

Delete Keyboarding

Appendix C

Program Proposal Form

NEW PROGRAM: Refer to the requirement checklist found in Appendix D.

CHANGE or **DELETION,** attach a statement of justification to this form.

For Change / Deletion Proposals:

Indicate type of change(s) - Check all that apply:

Title Number Prerequisite(s) Credit Hours Description Deletion Other

Please provide a **brief** description of the proposed change or deletion:

Delete CPT 112, Keyboarding and Document Formatting as a program requirement

For New Program Proposals: → NA for the MA programs.

Proposed Program Name: _____

Department: _____

Certificate Associate of Arts Associate of Science Associate of Applied Science

Total Credit Hours: _____

Prerequisites: _____

Associated Fees: _____

Associated Library/AV materials: _____

Program(s) affected: _____

Please use rationale, format and responses that are consistent with college and MCCS policies. Course fees require a documented and itemized list of expenses per student and will require an application to the MCCS Board for approval. When appropriate attach current catalogue listing.

Department Chairs and Academic Dean Signatures and Chair Initials

Signatures of department heads affected by this proposal and the Academic Dean must be obtained prior to submission. Signatures denote consultation only.

Submitted by: Lynthia Mahalland _____

Lynthia Mahalland 10-21-19 _____

Academic Dean: Ray L. Meza A.C.C. Chair Initials & Date: RLM C 10-29-19

Academic and Committee Chair Signature

Signature of the Chair denotes that the proposal has been approved by the ACC.

Academic & Curriculum Committee Chair

Date

Final Approval Signature

WCCC President

Date