is at that time more information about the Omicron variant will better inform safe practices for the College. He asked the Board to approve the recommendation.

Chair Daniels asked the Board for any discussion. Hearing none, he called for a motion to approve the COVID Protocol Update.

Trustee Brown made the motion. Vice Chair Criswell seconded the motion. **The Motion Carried**.

- ▪ Chair Daniels invited Dr. Mosier to present regarding House Bill 2001 (HB2001). Dr. Mosier shared that the bill was signed into law recently and it changes the way organizations can collect medical or religious exemption. Sincere requests regarding religious exemptions must be honored by employers. The process at KCKCC will change. For healthcare providers, if the provider receives Medicare and Medicaid, they can deny religious exemptions. If they do not receive Medicare or Medicaid, they must honor HB2001 in the state of Kansas. Dr. Mosier clarified, this means if a student does not get a COVID vaccination, they currently would not be able to complete their degree. The administration is currently working on the language with the College attorney and Dean Bohm for students in special situations. New students will be required to be vaccination.

19. New Business:
- ▪ Chair Daniels invited Mr. Pope to present the Academic Calendar for 2024-2025 for approval. Mr. Pope shared that the section numbers have been updated to reference 1st and 2nd 8-week classes and the summer schedule has been adjusted.

Vice Chair Criswell made the motion to approve the academic calendar for 2024-2025. Trustee McIntyre seconded the motion. **The Motion Carried.**

- ▪ Chair Daniels invited Mr. Pope to present the New and Revised Academic Programs for approval. Mr. Pope pointed the Board to the document in the Board Packet and asked for any questions.
  - o Culinary Arts – New Certificate
  - o Welding – Program Realignment
  - o Electronics Engineering Technology – New Program
  - o Legal Administrative Assistant – New Program
  - o Corrections (AAS) – Program Modification
  - o Corrections (Certification) – Program Modification
  - o Police Science (Certificate A) – Program Modification

o Homeland Security (Certificate A) – Program Modification

Hearing no questions, Chair Daniels called for a motion to approve the new and revised academic programs. Trustee Ash made the motion. Trustee Brown seconded the motion. **The Motion Carried.**

- Chair Daniels invited Trustee Hoskins Sutton to present for Approval the following College Policies. Trustee Hoskins Sutton pointed the Board to the document in the Board Packet and asked for any questions.
  o Faculty Qualifications (2.15)
  o Student Records Retention and Disposal (3.05)
  o Jury Duty (5.37)
  o Immigration Law Compliance (5.55)

Hearing no questions, Chair Daniels called for a motion to approve the college policies as listed. Vice Chair Criswell made the motion. Trustee McIntyre seconded the motion. **The Motion Carried.**

The Board congratulated former Sheriff Ash on a great career in law enforcement. They thanked Media Services for their technology support with the meeting.

20. **Executive Session(s):** Chair Daniels acknowledged that there were no actions to be taken from the executive sessions for the general meeting.

21. **Adjournment:** Chair Daniels invited Trustee McIntyre to make the motion to adjourn the meeting. Trustee McIntyre made the motion. Vice Chair Criswell seconded the motion. **The Motion Carried.**

The meeting of the Board of Trustees adjourned at 7:00 p.m.

ATTEST: _____
Evelyn R. Criswell (Jan 20, 2022 18:30 CST)

Chairperson

_____
Secretary, Dr. Greg Mosier

ADVISORY BOARD MEMBERS & MEETING MINUTES

Kansas City Kansas Community College
Program Advisory Committee Meeting
OFFICE ASSISTANT (52.0401)

KCKCC Continuing Education Building
April 26, 2021, 12:00 p.m.

Members in attendance:

ADMINISTRATIVE OFFICE PROFESSIONAL BOARD MEMBERS
Teresa Clardy, Workforce Partnership
Nancy McNealy, State of Kansas
Penny Peterson, KCKCC student and staff
Sharon Taylor, University of KS Hospital
Janet Parker, Unified Government of Wyandotte County

KCKCC BUSINESS FACULTY AND ADMINISTRATION
Kris Ball
Linda Huggins
Renee Gregory
Allen Lenoir

Welcome
Kris Ball welcomed the Advisory Board members and thanked them for coming and sharing feedback for program improvement. She introduced our new Advisor, Renee Gregory.

Kris Ball shared a presentation from the AOP program review process. It covered past, present, and future aspects of the program. The program has been in place for 54 years and was the first fully online program at KCKCC. The full time and adjunct faculty have 117 years of tenure teaching in the program. The AOP program and all business programs were removed from Perkins Funding eligibility. Enrollment is down slightly, and budgets have been cut 50%. MOS certifications which were funded by the state have been removed from the state budget. OPAC certifications by students have reached 100%.

For the future of the program, we are exploring making three pathways for the OA Certificate: OA Business, OA Medical, and OA Legal. The thought is that 6 hours of computer classes would be replaced in the Medical and Legal pathways with terminology and another class. The board supported that plan but suggested Advanced Word was an important class and suggested it might not be a good class to remove. These changes would have to go through KBOR and HLC and will probably take a year or longer to implement.

The Program Learning Outcomes (PLOs) for the program were introduced and approved by the board. They include:

- o **Administrative Office Professional (AOP) AAS Degree PLOs:**
  - Plan and collaborate with others in ways that contribute to the organization's goals
  - Use critical thinking skills to analyze, prioritize, develop, write, and create business documents.
  - Describe how to develop people to become more effective in workplace roles

- o **AOP Certificate PLOs**
    - Exhibit proficiency in applying technology to business situations
    - Display advanced, quality written and oral communication skills in a variety of settings
    - Compare and choose appropriate management approaches for business situations.

- o **Office Assistant (OA) Certificate PLOs**
    - Perform essential office tasks using a variety of office equipment and technology.
    - Display basic, quality written and oral communication skills in a variety of settings
    - Demonstrate positive customer service skills in an office environment.

Feedback from Board Members
- A discussion of marketing ideas yielded many ideas for advertising the program. Staff will follow up on as many as possible.

Closing Remarks
The meeting ended at 12:57 p.m.

Minutes submitted by Kristen Ball, AOP Coordinator

Kansas City Kansas Community College
Program Advisory Committee Meeting
OFFICE ASSISTANT (52.0401)

KCKCC Continuing Education Building
October 1, 2021, 12:00 p.m.

Members in attendance:

ADMINISTRATIVE OFFICE PROFESSIONAL BOARD MEMBERS
Nancy McNealy, State of Kansas
Janet Parker, Unified Government of Wyandotte County

KCKCC BUSINESS FACULTY AND ADMINISTRATION
Kris Ball
Linda Huggins
Terri Huggins

Kris Ball called the special meeting to order at 12:00 p.m. She presented a PowerPoint presentation about a new proposed 34-hour certificate for a Legal Administrative Assistant program at KCKCC.

The program will take approximately ten months to work through approval processes at KCKCC and the Kansas Board of Regents (KBOR). Most new programs submitted to KBOR approval are sent back multiple times, which is why six months is allocated for KBOR submission.

Letters of Support from area attorneys will be solicited. The board suggested sending them the District Attorney, Legal Aid, and the Legal Department of the UG. Kris Ball will send templates of Letters of Support to the Advisory Board.

A motion was made that KCKCC submit a proposal for a new Legal Administrative Assistant program to KCKCC committees and KBOR. The motion passed unanimously. [Sharon Taylor and Renee Gregory could not attend but sent their vote of support in emails.]

Closing Remarks
The meeting ended at 12:15 p.m.

Minutes submitted by Kristen Ball, AOP Coordinator

LETTERS OF SUPPORT

Kelly Law Office, L.L.P.

Attorneys at Law

Michael E. Kelly, J.D. 1980

Keyta D. Kelly, J.D. 1982

Wednesday, January 19, 2022

Re: Legal Administrative Assistant certificate program

Kansas Board of Regents
1000 SW Jackson Street, Suite 520
Topeka, KS 66612-1368

Dear President Flanders and Regents,

This is a letter of support for establishing a Legal Administrative Assistant certificate program at Kansas City Kansas Community College (KCKCC).
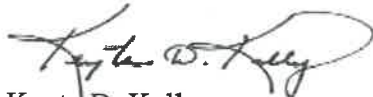
I am a partner in a small law firm located in Leavenworth County, Kansas. We have over the years experienced difficulty finding skilled administrative assistants to work in our office.

The program proposed by KCKCC will provide formal education to students to prepare them for a career as a legal administrative assistant in the legal field and, in turn, be of assistance to the many law firms, large and small, in and around our vicinity. It would be great to have a field of qualified candidates from which to select when a position opens up.

My office intends to support this effort by offering internship and employment opportunities when available.

Thank you for this opportunity to support and recommend KCKCC in its efforts to finalize its ability to offer a program that will allow students to progress toward a certificate as a legal administrative assistant.

Very truly yours;

Keyta D. Kelly

Office of the
WYANDOTTE COUNTY
DISTRICT ATTORNEY

DISTRICT ATTORNEY
Mark A. Dupree, Sr.

29ᵀᴴ JUDICIAL DISTRICT OF KANSAS

October 22, 2021

Kansas Board of Regents
1000 SW Jackson Street
Suite 520
Topeka, KS 66612-1368

Dear President Flanders and Regents,

This is a letter of support for establishing a Legal Administrative Assistant certificate program at Kansas City Kansas Community College (KCKCC).

The Office of the District Attorney, 29ᵗʰ Judicial District of Kansas, is a prosecuting office serving Wyandotte County and Kansas City, Kansas. As such, we have taken an interest in supporting educational opportunities in the legal field.

This program aims to provide formal education to students to prepare them for a career as a legal administrative assistant in a legal or judicial environment. KCKCC can facilitate these potential students learning skill sets and knowledge to enter this field. The creation of this online and on-ground program is an excellent addition to the state by providing a new cadre of qualified professionals who can fulfill these positions in an industry facing many upcoming retirements and transfers.

The Office of the District Attorney supports this effort by promoting this program, offering internship and employment opportunities, and providing a representative to serve on the Advisory Board.

Thank you for this opportunity to support and recommend KCKCC in its efforts to finalize its ability to offer a program that will allow students to progress toward a certificate as a legal administrative assistant.

Be Blessed,

Mark A. Dupree, Sr.
District Attorney

CSM Linus A. Thuston Attorney at Law
Neosho County Attorney

102 S. Lincoln
P.O. Box 370
Chanute, Kansas, 66720 lthuston@nocoatt.com
620-431-5750 Ex. 200
Fax   620-431-5755
cell 620-431-8927

November 23, 2021

Kansas Board of Regents
1000 SW Jackson Street
Suite 520
Topeka, KS 66612-1368

Dear President Flanders and Regents;

Re: KCKCC Legal Assistant Program

This letter is sent in support of establishing a Legal Administrative Assistant program at Kansas City Kansas Community College (KCKCC)

The Neosho County Attorney is the prosecutor for Neosho County. Recently, we have lost the majority of our Legal Assistants. Neosho County Community College started a Legal Assistant Program this semester. Those students make up a large porting of the pool from which we will hire. Legal Assistants are in demand across the State of Kansas and every program would help the legal community.

The programs like the Legal Assistant Program proposed by KCKCC, provide formal education to students to prepare them for careers as legal assistants, paralegals and even to be attorneys. With the population in the Kansas City area, the pool of available qualified legal assistants will grow.

The Neosho County Attorney's Office fully supports the Legal Assistant program at KCKCC and will consider students for internships and graduates for employment. With the student body make up of KCKCC, this program will reach out to a community greatly in need of education, employment and assistance.

Thank you for considering this request to help the legal community and the residents of the State of Kansas.

Should you have any questions please feel free to call me.

Sincerely

CSM Linus A. Thuston
Neosho County Attorney

PERKINS ELIGIBILITY REQUEST FORM

Carl D. Perkins Funding
Eligibility Request Form

Strengthening Career and Technical Education for the 21ˢᵗ Century Act

CA-1c Form (2020)

This application should be used for new programs (currently in the program approval process) or existing programs the institution would like reviewed for Carl D. Perkins funding eligibility.

Program Eligibility

An "eligible recipient" is an eligible institution or consortium of eligible institutions qualified to receive a Perkins allocation.

An "eligible institution" is an institution of higher education that offers CTE programs and will use Perkins funds in support of CTE coursework that leads to technical skill proficiency or a recognized postsecondary credential, including an industry-recognized credential, a certificate, or an associate degree, which does not include a baccalaureate degree.

Any program receiving Perkins funds must be designated as a technical program by KBOR. Definition of a technical program may be found in state statute K.S.A. 72-1802. Criteria adopted by the Board of Regents may be found in their February 20, 2019, meeting packet.

Program Levels:

Educational Award Level	Credit Hours
SAPP	0-15
Certificate A	16-29
Certificate B	30-44
Certificate C	45-59
Associate of Applied Science	60-69

Stand-Alone Parent Programs (SAPPs) must meet the following criteria:
- Minimum of 8 credit hours
- Minimum of 80% tiered credit hours
- Maintain an average of 6 concentrators over the most recent consecutive 2-year period

Certificates and Associate of Applied Science degrees must meet the following criteria:
- Minimum of 51% tiered credit hours
- Maintain an average of 6 concentrators over the most recent consecutive 2-year period
- Comply with Program Alignment – *if applicable*

Carl D. Perkins Funding
Eligibility Request Form

Strengthening Career and Technical Education for the 21st Century Act

CA-1c Form (2020)

Name of Institution	Kansas City Kansas Community College (KCKCC)
Name, title, phone, and email of person submitting the Perkins Eligibility application *(contact person for the approval process)*	Mr. Jerry Pope Vice President of Academic Affairs (913) 288-7634 jpope@kckcc.edu
Name, title, phone, and email of the Perkins Coordinator	Kristen Ball, AOP Program Coordinator 913-288-7391 kball@kckcc.edu
Program Name	Legal Administrative Assistant
Program CIP Code	22.0301
Educational award levels and credit hours for the proposed request	Certificate B 33 credits
Percentage of tiered credit hours for the educational level of this request	18.18%
Number of concentrators for the educational level	8
Does the program meet program alignment?	No, there is no program alignment for this program
Justification for conditional approval: *(this section must reference information found within the Local Needs Assessment)*	There are currently only two institutions offering a Legal Administrative Assistant (LAA) or Legal Office Professional program in the state of Kansas or the Kansas City area. Neither program is offered online. There is a need to prepare students for the challenging field of Legal Administrative Assistant (LAA) in Wyandotte and Leavenworth Counties and beyond. KCKCC is uniquely positioned to fill that need. KCKCC has a paralegal program, but a LAA is an entirely different position. Paralegals are trained to act on behalf of an attorney doing legal research, preparing and filing cases with the court, summarizing cases and preparing reports for attorneys. LAAs are trained to do office work, such as greeting customers, typing documents, entering data into law software for customer billing, confirming court dates, and similar office tasks.

Signature of College Official _Jerry Pope_ Date _3-22-22_

Signature of KBOR Official _____ Date _____

Last updated: 3/23/2020

SYLLABI

COURSE SYLLABUS

LAST REVIEW	Spring 2021
COURSE TITLE	Essential Career Skills (FLEET)
COURSE NUMBER	BUSN 0140
DIVISION	Math, Science, Business & Technology
DEPARTMENT	Business
CIP CODE	52.0201
CREDIT HOURS	1
CONTACT HOURS/WEEK	Class: 1
PREREQUISITES	None

Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.

COURSE PLACEMENT Students must meet the correct placement measure for this course. Information may be found at: https://www.kckcc.edu/admissions/information/mandatory-evaluation-placement.html

COURSE DESCRIPTION
This course provides a well-balanced introduction to personal finance, entrepreneurship, and employment skills.

PROGRAM LEARNING OUTCOMES
Office Assistant PLOs
1. Perform basic essential office tasks using a variety of office equipment and technology.
2. Display basic quality written and oral communication skills in a variety of settings.
3. Demonstrate positive customer service skills in an office environment.

Administrative Office Professional CERT PLOs
1. Perform advanced essential office tasks using a variety of office equipment and technology.
2. Display advanced quality written and oral communication skills in a variety of settinngs.
3. Compare and choose appropriate management approaches for business situations.

Administrative Office Professional AAS PLOs

1. Plan and collaborate with others in ways that contribute to the organization's goals.
2. Use critical thinking skills to analze, prioritize, develop, write and create business documents.

TEXTBOOKS
http://kckccbookstore.com/

METHODS OF INSTRUCTION
A variety of instructional methods may be used depending on content area. These include but are not limited to: lecture, multimedia, cooperative/collaborative learning, labs and demonstrations, projects and presentations, speeches, debates, panels, conferencing, performances, and learning experiences outside the classroom. Methodology will be selected to best meet student needs.

COURSE OUTLINE
I.   Financial Literacy
     A. Planning your personal finances
     B. Managing your personal finances

II. Entrepreneurship
     A. Evaluating the entrepreneurial experience
     B. Transforming entrepreneurial concepts
     C. Identifying entrepreneurial opportunities

III. Essential Employability Skills
     A. Measuring work readiness
     B. Communicating effectively in the workplace
     C. Applying workplace ethics
     D. Utilizing teamwork

COURSE LEARNING OUTCOMES AND COMPETENCIES
Upon successful completion of this course, the student will:
   A. Be able to understand the basics of personal finance.
       1. Be able to create and balance a personal budget.
       2. Be able to recognize the value of credit scores.
       3. Be able to establish short and long term financial goals.
       4. Be able to understand basic debt options.

   B. Be able to recognize the entrepreneurial mindset in its economic and social context.
       5. Be able to discuss the entrepreneurial process.
       6. Be able to identify their own suitability to the entrepreneurial process.
       7. Be able to assess the feasibility of an entrepreneurial concept.

8. Be able to apply entrepreneurial mindsets to problem solve.
9. Be able to define core competency and describe its importance.

C. Be able to apply desirable employability skills.
  10. Be able to explain the key concepts to workplace readiness.
  11. Be able to illustrate the key concepts of work ethics.
  12. Be able to describe the key concepts of business communication.
  13. Be able to summarize the key concepts of teamwork.
  14. Be able to recognize the changing workplace requires lifelong learning and acquiring new skills.

ASSESSMENT OF COURSE LEARNING OUTCOMES AND COMPETENCIES
Student progress is evaluated through both formative and summative assessment methods. Specific details may be found in the instructor's course information document.

COLLEGE POLICIES AND PROCEDURES
Student Handbook
https://www.kckcc.edu/files/docs/student-resources/student-handbook-and-code-of-conduct.pdf

College Catalog
https://www.kckcc.edu/academics/catalog/index.html

College Policies and Statements
https://www.kckcc.edu/about/policies-statements/index.html

Accessibility and Accommodations
https://www.kckcc.edu/academics/resources/student-accessibility-support-services/index.html.

COURSE SYLLABUS

LAST REVIEW	Spring 2021
COURSE TITLE	Microcomputer Applications I-II: Advanced Word
COURSE NUMBER	BUSN 0191
DIVISION	Math, Science, Business & Technology
DEPARTMENT	Business
CIP CODE	52.041
CREDIT HOURS	2
CONTACT HOURS/WEEK	Class: 2
PREREQUISITES	CIST 0111 Microcomputer Business Software
COURSE PLACEMENT	Students must meet the correct placement measure for this course. Information may be found at: https://www.kckcc.edu/admissions/information/mandatory-evaluation-placement.html

COURSE DESCRIPTION

Microsoft Word is a full-featured word processing program that is a component of the Microsoft Office package. Using a hands-on approach, students will become familiar with advanced applications using title pages, tables, charts, and watermarks; form letters, mailing labels, and directories; and a professional newsletter.

Effective Spring 2005, if you are a Business major, you must have "C" or better in all business courses to meet the requirements of the business degree program.

PROGRAM LEARNING OUTCOMES

Office Assistant PLOs

1. Perform basic essential office tasks using a variety of office equipment and technology.
2. Display bsic quality written and oral communication skills in a variety of settings.

Administrative Office Professional CERT PLOs

1 Perform advanced essential office tasks using a vriety of office equipment and technology.
2 Display advanced quality written and oral communication skills inn a variety of settings.

Administrative Office Professional AAS PLOs

2 Use critical thinking skills to analyze, prioritize, develop, write, and create business documents.

TEXTBOOKS
http://kckccbookstore.com/

METHODS OF INSTRUCTION
A variety of instructional methods may be used depending on content area. These include but are not limited to: lecture, multimedia, cooperative/collaborative learning, labs and demonstrations, projects and presentations, speeches, debates, panels, conferencing, performances, and learning experiences outside the classroom. Methodology will be selected to best meet student needs.

COURSE OUTLINE
I. Creating a Document with a Title Page, Table, Chart, and Watermark
   - A. Creating a Title Page
   - B. Inserting an Existing Document in an Open Document
   - C. Creating Headers and Footers
   - D. Editing and Formatting a Table
   - F. Charting a Word Table
   - G. Working with Formats, Styles, and Bulleted Lists
II. Generating Form Letters, Mailing Labels, and Directories
   - A. Identifying the Main Document for Form Letters
   - B. Working with Shapes and the Drawing Canvas
   - C. Creating a Data Source
   - D. Composing the Main Document for the Form Letters
   - E. Addressing and Printing Mailing Labels and Envelopes
   - F. Merging All Data Records to a Directory
III. Creating a Professional Newsletter
   - A. Creating the Nameplate
   - B. Formatting the First Page of the Body of the Newsletter
   - C. Creating a Pull-Quote
   - D. Formatting the Second Page of the Newsletter
   - E. Finishing and Distributing the Newsletter

COURSE LEARNING OUTCOMES
Upon successful completion of this course, the student will:
- A.   Be able to create a document with a title page, table, chart, and watermark.
- B.   Be able to insert an existing document in an open document.
- C.   Be able to create headers and footers.
- D.   Be able to edit and format a table.
- E.   Be able to chart a word table.
- F.   Be able to work with formats, styles, and bulleted lists.
- G.   Be able to identify the main document for form letters.
- H.   Be able to work with shapes and the drawing canvas.
- I.   Be able to create a data source.
- J.   Be able to compose the main document for the form letters.

K.   Be able to address and print mailing labels and envelopes.
L.   Be able to merge all data records to a directory.
M.   Be able to create the nameplate.
N.   Be able to format the first page of the body of the newsletter.
O.   Be able to format the second page of the newsletter.

ASSESSMENT OF COURSE LEARNING OUTCOMES

Student progress is evaluated through both formative and summative assessment methods. Specific details may be found in the instructor's course information document.

COLLEGE POLICIES AND PROCEDURES

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COURSE SYLLABUS

LAST REVIEW	Spring 2021
COURSE TITLE	Business Law I
COURSE NUMBER	BUSN 0204
DIVISION	Math, Science, Business & Technology
DEPARTMENT	Math
CIP CODE	52.0201, 52.0305, 52.0401, 52.1401
CREDIT HOURS	3
CONTACT HOURS/WEEK	Class: 3
PREREQUISITES	Completion of READ 0092 with a C or better

Effective Spring 2005, if you are a business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.

COURSE PLACEMENT Students must meet the correct placement measure for this course. Information may be found at: https://www.kckcc.edu/admissions/information/mandatory-evaluation-placement.html

COURSE DESCRIPTION
Business Law I acquaints students with the legal framework that regulates business activity in the United States. It includes a brief introduction to the history and philosophy of law and the American legal system as it relates to business activity. The course concentrates on the essential elements of legally enforceable contracts. The course also introduces students to the legal rules governing agency, partnerships, employment, and insurance.

PROGRAM LEARNING OUTCOMES
Accounting AAS Program Learning Outcomes
3. Operating within the legal framework
Be able to use the Internal Revenue Code as it relates to individual income taxes and laws governing business operations.
4. Critical thinking in decision making
Demonstrate the ability to utilize critical and creative thinking in business, operational or capital decision making.
5. Technology and communication in business
Demonstrate the ability to communicate and utilize technology in a business environment

Administrative Office Professionals AAS Program Learning Outcomes
1. Plan and collaborate with others in ways that contribute to the organization's goals.
2. Use Critical Thinking skills to analyze, prioritize, develop, write and create business documents.

Business Administration AAS Program Learning Outcomes
1. Problem Solving and Decision Making
Apply appropriate problem solving and decision-making skills.
2. Writing Business Documents
Demonstrate proficiency in writing business documents.
3. Organizational Impact
Describe how internal and external forces impact the various department within an organization, to include operations, finance, marketing, production and human resources.
4. Legal Framework of Business
Demonstrate knowledge of the legal framework that regulates business activity dealing with elements of legally enforceable contracts.
5. Ethical Responsibilities
Define the ethical responsibilities of business organizations and identify relevant ethical issues.

Marketing AAS Program Learning Outcomes
3. Describe how internal and external forces impact the various departments within an organization - to include operations, finance, marketing, production, and human resources.

TEXTBOOKS
http://kckccbookstore.com/

METHODS OF INSTRUCTION
A variety of instructional methods may be used depending on content area. These include but are not limited to: lecture, multimedia, cooperative/collaborative learning, labs and demonstrations, projects and presentations, speeches, debates, panels, conferencing, performances, and learning experiences outside the classroom. Methodology will be selected to best meet student needs.

COURSE OUTLINE
    I. Introduction to the American Legal System
        A. The Nature of Law
        B. The Resolution of Private Disputes
        C. Introduction to the Law of Contracts
        D. Introduction to Contracts
        E. The Agreement: Offer

F. The Agreement: Acceptance
G. Consideration
H. Reality of Consent
I. Capacity to Contract
J. Illegality
K. Writing
L. Third Parties, Performance, and Breach
M. Rights of Third Parties
N. Performance and Remedies
O. Introduction to the Law of Agency
P. The Agency Relationship
Q. Third Party Relations of the Principal and the Agent

COURSE LEARNING OUTCOMES

Upon successful completion of this course, the student will:

A. Be able to define the nature of law in the U.S. and describe methods for the resolution of private disputes.

B. Be able to list the requirements for enforceable contracts.

C. Be able to identify the rights of third parties under contracts and standards for performance and breach of contract.

D. Be able to describe the nature of relationships among the principal, the agent, and third parties under agency law.

ASSESSMENT OF COURSE LEARNING OUTCOMES

Student progress is evaluated through both formative and summative assessment methods. Specific details may be found in the instructor's course information document.

COLLEGE POLICIES AND PROCEDURES

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COURSE SYLLABUS

LAST REVIEW	Spring 2021
COURSE TITLE	Business Communications
COURSE NUMBER	BUSN 0211
DIVISION	Math, Science, Business & Technology
DEPARTMENT	Business
CIP CODE	52.0201, 52.0305, 52.0401, 52.1401
CREDIT HOURS	3
CONTACT HOURS/WEEK	Class: 3
PREREQUISITES	Completion of ENGL 101 (Composition I)

Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.

COURSE PLACEMENT Students must meet the correct placement measure for this course. Information may be found at: https://www.kckcc.edu/admissions/information/mandatory-evaluation-placement.html

COURSE DESCRIPTION
Business Communications emphasizes correct business procedures, English, and psychology as they are related to business letters, reports, and other forms of business communication.

PROGRAM LEARNING OUTCOMES
AAS Marketing
5. Demonstrate proficiency in writing business documents.
AAS Business Administration
1. Problem Solving and Decision Making
   Apply appropriate problem solving and decision-making skills.
2. Writing Business Documents
   Demonstrate proficiency in writing business documents.
AAS Accounting
4. Critical thinking in decision making: Demonstrate the ability to utilize critical and creative thinking in business, operational or capital decision making.

5   Technology and communication in business
Demonstrate the ability to communicate and utilize technology in a business environment.

AAS Administrative Office Professional

1. Plan and collaborate with others in ways that contribute to the organization's goals.
2. Use critical thinking skills to analyze, prioritize, develop, write, and create business documents

TEXTBOOKS
http://kckccbookstore.com/

METHODS OF INSTRUCTION
A variety of instructional methods may be used depending on content area. These include but are not limited to: lecture, multimedia, cooperative/collaborative learning, labs and demonstrations, projects and presentations, speeches, debates, panels, conferencing, performances, and learning experiences outside the classroom. Methodology will be selected to best meet student needs.

COURSE OUTLINE
    I.   Communication in the Workplace
    II.   The Writing Process
    III.   Basic Business Messages
    IV.   Professionalism, Teamwork, Meetings, and Speaking Skills
    IV.   Communication and Employment
    V.   Special Topics in Business Communication

COURSE LEARNING OUTCOMES
Upon successful completion of this course, the student will:
A. Be able to clearly communicate an idea or opinion, both verbally and in writing.
B. Be able to write clear sentences and paragraphs.
C. Be able to write for effect.
D. Be able to use directness and indirectness in writing business messages.
E. Be able to use strategies in the job-search process.
F. Be able to use tools for technology-enabled communication.
G. Be able to discuss strategies for effective cross-cultural communications.

ASSESSMENT OF COURSE LEARNING OUTCOMES
Student progress is evaluated through both formative and summative assessment methods. Specific details may be found in the instructor's course information document.

COLLEGE POLICIES AND PROCEDURES
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COURSE SYLLABUS

LAST REVIEW   Spring 2019

COURSE TITLE   Obtaining Employment

COURSE NUMBER   BUSN 0250

DIVISION   Math, Science, Business & Technology

DEPARTMENT   Business

CIP CODE   24.0101, 52.0401, 52.1401

CREDIT HOURS   1

CONTACT HOURS/WEEK   Class: 1

PREREQUISITES   None

Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program

COURSE PLACEMENT   Students must meet the correct placement measure for this course. Information may be found at: https://www.kckcc.edu/admissions/information/mandatory-evaluation-placement.html

COURSE DESCRIPTION

This course explains the techniques used to successfully obtain a job. Areas covered include locating job openings; completing application forms; writing an application letter, resume, and follow-up letter; preparing for interviews; and interviewing.

PROGRAM LEARNING OUTCOMES

Office Assistant PLOs

1. Perform basic essential office tasks using a variety of office equipment and technology.
2. Display basic quality written and oral communicataion skills in a variety of settings.
3. Demonstrate positive customer service skills in an office environment.

Administrative Office Professional CERT PLOs

1. Perform advanced essential office tasks using a ariety of office equipment and technology.
2. Display advanced quality written and oral communication skills in a variety of settinngs.

Administrative Office Professional AAS PLOs

1. Plan and collaborate with others in ways that contribute to the organization's goals.

2. Use critical thinking skills to analyze, prioritize, develop, write, and create business documents.

TEXTBOOKS
http://kckccbookstore.com/

METHODS OF INSTRUCTION
A variety of instructional methods may be used depending on content area. These include but are not limited to: lecture, multimedia, cooperative/collaborative learning, labs and demonstrations, projects and presentations, speeches, debates, panels, conferencing, performances, and learning experiences outside the classroom. Methodology will be selected to best meet student needs.

COURSE OUTLINE
I.   Getting Ready to Look for a Job
II.   Using Good Communication Skills for the Job Search
III.   Finding Openings
IV.   Application Blanks and Employment Tests
V.   Preparing Your Resume
VI.   Writing a Cover Letters are Looking for in Employees
VII.   Projecting a Professional Image
VIII. Going on a Job Interview
IX.   Writing a Thank-you or Follow-up Letter
X.   Being an Employee

COURSE LEARNING OUTCOMES AND COMPETENCIES
Upon successful completion of this course, the student will:

A Be able to identify personal qualities needed to identify an appropriate career.
    1. Be able to list strengths, weaknesses, interests that relate to chosen career field.
    2. Be able to utilize the internet to research career fields.
    3. Be able to conduct an informational interview to research a career.

B. Be be able to conduct a job search.
    4. Be able to utilize various resources to identify employment opportunities (newspaper, internet, professional contacts, etc.).
    5. Be able to make an appointment for informational interviews and interviews.
    6. Use good communication skills including listening, following directions, speaking, and using correct grammar in conducting a job search.

C. Be be able to complete an employment application.
    7. Use good written skills in completing an accurate and honest employment application.

8. Follow directions in completing an employment application.

D. Be able to prepare a resume.
    9. Utilize proper and professional design and layout techniques to develop a resume.
    10. Use good written skills in completing an accurate resume.

E. Be able to prepare a letter of application.
    11. Utilize proper design and layout techniques to write a letter of application.
    12. Use good written skills in writing a letter of application.
    13. Design personal letterhead.

F. Be able to write a thank you or follow-up letter.
    14. Utilize proper design and layout techniques to write a letter of application.
    15. Uood written skills in writing a letter of application.
Design personal letterhead.
    16. Follow appropriate business protocol in writing a letter of thanks following an interview.

G. Be able to project a professional image during an interview.
    17. Use good communication skills including listening, following directions, speaking and using correct grammar during an interview.
    18. Identify why projecting a professional image is important to a job seeker.
    19. Identify successful factors of the job interview process.
    20. Demonstrate successful interview techniques during a mock interview.

H. Be able to identify qualities needed to survive the job.
    21. Identify successful job retention characteristics and traits for maintaining employment.
    22. Identify personal short-term and long-term career goals.

ASSESSMENT OF COURSE LEARNING OUTCOMES AND COMPETENCIES
Student progress is evaluated through both formative and summative assessment methods. Specific details may be found in the instructor's course information document.

COLLEGE POLICIES AND PROCEDURES
Student Handbook
https://www.kckcc.edu/files/docs/student-resources/student-handbook-and-code-of-conduct.pdf

College Catalog
https://www.kckcc.edu/academics/catalog/index.html

College Policies and Statements
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Accessibility and Accommodations
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COURSE SYLLABUS

LAST REVIEW	Spring 2021
COURSE TITLE	Occupational Internship I
COURSE NUMBER	BUSN 0285
DIVISION	Math, Science, Business & Technology
DEPARTMENT	Business
CIP CODE	52.1401
CREDIT HOURS	3
CONTACT HOURS/WEEK	Class: 3
PREREQUISITES	None

Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.

COURSE PLACEMENT Students must meet the correct placement measure for this course. Information may be found at: https://www.kckcc.edu/admissions/information/mandatory-evaluation-placement.html

COURSE DESCRIPTION
The general purpose of the occupational internship is to bridge the gap between work and school by ensuring workplace skills meet the needs of the student's career goals and the needs of the employer. This course offers work experience under instructional supervision in an approved training situation designed to provide practical experience in administrative office professional. A minimum of 15 hours per week on-the-job training is required.

PROGRAM LEARNING OUTCOMES
Administrative Office Professional CERT PLOs
1. Perform advanced essential office tasks using a variety of office equipment and technology.
2. Display advanced quality written and oral communication skills in a variety of settings.
3. Compare and choose appropriate management approaches for business situations.

Administrative Office Professional AAS PLO
1. Plan and collaborate with others in ways that contribute to the organiazations goals.

2. Use critical thinking skills to analyze, prioritize, develop, write, and create business documents.

TEXTBOOKS
http://kckccbookstore.com/

METHODS OF INSTRUCTION
A variety of instructional methods may be used depending on content area. These include but are not limited to: lecture, multimedia, cooperative/collaborative learning, labs and demonstrations, projects and presentations, speeches, debates, panels, conferencing, performances, and learning experiences outside the classroom. Methodology will be selected to best meet student needs.

COURSE OUTLINE
I. Readings and Discussions
    A. Three Key "Drivers" of Change
    B. Coming to Grips With Reality
    C. Don't Expect Somebody Else to Reduce Your Stress
    D. Don't Decide Not to Change
    E. Don't Act Like a Victim
    F. Don't Try to Play a New Game by the Old Rules
    G. Don't Shoot for a Low-Stress Work Setting
    H. Don't Try to Control the Uncontrollable
    I. Don't Choose Your Own Pace of Change
    J. Don't Fail to Abandon the Expendable
    K. Don't Slow Down
    L. Don't Be Afraid of the Future
    M. Don't Pick the Wrong Battles
    N. Don't Psychologically Unplug From Your Job
    O. Don't Avoid New Assignments
    P. Don't Try to Eliminate Uncertainty and Instability
    Q. Don't Assume "Caring Management" Should Keep You Comfortable
    R. Taking Personal Responsibility for Stress Reduction
II. Work Highlights Discussion
III. Work Overview Assignment
IV. Workplace Project and Summary Report
V. Performance Evaluation and Summary Report

COURSE LEARNING OUTCOMES AND COMPETENCIES
Upon successful completion of this course, the student will:

A. Demonstrate business knowledge and skills for a specific job.

1. Demonstrate knowledge of the duties and responsibilities of the entire job for which they are employed.
2. Demonstrate appropriate quality of work.
3. Demonstrate appropriate quantity of work.
4. Utilize a variety of business application software packages to include: Word, Excel, Access, Power Point, and unique software applicable to a particular business.
5. Demonstrate ability to follow written and oral directions.

B. Assess personal skills, abilities, strengths and weaknesses as they relate to employment.
6. Demonstrate professional work behavior.
7. Meet with supervisor to discuss employee performance.

C. Enhance decision making, problem solving, and creative thinking skills.
8. Demonstrate decision making, problem solving and creative thinking skills through the design and implementation of a job enlargement or job enhancement project.
9. Demonstrate the ability to recognize and identify the existence of a problem.
10. Demonstrate ability to identify information needed to solve a problem.
11. Demonstrate ability to generate alternative solutions, analyze the alternatives, and select the best alternative.

D. Demonstrate a positive work ethic.
12. Exhibit dependability.
13. Exhibit punctuality.
14. Identify and apply rules, regulations and policies.
15. Demonstrate ability to work independently.

E. Demonstrate positive working relationships in the workplace.
16. Maintain a business attitude appropriate for the workplace.
17. Maintain a business-like image appropriate for his/her work place.
19. Maintain personal appearance to comply with company standards.
20. Display a positive attitude.

F. Demonstrate ability to adapt to change.
21. Follow directions.
22. Accept responsibility for own actions.

ASSESSMENT OF COURSE LEARNING OUTCOMES AND COMPETENCIES
Student progress is evaluated through both formative and summative assessment methods. Specific details may be found in the instructor's course information document.

COLLEGE POLICIES AND PROCEDURES
Student Handbook
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College Catalog
https://www.kckcc.edu/academics/catalog/index.html

College Policies and Statements
https://www.kckcc.edu/about/policies-statements/index.html

Accessibility and Accommodations
https://www.kckcc.edu/academics/resources/student-accessibility-support-services/index.html.

COURSE SYLLABUS

LAST REVIEW   Spring 2021

COURSE TITLE   Keyboarding

COURSE NUMBER   BUSN 1151

DIVISION   Math, Science, Business & Technology

DEPARTMENT   Business

CIP CODE   52.1202

CREDIT HOURS   1

CONTACT HOURS/WEEK   Class: 1

PREREQUISITES   None

Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.

COURSE PLACEMENT   None

COURSE DESCRIPTION
This introductory course teaches students to type by touch while improving speed and accuracy level. Topics include home keys, space bar, keyboarding numbers and the alphabet. The goal is a minimum of 28 wpm with 4 or less errors.

PROGRAM LEARNING OUTCOMES
Office Assistant PLOs
1. Perform basic essential office tasks using a variety of office equipment and technology.
2. Display basic quality written and oral communication skills in a variety of settings

Administrative Office Professional CERT PLOs
1. Perform advanced essential office tasks using a variety of office equipment and technology
2. Display advanced quality written and oral communication skills in a variety of settings.

TEXTBOOKS
http://kckccbookstore.com/

METHODS OF INSTRUCTION
A variety of instructional methods may be used depending on content area. These include but are not limited to: lecture, multimedia, cooperative/collaborative learning,

labs and demonstrations, projects and presentations, speeches, debates, panels, conferencing, performances, and learning experiences outside the classroom. Methodology will be selected to best meet student needs.

COURSE OUTLINE
I. Introduction to and instruction in the use of the computer, mouse, and printer.
II. Introduction to and instruction in the use of keyboarding software.
III. Demonstration of proper keyboarding techniques and correct posture.
IV. Instruction in keying the alphabetic keys using the touch method of keyboarding.
V. Instruction in keying the numerical keys using the touch method of keyboarding.
VI. Instruction in keying the symbol keys using the touch method of keyboarding.
VII. Instruction in taking timed writings and computing words per minute.
VIII. Demonstration of skill-building activities through practice.

COURSE LEARNING OUTCOMES AND COMPETENCIES
Upon successful completion of this course, the student will:
A. Be able to practice proper use of equipment and storage devices.
   1. Be able to boot, access, and exit software applications.
   2. Be able to organize the workstation and peripheral equipment.
   3. Be able to utilize the mouse and storage devices to retrieve information.

B. TBe able to resolve common computer problems.
   4. Be able to identify common computer errors.
   5. Be able to correct computer component problems.

C. Be able to model proper keyboarding techniques.
   6. Be able to apply ergonomic standards to keyboarding.
   7. Be able to position hands and body during keying for maximum efficiency.
   8. Be able to use proper fingers for keying letters, number, and symbols.

D. Be able to demonstrate acceptable levels of keyboarding skill.
   9. Be able to key at a predetermined level of speed.
   10. Be able to key at a predetermined level of accuracy.

ASSESSMENT OF COURSE LEARNING OUTCOMES AND COMPETENCIES
Student progress is evaluated through both formative and summative assessment methods. Specific details may be found in the instructor's course information document.

COLLEGE POLICIES AND PROCEDURES
Student Handbook
https://www.kckcc.edu/files/docs/student-resources/student-handbook-and-code-of-conduct.pdf

College Catalog
https://www.kckcc.edu/academics/catalog/index.html

College Policies and Statements
https://www.kckcc.edu/about/policies-statements/index.html

Accessibility and Accommodations
https://www.kckcc.edu/academics/resources/student-accessibility-support-services/index.html.

COURSE SYLLABUS

LAST REVIEW	Spring 2021
COURSE TITLE	Document Formatting I
COURSE NUMBER	BUSN 1152
DIVISION	Math, Science, Business & Technology
DEPARTMENT	Business
CIP CODE	52.1202
CREDIT HOURS	1
CONTACT HOURS/WEEK	Class: 1
PREREQUISITES	BUSN 1151 Basic Keyboarding and BUSN-1153.

Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.

COURSE PLACEMENT Students must meet the correct placement measure for this course. Information may be found at: https://www.kckcc.edu/admissions/information/mandatory-evaluation-placement.html

COURSE DESCRIPTION
This course covers production of correspondence, reports, and tables.

PROGRAM LEARNING OUTCOMES
Office Assistant PLOs
1. Perform basic essential office tasks using a variety of office equipment and technology.
2. Display basic quality written and oral communication skills in a variety of settings.

Administrative Office Professional Certificate PLOs
1. Perform advanced essential office tasks using a variety of office equipment and technology
2. Display advanced quality written and oral communication skills in a variety of settings.

TEXTBOOKS
http://kckccbookstore.com/

METHODS OF INSTRUCTION
A variety of instructional methods may be used depending on content area. These include but are not limited to: lecture, multimedia, cooperative/collaborative learning, labs and demonstrations, projects and presentations, speeches, debates, panels, conferencing, performances, and learning experiences outside the classroom. Methodology will be selected to best meet student needs.

COURSE OUTLINE
I.   Review of keyboarding skills.
II.   Orientation of Microsoft Windows.
III.   Demonstrate special Word functions.
IV. Demonstrate proofreading documents.
      A. Identify proofreaders' marks
      B. Use proofreaders' marks to format documents
V.   Identify basic parts of a business letter.
VI. Format business letters in block style.
VII.Format interoffice memorandum.
VIII.   Identify basic parts of a report.
IX. Format one-page report.
X.   Format two-page report.
XI. Identify basic parts of a simple table.
XII.   Format a simple table.
XIII.   Center text horizontally and vertically.

COURSE LEARNING OUTCOMES AND COMPETENCIES
Upon successful completion of this course, the student will:
A. Be able to create, name, save, retrieve, open, and print a file.
    1.   Be be able to create, name, save, retrieve, open, and print a file.

B. Be able to correctly key business letters using block letter style.
    2.   Be able to demonstrate proficiency in inputting and proofreading business letters using block style in correct format.
    3.   Be able to demonstrate proficiency in inputting and proofreading an envelope in correct format.
    4.   Be able to demonstrate proficiency in inputting and proofreading address labels in correct format.

C. Be able to correctly key memos.
    5.   Be able to demonstrate proficiency in inputting and proofreading memos in correct format.

D. Be able to correctly key one-/two-page reports.
    6.   Be able to demonstrate proficiency in inputting and proofreading reports.

E. Be able correctly key a simple table.
   7.   Be able to demonstrate proficiency in inputting and proofreading simple tables in correct format.

ASSESSMENT OF COURSE LEARNING OUTCOMES AND COMPETENCIES
Student progress is evaluated through both formative and summative assessment methods. Specific details may be found in the instructor's course information document.

COLLEGE POLICIES AND PROCEDURES
Student Handbook
https://www.kckcc.edu/files/docs/student-resources/student-handbook-and-code-of-conduct.pdf

College Catalog
https://www.kckcc.edu/academics/catalog/index.html

College Policies and Statements
https://www.kckcc.edu/about/policies-statements/index.html

Accessibility and Accommodations
https://www.kckcc.edu/academics/resources/student-accessibility-support-services/index.html.

COURSE SYLLABUS

LAST REVIEW	Spring 2021
COURSE TITLE	Speedbuilding I
COURSE NUMBER	BUSN 1153
DIVISION	Math, Science, Business & Technology
DEPARTMENT	Business
CIP CODE	52.0401
CREDIT HOURS	1
CONTACT HOURS/WEEK	Class: 1
PREREQUISITES	BUSN-1151 Basic Keyboarding with a grade of C or better.

Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.

COURSE PLACEMENT   None

COURSE DESCRIPTION
This course is for students who want to attain speed and accuracy on straight-copy keying with a goal of 30-50 wpm with 4 or less errors.

PROGRAM LEARNING OUTCOMES
Office Assistant PLOs
1. Perform basic essential office tasks using a variety of office equipment and technology.
2. Display basic quality written and oral communication skills in a variety of settings.

Administrative Office Professional Certificate PLOs
1. Perform advanced essential office tasks using a variety of office equipment and technology.
2. Display advanced quality written and oral communication skills in a variety of settings.

TEXTBOOKS
http://kckccbookstore.com/

METHODS OF INSTRUCTION
A variety of instructional methods may be used depending on content area. These include but are not limited to: lecture, multimedia, cooperative/collaborative learning,

labs and demonstrations, projects and presentations, speeches, debates, panels, conferencing, performances, and learning experiences outside the classroom. Methodology will be selected to best meet student needs.

COURSE OUTLINE
I. Review proper workstation techniques.
    A. Chair
    B. Keyboard
    C. Screen
    D. Text
II. Review the proper techniques for using the computer, mouse, and printer.
III. Review the features of the keyboarding software.
IV. Review the proper keyboarding techniques for touch keying alphabetic, numeric, and symbol keys.
V. Build keyboarding speed and accuracy on alphabetic material by the following:
    A. 12-second sprints
    B. 30-second sprints
    C. l-minute timed writings
    D. 3-minute timed writings
    E. Practice of alternate-hand words
    F. Practice of one-hand words
    G. Practice of adjacent keys
    H. Practice of consecutive finger keys
VI. Build technique speed and accuracy by the following:
    A. Shift-key drills
    B. Concentration drills
    C. Cap Lock drills
    D. Enter key drills
    E. Spacebar drills
VII. Build keyboarding speed and accuracy on numeric materials by the following:
    A. Sustained number practice
    B. 12-second number timed writings
    C. 1-minute timed writings
    D. 3-minute timed writings
VIII. Build keyboarding speed and accuracy on symbols by the following:
    A. Sustained symbol practice
    B. 12-second symbol timed writings
    C. 1-minute symbol timed writings
    D. 3-minute symbol timed writings

COURSE LEARNING OUTCOMES AND COMPETENCIES
Upon successful completion of this course, the student will:
A. Be able to practice proper use of equipment and storage devices.
    1. Be able to boot, access, and exit software applications.

B. Be able to resolve common computer problems.
   2.   Be able to organize the workstation and peripheral equipment.

C. Be able to model proper keyboarding techniques.
   3.   Be able to utilize the mouse and storage devices to retrieve information.
   4.   Be able to apply ergonomic standards to keyboarding.
   5.   Be able to position hands and body during keying for maximum efficiency.
   6.   Be able to use proper fingers for keying letters, number, and symbols.

D. Be able to demonstrate acceptable levels of keyboarding skill on 3-minute straight-copy timings.
   7.   Be able to key at a predetermined level of speed at a minimum of 20 wpm for 3 minutes.
   8.   Be able to key at a predetermined level of accuracy with 1 wpm deducted for each error.

ASSESSMENT OF COURSE LEARNING OUTCOMES AND COMPETENCIES
Student progress is evaluated through both formative and summative assessment methods. Specific details may be found in the instructor's course information document.

COLLEGE POLICIES AND PROCEDURES
Student Handbook
https://www.kckcc.edu/files/docs/student-resources/student-handbook-and-code-of-conduct.pdf

College Catalog
https://www.kckcc.edu/academics/catalog/index.html

College Policies and Statements
https://www.kckcc.edu/about/policies-statements/index.html

Accessibility and Accommodations
https://www.kckcc.edu/academics/resources/student-accessibility-support-services/index.html.

COURSE SYLLABUS

LAST REVIEW	Spring 2021
COURSE TITLE	Records Management
COURSE NUMBER	BUSN 2201
DIVISION	Math, Science, Business & Technology
DEPARTMENT	Business
CIP CODE	52.0401
CREDIT HOURS	1
CONTACT HOURS/WEEK	Class: 1
PREREQUISITES	None

Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program

COURSE PLACEMENT Students must meet the correct placement measure for this course. Information may be found at: https://www.kckcc.edu/admissions/information/mandatory-evaluation-placement.html

COURSE DESCRIPTION
Rules established by the Association of Records Managers and Administrators (ARMA) are used for alphabetic, geographic, subject, and numeric filing.

PROGRAM LEARNING OUTCOMES
Office Assistant PLOs
1. Perform basic essential office tasks using a variety of office equipment and technology.
2. Display basic quality written and oral communication skills in a variety of settings.

Administrative Office Professional Certificate PLOs
1. Perform advanced essential office tasks using a variety of office equipment and technology.

TEXTBOOKS
http://kckccbookstore.com/

METHODS OF INSTRUCTION
A variety of instructional methods may be used depending on content area. These include but are not limited to: lecture, multimedia, cooperative/collaborative learning,

labs and demonstrations, projects and presentations, speeches, debates, panels, conferencing, performances, and learning experiences outside the classroom. Methodology will be selected to best meet student needs.

COURSE OUTLINE
I.   Unit 1 Alphabetic Card Filing
II.   Unit 2 Alphabetic Correspondence Filing
III.   Unit 3 Geographic Filing
IV.   Unit 4 Subject Filing
V.   Unit 5 Numeric Filing

COURSE LEARNING OUTCOMES AND COMPETENCIES
Upon successful completion of this course, the student will:
A. Be able to file using rules established by the ARMA for alphabetic filing.
   1.   Be able to file alphabetically.

B. Be able to file using rules established by the ARMA for geographic filing.
   2.   Be able to file geographically.

C. Be able to file using rules established by the ARMA for geographic filing.
   3.   Be able to file by subject.

D. Be able to file using rules established by the ARMA for geographic filing.
   4.   Be able to file numerically.

E. Be able to use internet features to access the online program.
   5.   Be able to determine internet features to access the online   program..
   6.   Be able to exhibit e-mail skills.
   7.   Be able to demonstrate discussion forum options.

ASSESSMENT OF COURSE LEARNING OUTCOMES AND COMPETENCIES
Student progress is evaluated through both formative and summative assessment methods. Specific details may be found in the instructor's course information document.

COLLEGE POLICIES AND PROCEDURES
Student Handbook
https://www.kckcc.edu/files/docs/student-resources/student-handbook-and-code-of-conduct.pdf

College Catalog
https://www.kckcc.edu/academics/catalog/index.html

College Policies and Statements

https://www.kckcc.edu/about/policies-statements/index.html

Accessibility and Accommodations
https://www.kckcc.edu/academics/resources/student-accessibility-support-services/index.html.

COURSE SYLLABUS

LAST REVIEW	Spring 2021
COURSE TITLE	Business Englilsh
COURSE NUMBER	BUSN 2202
DIVISION	Math, Science, Business & Technology
DEPARTMENT	Business
CIP CODE	52.0401
CREDIT HOURS	1
CONTACT HOURS/WEEK	Class: 1
PREREQUISITES	None

Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.

COURSE PLACEMENT Students must meet the correct placement measure for this course. Information may be found at: https://www.kckcc.edu/admissions/information/mandatory-evaluation-placement.html

COURSE DESCRIPTION
Business vocabulary and language usage are studied in parts of speech, sentence structure, capitalization, number style, and punctuation usage.

PROGRAM LEARNING OUTCOMES
Office Assistant PLOs
1. Perform basic essential office tasks using a variety of office equipment and technology.
2. Display basic quality written and oral communication skills in a variety of settings.

Administrative Office Professional Certificate PLOs
1. Perform advanced essential office tasks using a variety of office equipment and technology.
2. Display advanced quality written and oral communication skills in a variety of settings.

Administrative Office Professional AAS PLO
2. Use critical thinking skills to analyze, prioritize, develop, write, and create business documents.

TEXTBOOKS
http://kckccbookstore.com/

METHODS OF INSTRUCTION
A variety of instructional methods may be used depending on content area. These include but are not limited to: lecture, multimedia, cooperative/collaborative learning, labs and demonstrations, projects and presentations, speeches, debates, panels, conferencing, performances, and learning experiences outside the classroom. Methodology will be selected to best meet student needs.

COURSE OUTLINE
I.	Unit 1: Laying a Foundation
	A. Chapter 1: Reference Skills
	B. Chapter 2: Parts of Speech
	C. Chapter 3: Sentences: Elements, Patterns, Types, Faults
II.	Unit 2: Knowing the Namers
	A. Chapter 4: Nouns
	B. Chapter 5: Possessive Nouns
	C. Chapter 6: Personal Pronouns
	D. Chapter 7: Pronouns and Antecedents
III.	Unit 3: Showing the Action
	A. Chapter 8: Verbs: Kinds, Voices, Moods, Verbals
	B. Chapter 9: Verb Tenses and Parts
	C. Chapter 10: Verb and Subject Agreement
IV.	Unit 4: Modifying and Connecting Words
	A. Chapter 11: Modifiers: Adjectives and Adverbs
	B. Chapter 12: Prepositions
	C. Chapter 13: Conjunctions
V.	Unit 5: Punctuating Sentences
	A. Chapter 14: Commas
	B. Chapter 15: Semicolons and Colons
	C. Chapter 16: Other Punctuation
VI.	Unit 6: Writing with Style
	A. Chapter 17: Capitalization
	B. Chapter 18: Numbers

COURSE LEARNING OUTCOMES AND COMPETENCIES
Upon successful completion of this course, the student will:
A. Learn to correctly use nouns and pronouns.
  1. Be able to identify nouns and pronouns.

B. Be able to correctly use verbs, tenses, and verbals.
  2. Be able to identify verbs, tenses, and verbals.

C. Be able to correctly use adjectives and adverbs.
   3. Be able to identify adjectives and adverbs.

D. Be able to correctly use prepositions.
   4. Be able to identify prepositions.

E. Be able to correctly use capitalization.
   5. Be able to identify capitalization.

F. Be able to correctly use ending punctuation marks and sentence punctuation.
   6. Be able to use identify ending punctuation marks and sentence punctuation.

G. Be able to correctly use number style.
   7. Be able to identify correct number style.

ASSESSMENT OF COURSE LEARNING OUTCOMES AND COMPETENCIES
Student progress is evaluated through both formative and summative assessment methods. Specific details may be found in the instructor's course information document.

COLLEGE POLICIES AND PROCEDURES
Student Handbook
https://www.kckcc.edu/files/docs/student-resources/student-handbook-and-code-of-conduct.pdf

College Catalog
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College Policies and Statements
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Accessibility and Accommodations
https://www.kckcc.edu/academics/resources/student-accessibility-support-services/index.html.

COURSE SYLLABUS

LAST REVIEW	Spring 2021
COURSE TITLE	Proofreading
COURSE NUMBER	BUSN 2203
DIVISION	Math, Science, Business & Technology
DEPARTMENT	Business
CIP CODE	52.0401
CREDIT HOURS	1
CONTACT HOURS/WEEK	Class:1
PREREQUISITES	None

Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program

COURSE PLACEMENT Students must meet the correct placement measure for this course. Information may be found at: https://www.kckcc.edu/admissions/information/mandatory-evaluation-placement.html

COURSE DESCRIPTION
Students develop proofreading skills through ability to spell; to use fundamentals of word division, capitalization, expressions of numbers, punctuation, and grammar; and to read for meaning.

PROGRAM LEARNING OUTCOMES
Office Assistant PLOs
1. Perform basic essential office tasks using a variety of office equipment and technology.
2. Display basic quality written and oral communication skills in a variety of settings.

Administrative Office Professional Certificate PLOs
1. Perform advanced essential office tasks using a variety of office equipment and technology
2. Display advanced quality written and oral communication skills in a variety of settings.

Administrative Office Professional AAS PLOs
2. Use critical thinking skills to analyze, prioritize, develop, write, and create business documents.

TEXTBOOKS
http://kckccbookstore.com/

METHODS OF INSTRUCTION
A variety of instructional methods may be used depending on content area. These include but are not limited to: lecture, multimedia, cooperative/collaborative learning, labs and demonstrations, projects and presentations, speeches, debates, panels, conferencing, performances, and learning experiences outside the classroom. Methodology will be selected to best meet student needs.

COURSE OUTLINE
   I.   Chapter 1 Errors! Errors! Errors!
   II.   Chapter 2 Keyboarding Errors
   III.   Chapter 3 Proofreading and Editing on the Computer
   IV.   Chapter 4 Capitalization Errors
   V.   Chapter 5 Abbreviation Errors and Rough Drafts
   VI.   Chapter 6 Number Expression Errors
   VII.   Chapter 7 Subject-Verb Agreement
   VIII. Chapter 8 Pronoun Problems
   IX.   Chapter 9 Sentence Construction
   X.   Chapter 10 Comma Errors
   XI.   Chapter 11 Other Punctuation Errors
   XII.   Chapter 12 Format Errors: Letters and Memos
   XIII. Chapter 13 Format Errors: Reports and Job Search Documents
   XIV.   Chapter 14 Editing for Content, Clarity, and Conciseness
   XV.   Chapter 15 Proofreading and Editing on Computer (delete)

COURSE LEARNING OUTCOMES AND COMPETENCIES
Upon successful completion of this course, the student will:
A. Learn to proofread using proper techniques as covered in the text.
    1. Be able to identify the most common types of errors when proofreading and apply the principles of on-screen proofreading.

B. Learn to proofread using acceptable basic rules of grammar and usage as covered in the text.
    2. Be able to understand the basic rules for capitalization, common abbreviation rules, and the expression of numbers.
    3. Be able to find and mark errors in subject-verb agreement.
    4. Be able to locate and correct errors in pronoun-antecedent agreement and case.
    5. Be able to understand the significance of phrases and clauses.
    6. Be able to identify and correct errors in the use of commas as they apply to compound sentences, introductory elements, and series.

C. Learn to proofread using acceptable style as covered in the text.
   7. Be able to understand the basic rules for capitalization and apply common abbreviation rules.
   8. Be able to recognize errors in the expression of numbers and punctuation marks.

D. Learn to proofread using proper formats as covered in the text.
   9. Be able to identify errors in letter and interoffice memorandums formats.
   10. Be able to recognize format errors in reports and job search documents.

E. Learn to proofread for content, clarity, and conciseness as covered in the text.
   11. Be able to edit for content, clarity, and conciseness.

ASSESSMENT OF COURSE LEARNING OUTCOMES AND COMPETENCIES
Student progress is evaluated through both formative and summative assessment methods. Specific details may be found in the instructor's course information document.

COLLEGE POLICIES AND PROCEDURES
Student Handbook
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College Catalog
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College Policies and Statements
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Accessibility and Accommodations
https://www.kckcc.edu/academics/resources/student-accessibility-support-services/index.html.

COURSE SYLLABUS

LAST REVIEW	Fall 2021
COURSE TITLE	Legal Terminology and Document Preparation
COURSE NUMBER	BUSN 2204
DIVISION	Math, Science, Business & Technology
DEPARTMENT	Business
CIP CODE	22.0301
CREDIT HOURS	3
CONTACT HOURS/WEEK	Class: 3
PREREQUISITES	BUSN-0204 Business Law
	Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program.
COREQUISITES	None
COURSE PLACEMENT	Students must meet the correct placement measure for this course. Information may be found at: https://www.kckcc.edu/admissions/information/mandatory-evaluation-placement.html

COURSE DESCRIPTION
Legal Terminology and Document Preparation is a course which is designed to prepare students to create and maintain legal documents and to use legal terminology in the proper context. Students will acquire a working knowledge of the language and documents most commonly used in the legal profession. Course contents include: definitions, spellings and pronunciations of legal terms, and sample copies of routine legal documents and their uses. The course will emphasize using legal research resources to create professional legal documents.

TEXTBOOKS
http://kckccbookstore.com/

METHODS OF INSTRUCTION
A variety of instructional methods may be used depending on content area. These include but are not limited to: lecture, multimedia, cooperative/collaborative learning, labs and demonstrations, projects and presentations, speeches, debates, panels, conferencing, performances, and learning experiences outside the classroom. Methodology will be selected to best meet student needs.

COURSE LEARNING OUTCOMES AND COMPETENCIES
Upon successful completion of this course, the student will be able to:
A. Define and correctly use, pronounce, and spell terms used in routine legal documents and the legal environment.
B. Identify the purpose of selected forms and documents used in the legal profession.
C. Follow proper procedures for producing, preparing, assembling, and distributing legal documents.
D. Use the dictionary and other legal reference materials pertaining to the law.
E. Proofread legal documents for content, spelling, punctuation, and form.

COURSE OUTLINE
1. Legal Terms
    1.1. Definition
    1.2. Usage
    1.3. Pronunciation
    1.4. Spelling
2. Application of Legal Terms
    2.1. Civil procedures
    2.2. Criminal law
    2.3. Real estate
    2.4. Probate
    2.5. Family law
    2.6. Contract law
    2.7. Corporate law
    2.8. Discovery procedures
    2.9. Latin terms
3. Court
    3.1. Requirements
    3.2. Procedures
    3.3. Court structure
    3.4. Local rules
4. Legal Documents
    4.1. Summons
    4.2. Complaint
    4.3. Answer
    4.4. Subpoena
    4.5. Affidavit of witness
5. Resource Materials
5.1 Dictionary
5.2 Other legal resources
6. Legal Document Preparation
6.1. Transcriptions
6.2. Document Preparation
6.3. Proofreading for content, errors, form

ASSESSMENT OF COURSE LEARNING OUTCOMES AND COMPETENCIES

Student progress is evaluated through both formative and summative assessment methods. Specific details may be found in the instructor's course information document.

COLLEGE POLICIES AND PROCEDURES

Student Handbook
https://www.kckcc.edu/files/docs/student-resources/student-handbook-and-code-of-conduct.pdf

College Catalog
https://www.kckcc.edu/academics/catalog/index.html

College Policies and Statements
https://www.kckcc.edu/about/policies-statements/index.html

Accessibility and Accommodations
https://www.kckcc.edu/academics/resources/student-accessibility-support-services/index.html.

COURSE SYLLABUS

LAST REVIEW	Spring 2021
COURSE TITLE	Customer Service
COURSE NUMBER	BUSN 2253
DIVISION	Math, Science, Business & Technology
DEPARTMENT	Business
CIP CODE	52.0401
CREDIT HOURS	2
CONTACT HOURS/WEEK	Class: 2
PREREQUISITES	None

Effective Spring 2005, if you are a Business major, you must have a "C" or better in all business courses to meet the requirements of the business degree program

COURSE PLACEMENT Students must meet the correct placement measure for this course. Information may be found at: https://www.kckcc.edu/admissions/information/mandatory-evaluation-placement.html

COURSE DESCRIPTION
This course is designed to build and maintain critical skills necessary to be a dynamic and successful service professional. Students will gain insight on customer behavior and attitudes and will develop strategies to create positive customer relationships.

PROGRAM LEARNING OUTCOMES
Office Assistant PLOs
1. Perform basic essential office tasks using a variety of office equipment and technology.
2. Display basic quality written and oral communication skills in a variety of settings.
3. Demonstrate positive customer service skills in an office environment.

Administrative Office Professional CERT PLOs
1. Perform advanced essential office tasks using a variety of office equipment and technology.
2. Display advanced quality written and oral communication skills in a variety of settings.

TEXTBOOKS
http://kckccbookstore.com/

METHODS OF INSTRUCTION
A variety of instructional methods may be used depending on content area. These include but are not limited to: lecture, multimedia, cooperative/collaborative learning, labs and demonstrations, projects and presentations, speeches, debates, panels, conferencing, performances, and learning experiences outside the classroom. Methodology will be selected to best meet student needs.

COURSE OUTLINE
I.   Customer Service
    A. The Profession
          1. The Customer Service Profession
          2. Contributing to a Service Culture
    B. Skills for Success
          3. Verbal Communication Skills
          4. Nonverbal Communication Skills
          5. Listening to the Customer
    C. Building and Maintaining Relationships
          6. Customer Service and Behavior
          7. Service Breakdowns and Service Recovery
          8. Customer Service in a Diverse World
          9. Customer Service via Technology
          10. Encouraging Customer Loyalty

COURSE LEARNING OUTCOMES AND COMPETENCIES
Upon successful completion of this course, the student will:
    A. ***Be able to describe ways to create customer satisfaction including responsiveness, reliability, empathy, and tangible service.***
        1.   Be able to define customer service.
        2.   Be able to describe factors that have impacted the growth of the service sector in the United States.
        3.   Be able to explain the elements of a service culture.
        4.   Be able to define service strategy.

B. Be able to identify specific behaviors that create a positive memorable customer service experience.
    5. Be able to explain the importance of effective communication in customer service.
    6. Be able to recognize the elements of effective two-way interpersonal communication.

C. Be able to describe ways to create customer satisfaction internally and externally.

7. Be able to define nonverbal communication
8. Be able to recognize various nonverbal cues and their effect on customers.
9. Be able to describe why listening is important to customer service.
10. Be able to define the four steps in the listening process.

D. The student will be able to identify barriers to using customer service skills and create a plan of action to overcome barriers.
11. Be able to explain what behavioral styles are and why you should be concerned with them.
12. Be able to identify four key behavioral styles and the roles they play in customer service.
13. Be able to define what a service breakdown is.
14. Be able to recognize different types of difficult customers and effective deal with them.
15. Be able to describe some of the characteristics that make people unique.
16. Determine actions for dealing with various types of people.

E. Be able to describe factors to enhance quality customer service.
17. Be able to recognize the extent to which customer service is facilitated by the effective use of technology.
18. Be able to use technology to enhance service delivery capabilities.
19. Be able to explain customer relationship management and its importance to quality service.
20. Be able to describe the provider's responsibility for establishing and maintaining positive customer relationships.

ASSESSMENT OF COURSE LEARNING OUTCOMES AND COMPETENCIES
Student progress is evaluated through both formative and summative assessment methods. Specific details may be found in the instructor's course information document.

COLLEGE POLICIES AND PROCEDURES
Student Handbook
https://www.kckcc.edu/files/docs/student-resources/student-handbook-and-code-of-conduct.pdf

College Catalog
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College Policies and Statements
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Accessibility and Accommodations
https://www.kckcc.edu/academics/resources/student-accessibility-support-services/index.html.

COURSE SYLLABUS

LAST REVIEW	Spring 2021
COURSE TITLE	Microcomputer Business Software
COURSE NUMBER	CIST 0111
DIVISION	Math, Science, Business & Technology
DEPARTMENT	Business
CIP CODE	11.0801
CREDIT HOURS	3
CONTACT HOURS/WEEK	Class: 3
PREREQUISITES	None
COURSE PLACEMENT	None

COURSE DESCRIPTION
Microcomputer Business Software explores the use of microcomputers in business. The four most common programs of spreadsheets, database management, presentation and word processing are used as models.

PROGRAM LEARNING OUTCOMES
Office Assistant CERT PLOs
1. Perform basic essential office tasks using a variety of office equipment and technology.
2. Display basic quality written and oral communicataion skills in a variety of settings

Administrative Office Professional CERT PLOs
1. Perform advanced essential office tasks using a variety of office equipment and technology.
2. Display advanced quality written and oral communication skills in a variety of settings.

Administrative Office Professional AAS PLO
2. Use critical thinking skills to analyze, prioritize, develop, write and create business documents.

TEXTBOOKS
http://kckccbookstore.com/

METHODS OF INSTRUCTION
A variety of instructional methods may be used depending on content area. These include but are not limited to: lecture, multimedia, cooperative/collaborative learning, labs and demonstrations, projects and presentations, speeches, debates, panels,

conferencing, performances, and learning experiences outside the classroom. Methodology will be selected to best meet student needs.

COURSE OUTLINE

I.   MICROSOFT Windows 8
   A. Introduction to Windows 8

II. MICROSOFT POWERPOINT 2013
   A. Creating and Editing a Basic Presentation.
   B. Enhancing a Presentation with Pictures and Shapes.
   C. Reusing a Presentation and Adding Multimedia.

III. MICROSOFT WORD 2013
   A. Creating, Formatting, and Editing a Word Document with a Picture.
   B. Creating a Research Paper with Citations and References.
   C. Creating a Business Letter with a Letterhead and Table.

IV. MICROSOFT EXCEL 2013
   A. Creating a Worksheet and an Embedded Chart.
   B. Formulas, Functions, and Formatting.
   C. What-If Analysis and Working with Large Worksheets.

V.   MICROSOFT ACCESS 2013
   A. Creating and Using a Database
   B. Querying a Database
   C. Maintaining a Database

COURSE LEARNING OUTCOMES AND COMPETENCIES

Upon successful completion of this course, the student will:

A. Be able to demonstrate knowledge of Windows software.
   1. Be able to switch between tasks
   2. Be able to minimize and maximize windows.
   3. Be able to copy and move files.
   4. Be able to create, rename or delete a folder.
   5. Be able to customize the control panel.

B. Beable to create a document using word processing software.
   6. Be able to start the word processor.
   7. Be able to print a document.
   8. Be able to format a word, a paragraph and a document.
   9. Be able to insert and delete text.
   10. Be able to save a document.
   11. Be able to open a previously created document.

12. Be able to use the spelling and grammar checker.
13. Be able to copy and move text.

C. Be able to create a workbook using spreadsheet software.
   14. Be able to open the spreadsheet software.
   15. Be able to enter text, numbers and formulas.
   16. Be able to edit a cell.
   17. Be able to create a new workbook.
   18. Be able to format a worksheet.
   19. Be able to add borders and shading to cells.
   20. Be able to copy and move information.
   21. Be able to work with multiple worksheets.

D. Be able to demonstrate the ability to create a file using database software.
   22. Be able to design a database.
   23. Be able to create a database.
   24. Be able to create a table.
   25. Be able to add records to the table.
   26. Be able to customize the data sheet.
   27. Be able to print a data sheet.
   28. Be able to query the data sheet.
   29. Be able to create reports.
   30. Be able to create mailing labels.

E. Be able to demonstrate the ability to create a power point presentation.
   31. Be able to create a Title Slide.
   32. Be able to create a Text Slide with a Multi-Level Bulleted List.
   33. Be able to create a Presentation on the Outline Tab.
   34. Be able to create a Text Slide with Multi-Level bulleted Lists on the Outline Tab.
   35. Be able to add Clip Art to a slide.
   36. Be able to change the Slide Layout.
   37. Be able to review a Presentation in Slide Sorter View.
   38. Be able to Apply Animation Schemes.

F. Use employability skills.
   39. Meet deadlines

ASSESSMENT OF COURSE LEARNING OUTCOMES AND COMPETENCIES
Student progress is evaluated through both formative and summative assessment methods. Specific details may be found in the instructor's course information document.

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COURSE SYLLABUS

LAST REVIEW	Spring 2021
COURSE TITLE	Microcomputer Applications I (Spreadsheets)
COURSE NUMBER	CIST 0166
DIVISION	Math, Science, Business & Technology
DEPARTMENT	Business
CIP CODE	11.0901
CREDIT HOURS	3
CONTACT HOURS/WEEK	Class: 3
PREREQUISITES	CIST 0101 Computer Concepts and Applications or CIST 0111 Microcomputer Business Software
COURSE PLACEMENT	None

COURSE DESCRIPTION
Spreadsheet applications will cover the fundamental aspects of any popular software package. Typically those subjects that will be presented are: 1) spreadsheet uses in business, 2) commands dealing with spreadsheet construction and editing, 3) typical business applications and 4) numerous practical projects.

PROGRAM LEARNING OUTCOMES
Office Assistant PLOs
1. Perform basic essential office tasks using a variety of office equipment and technology.
2. Display basic quality written and oral communication skills in a variety of settings.

Administrative Office Professional CERT PLOs
1. Perform advanced essential office tasks using a variety of office equipment and technology.

TEXTBOOKS
http://kckccbookstore.com/

METHODS OF INSTRUCTION
A variety of instructional methods may be used depending on content area. These include but are not limited to: lecture, multimedia, cooperative/collaborative learning, labs and demonstrations, projects and presentations, speeches, debates, panels, conferencing, performances, and learning experiences outside the classroom. Methodology will be selected to best meet student needs.

COURSE OUTLINE
I. Using Windows 7.
II. Excel 2010 Level 1
- A. Unit 1. Preparing and Formatting a Worksheet.
    1. Preparing an Excel Workbook.
    2. Inserting Formulas in a Worksheet.
    3. Formatting an Excel Worksheet.
    4. Enhancing a Worksheet.
- B. Unit 1 Performance Assessment.
- C. Unit 2. Enhancing the Display of Workbooks.
    1. 5. Moving Data within and between Workbooks.
    2. 6. Maintaining Workbooks.
    3. 7. Creating a Chart in Excel.
    4. 8. Enhancing the Display of Workbooks.
- D. Unit 2 Performance Assessment.
III. Excel 2010 Level 2
- A. Unit 1. Advanced Formatting, Formulas, and Data Management.
    1. Advanced Formatting Techniques.
    2. Advanced Functions and Formulas.
    3. Working with Tables and Data Features.
    4. Summarizing and Consolidating Data.
- B. Unit 1 Performance Assessment.
- C. Unit 2. Managing and Integrating Data and the Excel Environment.
    1. 5. Using Data Analysis Features.
    2. 6. Protecting and Sharing Workbooks.
    3. 7. Automating Repetitive Tasks and Customizing Excel.
    4. 8. Importing, Exporting, and Sharing Data.
- D. Unit 2 Performance Assessment.

COURSE LEARNING OUTCOMES AND COMPETENCIES
Upon successful completion of this course, the student will:

A. Be able to: create a worksheet and embedded chart.
1. Be able to: describe common uses for spreadsheets
2. Be able to: organize data with a spreadsheet
3. Be able to: name and use the various format selections
4. Be able to: explain how to use a spreadsheet online
5. Be able to: solve lab exercises relating to charts, formatting data entry and help

B. Be able to: illustrate the use of formulas, formatting, charts and web queries.
6. Be able to: extend a chart with formatting
7. Be able to: embed a worksheet with a chart

8. Be able to: activate a web query

C. Be able to: produce a worksheet with formulas and functions.
    9. Be able to: apply formulas to number ranges
    10. Beable to: display formulas and functions

D. Be able to: produce What If analysis results.
    11. Be able to: apply what if analysis to common information problems
    12. Be able to: demonstrate the use of what if analysis
    13. Be be able to: produce decisions with the IF statement

E. Be able to: illustrate the importance of importing other documents.
    14. Be able to: predict the results of linking a word document into a worksheet
    15. Be able to: illustrate the difference between embedding and linking imported documents

F. Be able to: demonstrate the benefits of templates.
    16. Be able to: describe and define the template advantage
    17. Be able to: produce a formatted template
    18. Be able to: produce a workbook from a template

G. Be able to: name the uses for a table.
    19. Be able to give the advantages of the table
    20. Be able to state why the table has value over other types of processing
    21. Be able to produce a macro and run the macro
    22. Be able to identify a hyperlink in a worksheet
    23. Be able to list the advantages of the hyperlink connection

H. Be able to: prepare a database with filtering.
    24. Be able to produce a database and explain how to sort it
    25. Be able to produce automatic subtotals in a database
    26. Be able to prepare comparison criteria for a database
    27. Be able to manipulate database functions.

I. Use employability skills.
    28. Be able to meet deadlines.

ASSESSMENT OF COURSE LEARNING OUTCOMES AND COMPETENCIES
Student progress is evaluated through both formative and summative assessment methods. Specific details may be found in the instructor's course information document.

COLLEGE POLICIES AND PROCEDURES

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DATE OF LAST REVIEW:	**12/2019**
CIP CODE:	24.0101
SEMESTER:	DEPARTMENTAL SYLLABUS
COURSE TITLE:	Composition I
COURSE NUMBER:	ENGL0101
CREDIT HOURS:	3
INSTRUCTOR:	DEPARTMENTAL SYLLABUS
OFFICE LOCATION:	DEPARTMENTAL SYLLABUS
OFFICE HOURS:	DEPARTMENTAL SYLLABUS
TELEPHONE:	DEPARTMENTAL SYLLABUS
EMAIL:	DEPARTMENTAL SYLLABUS *KCKCC-issued email accounts are the official means for electronically communicating with our students.*
PREREQUISITES:	Accuplacer scores of 75 in reading & 70 or higher in writing or completion of ENGL 0099 with a "C" or higher.
KRSN:	**ENG1010**

The learning outcomes and competencies detailed in this course outline or syllabus meet or exceed the learning outcomes and competencies specified by the Kansas Core Outcomes Groups project for this course as approved by the Kansas Board of Regents.

REQUIRED TEXT AND MATERIALS: Please check with the KCKCC bookstore, http://www.kckccbookstore.com/, for the required texts for your particular class.

COURSE DESCRIPTION: Composition 101 is the first of two required composition courses. It is designed to help students achieve language proficiency and write paragraphs and essays which demonstrate unity, coherence, and levels of usage appropriate to the topic, purpose, and audience.

METHOD OF INSTRUCTION: A variety of instructional methods may be used depending on content area. These include but are not limited to: lecture, multimedia, cooperative/collaborative learning, labs and demonstrations, projects and presentations, speeches, debates, and panels, conferencing, performances, and learning experiences outside the classroom. Methodology will be selected to best meet student needs.

COURSE OUTLINE:
I. Essay Pre-Writing
   A. Brainstorming
   B. Free-writing
      1. Reading
      2. Discussion
      3. Observation
II. Essay Writing
   A. Introduction
   B. Paragraphs
      1. Thesis statement of essay
      2. Transitional phrases and sentences
      3. Unity, coherence, completeness
      4. Information, detail
   C. Conclusion
   D. Diction
      1. Formality
      2. Originality
      3. Connotations/denotations
   E. Rhetorical patterns and combinations
      1. Exemplification
      2. Classification
      3. Causal analysis
      4. Narration
      5. Description
      6. Process Analysis
      7. Definition
      8. Comparison/contrast
      9. Essay of logical argumentation
III. Essay Revising
   A. Draft
   B. Guidelines
      1. Address a specific audience
      2. Consider the writer's role
      3. Make purpose clear to reader
      4. Develop ideas logically
      5. Improve organization, development, unity, and coherence
      6. Use effective vocabulary
      7. Employ consistent tone and style
      8. Include an appropriate title

9. Eliminate errors and mechanics
10. Employ effective coordination, subordination, and parallel structure in sentences

EXPECTED LEARNER OUTCOMES:
1. Employ conventions of format, structure, voice, tone, and level of formality to produce writing for specific purposes and audiences as required by various writing situations.
2. Practice ethical means of creating their work while integrating their own ideas with those of others.
3. Demonstrate an ability to fulfill standards of syntax, grammar, punctuation, and spelling for various rhetorical contexts.
4. Apply flexible strategies for prewriting, developing, drafting, revising, editing, and proofreading.
5. Critique their own and others' work.

ASSESSMENT OF LEARNER OUTCOMES:

Student progress is evaluated by means that include, but are not limited to, exams, written assignments, and class participation.

Assessment methods will include successful completion of five (5) essays; regular attendance; discussion and contributions to the class.

ENGLISH DEPARTMENT STATEMENT ON PLAGIARISM:
Students who plagiarize borrow the language, thoughts, and ideas of another author, directly or indirectly, and claim them as their own. The most blatant form of plagiarism is to use directly quoted material with no quotation marks and/or no reference to the source. Borrowed material that students paraphrase but do not document is also plagiarism. In fact, any form of cheating-crib sheets during tests, copying another student's work inside or outside of class, buying papers, etc.- is plagiarism. If students have any doubts about borrowing information, they should ask the instructor. The penalties for plagiarism can be severe and may include failing the paper and/or failing the course. However, the penalty in a given cased is at the discretion of the individual instructor.

SPECIAL NOTES:
This syllabus is subject to change at the discretion of the instructor. Material included is intended to provide an outline of the course and rules that the instructor will adhere to in evaluating the student's progress. However, this syllabus is not intended to be a legal contract. Questions regarding the syllabus are welcome any time.

Kansas City Kansas Community College is committed to an appreciation of diversity with respect for the differences among the diverse groups comprising our students, faculty, and staff that is free of bigotry and discrimination. Kansas City Kansas Community College is committed to providing a multicultural education and environment that reflects and respects diversity and that seeks to increase understanding.

Kansas City Kansas Community College offers equal educational opportunity to all students as well as serving as an equal opportunity employer for all personnel. Various laws, including Title IX of the Educational Amendments of 1972, require the college's policy on non-discrimination be administered without regard to race, color, age, sex, religion, national origin, physical handicap, or veteran status and that such policy be made known.

All enrolled students at Kansas City Kansas Community College are subject to follow all rules, conditions, policies and procedures as described in both the Student Code of Conduct as well as the Student Handbook. All Students are expected to review both of these documents and to understand their responsibilities with regard to academic conduct and policies. The Student Code of Conduct and the Student Handbook can be found on the KCKCC website.

Kansas City Kansas Community College complies with the Americans with Disabilities Act. If you need accommodations due to a documented disability, please contact the disabilities services office at (913) 288 -7664.