

### 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.

<b>For Change / Deletion Proposals:</b>	
<b>Indicate type of change(s) - Check all that apply:</b>	
<input type="checkbox"/> Title	<input type="checkbox"/> Number
<input checked="" type="checkbox"/> Prerequisite(s)	<input type="checkbox"/> Credit Hours
<input type="checkbox"/> Description	<input type="checkbox"/> Deletion
<input type="checkbox"/> Other	
<b>Type of course:</b> <input checked="" type="checkbox"/> Required for major <input type="checkbox"/> General Education Elective <input type="checkbox"/> CED Course	
<b>Please provide a <i>brief</i> description of the proposed change / deletion:</b>	
Change prerequisites for CTT250 (Microsoft Certification Preparation) to CTT110, CTT245, CTT157 all passed with a C or better, or approval of instructor.	

<b>For New Course Proposals:</b>	
<b>Proposed Course Code</b> _____	<b>Course Name:</b> _____
<b>Credit Hour Breakdown:</b> ___ Lecture, ___ Lab, ___ Shop, ___ Other, please explain: _____	
_____	
<b>Prerequisites:</b> _____	
<b>Associated Fees:</b> _____	
<b>Associated Library/AV materials:</b> _____	
<b>Program(s) affected:</b> _____	
<i>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.</i>	

<b>Department Chairs and Academic Dean Signatures and Chair Initials</b>	
<i>Signatures of department heads affected by this proposal and the Academic Dean must be obtained prior to submission. Signatures denote consultation only.</i>	
<b>Submitted by:</b> <u>George E. Chmielecki</u>	<u>Cynthia Monahan</u>
<u>George E. Chmielecki</u>	_____
<b>Academic Dean:</b> <u>Paul L. Mingo</u>	<b>A.C.C. Chair Initials &amp; Date:</b> <u>RM/C 2-25-2020</u>

<b>Academic and Committee Chair Signature</b>	
<i>Signature of the Chair denotes that the proposal has been approved by the ACC.</i>	
<u>Randall L. Cormack</u>	<u>APRIL 7, 2020</u>
<b>Academic &amp; Curriculum Committee Chair</b>	<b>Date</b>

<b>Final Approval Signature</b>	
<u>Susan L. Mingo</u>	<u>04-09-20</u>
<b>WCCC President</b>	<b>Date</b>