

135 pre req



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:

add MOT103 as a pre-requisite to MOT135, Clinical Office Proc. I

For New Course Proposals: NA

Proposed Course Code _____ Course Name: _____

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

Prerequisites: _____

Associated Fees: _____

Associated Library/AV materials: _____

Program(s) affected: Medical Assisting

Please use rationale, format and responses that are consistent with college and MCCC policies. Course fees require a documented and itemized list of expenses per student and will require an application to the MCCC 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 10/2/19

Academic Dean: Randal L. McCormick A.C.C. Chair Initials & Date: RMCC 10-29-19

Academic and Committee Chair Signature

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

Randal L. McCormick FEB. 4, 2020

Academic & Curriculum Committee Chair Date

Final Approval Signature

Susan L. Mirjo 02/07/20

WCCC President Date