COLLIN COLLEGE

Program: Office Systems Technology

Discipline Making Request: Business and Computer Systems

Program CIP: 520401

Effective Term: Fall 2016

Rationale:

ACNT 1311: Based on student feedback, many students have basic accounting work experience and do not need the prerequisite. Also, ACNT 1311 course materials include basic manual accounting instruction, eliminating the need for an official ACNT 1303 prerequisite. In addition, the forthcoming Entrepreneurship program wants to include ACNT 1311 as an important elective, and those students will also not need or want a prerequisite. Removing the prerequisite will allow more students to more easily enroll in ACNT 1311, which our Advisory Committee members say is valuable to area residents working for small businesses.

POFT 1307: The course delivery method has changed from the former DFE (daily flex-entry) delivery on campus to all digital assignment submission, even though select classes offer face-to-face sections on campus. Those face-to-face students will still be submitting work through Blackboard. The online course automatically includes proofreading at the computer for the required use of Answer Keys for feedback and enhanced understanding. POFT 1307 is otherwise a paper-pencil course, and assignments are printed workbook forms on which students handwrite proofreader's marks. Pages are then scanned as PDF files and uploaded into Blackboard. This change eliminates the need for a keyboarding prerequisite.

POFT 1319: The course delivery method has changed from the former DFE (daily flex-entry) delivery on campus to all digital assignment submission, even though select classes offer face-to-face sections on campus. Those face-to-face students will still be submitting work through Blackboard. The elimination of DFE as a delivery option has eliminated the need for keyboarding as a prerequisite, as the course is now delivered only online, with assignments set up for easy submission through Blackboard. This course is also a paper-pencil course with simple Excel forms set up to guide students for easy assignment submission. Therefore, keyboarding is no longer needed as a prerequisite.

Course Revisions:

ACNT 1311 Introduction to Computerized Accounting: Removing prerequisite of ACNT 1303 or consent of Department Faculty Contact

POFT 1307 Proofreading and Editing: Removing prerequisite of POFT 1127 or POFT 1329 or POFT 2301 or consent of Department Faculty Contact

POFT 1319 Records and Information Management I: Removing prerequisite of POFT 1127 or POFT 1329 or POFT 2301 or consent of Department Faculty Contact

All of these courses are taught online.