

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: -7 NA for the NA 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: Cynthia Mochelard

Academic Dean: [Signature] A.C.C. Chair Initials & Date: RLMC 10-29-19

Academic and Committee Chair Signature

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

Randal L. M'Ginnis Academic & Curriculum Committee Chair

FEB. 4, 2020 Date

Final Approval Signature

[Signature] WCCC President

02/07/20 Date