

new course MDT103

Appendix A

Course Proposal Form

NEW COURSE: Refer to the requirement checklist found in Appendix B.

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

Type of course: Required for major General Education Elective CED Course

Please provide a **brief** description of the proposed change / deletion:
 new course MDT103, Introduction to medical assisting

For New Course Proposals:

Proposed Course Code MDT103 Course Name: Introduction to medical assisting

Credit Hour Breakdown: 3 Lecture, ___ Lab, ___ Shop, ___ Other, please explain: _____

Prerequisites: none

Associated Fees: none

Associated Library/AV materials: none

Program(s) affected: medical assisting

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: Cynthia Monahan

Cynthia Monahan 10-21-19

Academic Dean: [Signature] A.C.C. Chair Initials & Date: RM 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