# Program/Course Crosswalk for Substantive Change Determination

Revision to curricula for existing programs may or may not require a notification or prospectus to the Southern Association of Colleges & Schools Commission on Colleges (SACSCOC). This determination is based on the percentage of new content in the revised curriculum.

Determination of what constitutes new content must take into consideration:

- Course code (e.g. ENGL 1011)
- Number of credit hours
- Number of contact hours
- Course competencies

Additional or revised courses with new course competencies are always considered new content. Changes to course code, credit hours, or number of contact hours may or may not be considered new content. A curriculum revision with 25% or more new occupational content is considered a substantive change (the credit hours for General Education content is not included in the calculation).

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| Date of Request: | 11/8/23 |
| Description of Change: | New Award |
| New Award and Major Code: | Assistant Office Manager TCC (AFM1) |
| Location: | Hall, Forsyth, Barrow, Online |
| Program Director: | Elizabeth Ortiz |

| LTC Existing Course Content (Courses/Credits/Contact Hours) | How is content related to other content offered by the College? Compare *competencies* to existing LTC courses (unchanged, repackaged, updated, new, etc.) | Proposed Program Name Assistant Office Manager TCC (AFM1) (Courses/Credits/Contact Hours) |
|---|---|---|
| COMP 1000 | Embedded in BT degree | COMP 1000 |
| MGMT 1100 | Embedded in BT degree | MGMT 1100 |
| BUSN 1240 | Embedded in BT degree | BUSN 1240 |
| BUSN 1450 | Embedded in BT degree | BUSN 1450 |
| BUSN 1470 | Embedded in BT degree | BUSN 1470 |
| BUSN 2130 | Embedded in BT degree | BUSN 2130 |
| BUSN 2140 | Embedded in BT degree | BUSN 2140 |
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| | Percent New Content: Calculation and %: NA and 0% | |
| Number of Credit Hours: NA* | | Number of Credit Hours: 22 |
| Number of Semesters: NA* | | Number of Semesters: 3 |

*This is a new award. There is no previous number of credit hours or terms to compare with.