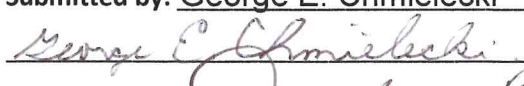


Course Proposal Form

- NEW COURSE:** Refer to the requirement checklist found in Appendix B.
- CHANGE** or **DELETION,** attach a statement of justification to this form.

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

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

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| Department Chairs and Academic Dean Signatures and Chair Initials |
| <p><i>Signatures of department heads affected by this proposal and the Academic Dean must be obtained prior to submission. Signatures denote consultation only.</i></p> <p> Submitted by: <u>George E. Chmielecki</u> <u>Cynthia Monahan</u> </p> <p>  _____ </p> <p> Academic Dean: <u>[Signature]</u> A.C.C. Chair Initials & Date: <u>RCM/C 2-25-2020</u> </p> |

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| Academic and Committee Chair Signature |
| <p><i>Signature of the Chair denotes that the proposal has been approved by the ACC.</i></p> <p> _____ </p> <p> Academic & Curriculum Committee Chair Date </p> |

| |
|--|
| Final Approval Signature |
| <p> _____ </p> <p> WCCC President Date </p> |