

**MEMORANDUM**

**TO:** Academic Affairs Committee

**FROM:** Pat Toney  
Vice President of Academic Affairs

**DATE:** April 5, 2010

**RE:** Academic Affairs Committee Meeting

---

The Academic Affairs Committee will meet as scheduled on Tuesday, April 13, 2010 at 2 p.m. in the Monk's Room.  
The agenda is as follows:

**1. Curriculum to be considered at this time:**

Humanities

LIB 250 – Retire the course

Human Service & Science

ECE 102 – Course description change (tabled from March AAC Meeting)

SCI 107 and SCI 108 – Course description change

BIO 101 – Course description change

Biotechnology Certificate Program revision change

Math & Social Science

General Studies with a Concentration in Biotechnology Sciences – New concentration

MAT 090 – add prerequisite

Business & Technology

Point of Information – Business Electives

Automotive Maintenance and Light Repair Certificate – Name Change

EUT 101 – New Course

Hotel/Restaurant Management Programs/Certificates – prerequisite changes

Healthcare

ALH 107 – Change prerequisite/add co-requisite

ALH 151 – Change course title, add prerequisite/co-requisite

ALH 152 – New course

EMT 202 – Change course sequencing , course description change, removal of EMT 203 as co-requisite

EMT 203 – Change course sequencing , prerequisite/co-requisite changes

Electronic forms are attached and documentation will be placed in member mailboxes.

**2. Policy Review - Maximum Credit Policy -**

<http://www.qcc.mass.edu/PresidentsOffice/POLICIES/ADOBE%20POLICIES/version%20in%20adobe/Maximum%20Credit%20Policy.pdf>

**QUINSIGAMOND COMMUNITY COLLEGE  
COURSE APPROVAL/REVISION  
CURRICULUM APPROVAL/REVISION  
PROGRAM REVISION  
ACTION FORM**

1. **Course/Program Title:** LIB 250, Liberal Arts Capstone Seminar

2. **Originator:** Kenneth Wong

**Date:** 2/5/10

3. **Academic Unit Dean:** Nicole Currier

**Date:** 2/5/10

**Recommendation:** At the February 18, 2010 Humanities Division Meeting, the following recommendations were voted and approved:

- Effective Fall 2010, replace Liberal Arts program requirement of LIB 250, Capstone course, with a 200-level Liberal Arts elective. Retire LIB 250 Liberal Arts Capstone Seminar.

**Rationale:** LIB 250 was designed and incorporated into the Liberal Arts curriculum as a course the student would take in the final semester of the program as a way to conclude one's liberal arts education. Arguably, however, such a capstone course is not appropriate, since the Program is designed primarily as a transfer program to a 4-year institution and the A.A. degree, as such, is not considered to be a terminal degree.

For example, Framingham State offers a B.A. in Liberal Studies. Its articulation agreement with Middlesex Community College's Liberal Arts Program states in part: "Framingham State College guarantees the transfer of credit as stipulated in the attached Program of Studies. This agreement assumes the completion of the Associate Degree and completion of the courses listed on the attached Program of Studies. Framingham State College requires that a minimum of eight courses (32 credits), including four advanced level (300-400) concentration courses and the capstone course must be completed in residence [emphasis added]..."<sup>1</sup>

Therefore, it is recommended that LIB 250 be replaced with a 200-level Liberal Arts elective.

This, in turn, creates another elective choice for the student to explore a possible discipline to major at a transfer institution.

4. **Recommended:** \_\_\_\_\_ **Not Recommended:** \_\_\_\_\_

**Academic Affairs Staff:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Comments:**

5. **Recommended:** \_\_\_\_\_ **Not Recommended:** \_\_\_\_\_

**VP/Academic Affairs:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Comments:**

---

<sup>1</sup> Framingham State College, "Articulation Agreement between the Middlesex Community College, Liberal Arts & Sciences, Associate of Arts and Framingham State College, Division of Graduate and Continuing Studies, Liberal Studies, Bachelor of Arts," February 2008. Academic Affairs Committee Agenda 04/13/10

6. Recommended: \_\_\_\_\_ Not Recommended: \_\_\_\_\_

Academic Affairs Committee \_\_\_\_\_ Date: \_\_\_\_\_

Comments:

7. Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_

VP/Academic Affairs: \_\_\_\_\_ Date: \_\_\_\_\_

Comments:

**CURRENT**  
LIBERAL ARTS — Associate in Arts

Course Title	Course #	Offered	Plan to Take	Grade	Credits	Prerequisites
<b>Cluster A</b>						
English Composition & Literature I <sup>1,5</sup>	ENG 101	F/S/SU			3	ENG 100 or approp place score
Introduction to the Liberal Arts <sup>1,2,5,6</sup>	LIB 101	F/S/SU			3	ENG 100 or approp place score
Introduction To Psychology	PSY 101	F/S/SU			3	ENG 100 or approp place score
Speech Communications <sup>2</sup>	SPH 101	F/S/SU			3	Coreq-ENG 101
Mathematics Elective	MAT---				3	See catalog
<b>Cluster B</b>						
English Composition & Literature II <sup>1,5</sup>	ENG 102	F/S/SU			3	ENG 101
Mathematics Elective	MAT---				3	See catalog
Sociology Elective	SOC ---				3	ENG 100 or approp place score
History Elective	HST ---				3	ENG 100 or approp place score
Multiple Perspective Elective <sup>a</sup>	---				3	
<b>Cluster C</b>						
Foreign Language Elective <sup>b</sup>	---				3	
Laboratory Science	---				4	
Humanities Elective <sup>c</sup>	---				3	
Liberal Arts Elective	---				3	
Elective <sup>d</sup>	---				3	
<b>Cluster D</b>						
<b>Liberal Arts Capstone Seminar<sup>e,1,2,3,4,5,6</sup></b>	<b>LIB 250</b>	<b>F/S/SU</b>			<b>3</b>	<b>Enrollment in program; 45 program credits completed; ENG 102</b>
Foreign Language Elective <sup>b</sup>	---				3	
Laboratory Science	---				4	
Liberal Arts 200 Level Elective	---				3	
Elective	---				3	
<b>Total credits required</b>					<b>62</b>	

**The Degree:**  
Associate in Arts

**The Program:**  
Liberal Arts

**The Next Step:**  
Transfer to a 4-year college or university

- Pending MassTransfer program approval  
*Former joint admissions program*
- More information on transfer is available on pages 14-15 or at [www.qcc.mass.edu/transfer](http://www.qcc.mass.edu/transfer)
- This program has transfer articulation agreements

**Program Coordinator:**  
Ken Wong (508) 854-4481  
[kenw@qcc.mass.edu](mailto:kenw@qcc.mass.edu)

**Program Footnotes:**

a. Suggested courses include: ANT 111 or 221; ART 260; BIO 141; CHC 151 or 250; ECE 133; ENG 231 or 232; GEO 210; GRT 101; HST 104, 105, 106, 133, 152, 157, 203, 204, 215, 216, or 241; HUM 211; HUS 221; IDS 101 or 141; MUS 121; PHI 121, 123, 201; PSY 142, 241, or 242; SOC 111, 115, or 211.

b. Foreign Language credits may be earned in one of the following.

- completion of six college level credits in one foreign language.

**Continued below...**

**Program Footnotes (Continued from above sidebar):**

(Foreign Language Footnotes continued)

- successful completion of Advanced Placement Exam, CLEP, or Challenge Exam;
- two years of sequential high school instruction in one foreign language with a grade of "C" or higher; or
- course work on high school transcript from a non-English speaking country where the primary language of instruction is not English.

**Please note:** If the student satisfies the Foreign Language credits through high school instruction, then the student must earn six other credits to fulfill Program requirements by taking six credits in liberal arts, **OR** three credits in liberal arts and three credits in humanities in order to meet Commonwealth Transfer Compact requirements.

c. Humanities course designations include ART, ASL, ENG, FRC, GER, HUM, MUS, PHI, SPH and SPN.

d. Suggested course designations include CIS and CSC.

e. Students in the Honors Program may take IDS 200 Honors colloquium in lieu of LIB 250 to satisfy this requirement.

PROPOSED  
LIBERAL ARTS — Associate in Arts

Course Title	Course #	Offered	Plan to Take	Grade	Credits	Prerequisites
Cluster A						
English Composition & Literature I <sup>1,5</sup>	ENG 101	F/S/SU			3	ENG 100 or approp place score
Introduction to the Liberal Arts <sup>1,2,5,6</sup>	LIB 101	F/S/SU			3	ENG 100 or approp place score
Introduction To Psychology	PSY 101	F/S/SU			3	ENG 100 or approp place score
Speech Communications <sup>2</sup>	SPH 101	F/S/SU			3	Coreq-ENG 101
Mathematics Elective	MAT---				3	See catalog
Cluster B						
English Composition & Literature II <sup>1,5</sup>	ENG 102	F/S/SU			3	ENG 101
Mathematics Elective	MAT---				3	See catalog
Sociology Elective	SOC ---				3	ENG 100 or approp place score
History Elective	HST ---				3	ENG 100 or approp place score
Multiple Perspective Elective <sup>a</sup>	---				3	
Cluster C						
Foreign Language Elective <sup>b</sup>	---				3	
Laboratory Science	---				4	
Humanities Elective <sup>c</sup>	---				3	
Liberal Arts Elective	---				3	
Elective <sup>d</sup>	---				3	
Cluster D						
Foreign Language Elective <sup>b</sup>					3	
Laboratory Science	---				4	
<b>Liberal Arts 200 Level Elective</b>	---				3	
Liberal Arts 200 Level Elective	---				3	
Elective	---				3	
					<b>62</b>	
<b>Total credits required</b>						

**The Degree:**  
Associate in Arts

**The Program:**  
Liberal Arts

**The Next Step:**  
Transfer to a 4-year college or university

- Pending MassTransfer program approval  
*Former joint admissions program*
- More information on transfer is available on pages 14-15 or at [www.qcc.mass.edu/transfer](http://www.qcc.mass.edu/transfer)
- This program has transfer articulation agreements

**Program Coordinator:**  
Ken Wong (508) 854-4481  
[kenw@qcc.mass.edu](mailto:kenw@qcc.mass.edu)

**Program Footnotes:**  
a. Suggested courses include: ANT 111 or 221; ART 260; BIO 141; CHC 151 or 250; ECE 133; ENG 231 or 232; GEO 210; GRT 101; HST 104, 105, 106, 133, 152, 157, 203, 204, 215, 216, or 241; HUM 211; HUS 221; IDS 101 or 141; MUS 121; PHI 121, 123, 201; PSY 142, 241, or 242; SOC 111, 115, or 211.  
b. Foreign Language credits may be earned in one of the following.  
➤ completion of six college level credits in one foreign language.  
**Continued below...**

**Program Footnotes (Continued from above sidebar):**

(Foreign Language Footnotes continued)

- successful completion of Advanced Placement Exam, CLEP, or Challenge Exam;
- two years of sequential high school instruction in one foreign language with a grade of "C" or higher; or
- course work on high school transcript from a non-English speaking country where the primary language of instruction is not English.

**Please note:** If the student satisfies the Foreign Language credits through high school instruction, then the student must earn six other credits to fulfill Program requirements by taking six credits in liberal arts, **OR** three credits in liberal arts and three credits in humanities in order to meet Commonwealth Transfer Compact requirements.

c. Humanities course designations include ART, ASL, ENG, FRC, GER, HUM, MUS, PHI, SPH and SPN.

d. Suggested course designations include CIS and CSC.

e. Students in the Honors Program may take IDS 200 Honors colloquium in lieu of LIB 250 to satisfy this requirement.

**QUINSIGAMOND COMMUNITY COLLEGE  
COURSE APPROVAL/REVISION  
CURRICULUM APPROVAL/REVISION  
PROGRAM REVISION  
ACTION FORM**

- 1.
1. **Course/Program Title:** ECE 102 Growth & Development of the Young Child
2. **Originator:** Charlene Mara **Date:** 2/18/2010
3. **Academic Unit Dean:** Nancy Schoenfeld **Date:** 2/18/2010

**Recommendation:** The Human Services & Science Division recommends approval of the course description change to ECE 102 Growth & Development of the Young Child at the 2/18/10 Division meeting, effective Fall 2010

**Rationale:** Course description revised to include birth through 14 years of age as required by the Department of Early Education and Care. Course content covers this age range and a change is needed to reflect this in the course description.

4. **Recommended:** \_\_\_\_\_ **Not Recommended:** \_\_\_\_\_

**Academic Affairs Staff:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Comments:**

5. **Recommended:** \_\_\_\_\_ **Not Recommended:** \_\_\_\_\_

**VP/Academic Affairs:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Comments:**

6. **Recommended:** \_\_\_\_\_ **Not Recommended:** \_\_\_\_\_

**Academic Affairs Committee** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Comments:**

7. **Approved:** \_\_\_\_\_ **Not Approved:** \_\_\_\_\_

**VP/Academic Affairs:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Comments:**

Quinsigamond Community College

Request For A New Course Or Course Revision

Course Discipline Early Childhood Education

Division Human Services and Science

Date: January 26, 2010

Course Title : Growth and Development of Young Children

Course Number ECE 102

Lecture Hours 45 Credits 3 Clinic Hrs 0 Lab Hrs 0

Prerequisite ENG 100 Corequisite \_\_\_\_\_

Application As Elective? Fall 2010

Course Effective Term Fall Year 2010

1) Does This Course Replace Another Course No

Which Course?

**If Revision, Rationale For Revision Should Be Given Here:**

Course description revised to include birth through age 14 as required by the Department of Early Education and Care. Course content covers this age range and a change is needed to reflect this in the course description.

2) Is Course Content Similar To Other Courses Now Offered? \_\_\_\_\_ Yes x No

If Yes, Attach Statement From Chairperson Of Department Offering Similar Course.

3) For Whom Is This Course Designed? Early Childhood Education students

4) Required Course? X Yes Required For: All ECE certificate students and career focused Early Childhood Education Degree Students

5) Expected Enrollment Per Term 60 Per Year 120

6) Additional Staff? \_\_\_\_\_ Yes X No

7) Number Of Additional Staff 0

8) Additional Space? \_\_\_\_\_ Yes X No

Amount Of Additional Space \_\_\_\_\_

9) Additional Equipment? \_\_\_\_\_ Yes X No Additional Cost \$ \_\_\_\_\_

10) Additional LRC Materials? \_\_\_\_\_ Yes X No Estimated Cost \$ \_\_\_\_\_

Signature: \_\_\_\_\_ (Library Services Director)

10) Text And Related Materials \_\_\_\_\_

11) Attach Course Description And Outline To This Page

## **Current**

### **ECE 102 Growth & Development of the Young Child 3 credits**

Students study the dynamics of child growth and development from birth to eight years of age, thereby acquiring a complete view of the development of a healthy personality in the child. Students also identify rates and patterns of growth in young children. They also develop an understanding of the implications for creating healthy environments for children, individually and in groups. Discussion of special needs will be addressed throughout the course. During a ten-hour field component, students observe infants, toddlers, preschool children and interview school age children up to 8 years of age. The focus of these observations includes applying developmental theory to the behaviors observed and to interpret the behaviors according to theories covered in this course.

Prerequisite: ENG 100. F/S/SU

## **Proposed**

### **ECE 102 Growth & Development of the Young Child 3 credits**

Students study the dynamics of child growth and development from birth to 14 years of age, thereby acquiring a complete view of the development of a healthy personality in the child. Students also identify rates and patterns of growth in young children. They also develop an understanding of the implications for creating healthy environments for children, individually and in groups. Discussion of special needs will be addressed throughout the course. During a ten-hour field component, students observe infants, toddlers, preschool children and interview school age children. The focus of these observations includes applying developmental theory to the behaviors observed and to interpret the behaviors according to theories covered in this course.

Prerequisite: ENG 100. F/S/SU

**Course outline for ECE 102**  
**Growth and Development of Young Children**

**Turn off cell phones**

**No text messaging during class**

**Week One:** Introduction  
The Context of Development  
(Historical, Cultural and Socioeconomic)  
Theories of Development  
(Psychoanalytic, Behaviorism, Emergent Theories)  
Ethics for Child Development and Human Subjects

**Assignments:** Read Chapter 1 and 2 in your text

**Week Two:** Context for Development  
(Historical, Cultural, Socioeconomic Influences)  
Beginnings: Heredity and Environment  
Prenatal Development  
Normal Birth  
Birth Complications

**Assignments:** Read Chapter 3 and 4 in your text. Begin work on your Context of Development Project. **The Group project is due September \_\_\_\_\_**

**Week Three:** Quiz #1  
Why Observe?  
Importance of Being Objective  
Inference or Factual  
Infants and Toddlers Biosocial Development  
Early Brain Development  
Senses and Motor Skills  
Nutrition

**Assignments:** Read Chapter 5 in your text.  
Select an infant **or** a toddler to observe.  
**This paper is due October \_\_\_\_\_**

**Week four: Context Project Presentations**  
Infants and Toddlers Cognitive Development  
Sensorimotor Intelligence  
Language Development  
Theories of Learning Language  
Judgment Free Observations  
Connecting Objective Data and Theory

**Assignments:** Read Chapter 6 in your text.

**Week Five:** Infants and Toddlers Psychosocial Development  
Temperament  
Attachment  
Psychoanalytic Theory

**Assignments:** Read Chapter 7 in your text.

**Week Six: Infant or Toddler Observation Due**

Quiz #2  
Preschool Biosocial Development  
Brain Growth and Development  
Mastering Motor Skills  
Neglect and Abuse  
What are Recording Running Records?

**Assignments:** Read Chapter 8 in your text.  
Select a preschool child for your preschool project,  
Preschool Project Paper Due November \_\_\_\_

**Week Seven: Midterm Exam:**

Preschool Cognitive Development  
Piaget and Preoperational Thought  
Vygotsky: Children as Apprentices  
Comparing Piaget and Vygotsky

**Assignments:** Read Chapter 9 in your text. Complete your running record observation on your preschool child (left side only)  
Bring it to class with you on

**Week Eight:**

Running record workshop  
Preschool Psychosocial Development  
Initiative Versus Guilt  
Prosocial Behavior and Antisocial Behavior  
Learning Social Skills through Play

**Assignments:** Read Chapter 10 in your text

**Week Nine: Preschool Project/Paper Due November \_\_\_\_**

Quiz #3  
School Years Biosocial Development  
Typical Size and Shape  
Childhood Obesity  
Influence of Gender and Culture  
Special Needs

**Assignments:** Read Chapter 11 in your text

**Week Ten: School Years Cognitive Development**

Logic and Culture  
Language  
Moral Development

**Assignments:** Read Chapter 12 in your text  
Select a child for your School Age Interaction Paper,  
Due: December \_\_\_\_

**Week Eleven: School Years Psychosocial Development**

Understanding Self and Others  
The Peer Group  
Bullies and Victims

**Assignments:** Read Chapter 13 in your text

**Week Twelve: Resilience in Childhood**

Additional Current Research

**Assignments:** Read handout given in class

**Week Thirteen: School Age Observation/Interview due December \_\_\_\_**

Quiz #4  
Social Emotional and Adolescent Development

**Assignments:** Read handout given in class

**Week Fourteen: Birth Order**

Video: Family Influence on Personality  
Cognitive Development and Adolescents

Assignments: Read hand out  
Study for the exam

**Week Fifteen:**

Finish the Review

**Assignments:** Study for the Final Exam

## The Final Exam TBD

**The professor reserves the right to make adjustments to the curriculum as needed.**

### ECE 102 Paper, Quiz, and Exam Due Dates

Quiz #1: September \_\_\_\_

Developmental Context Project Group Presentation September \_\_\_\_

Developmental Context Project Paper September \_\_\_\_

Quiz #2: October \_\_\_\_

Infant Observation or Toddler Observation: October \_\_\_\_

Midterm Exam: October \_\_\_\_

Running Record Workshop: October \_\_\_\_

Quiz #3: November \_\_\_\_

Preschool Project: November \_\_\_\_

Quiz #4: November \_\_\_\_

School Age Interaction Interview and Observation: December \_\_\_\_

Final Exam: \_\_\_\_\_

**QUINSIGAMOND COMMUNITY COLLEGE  
COURSE APPROVAL/REVISION  
CURRICULUM APPROVAL/REVISION  
PROGRAM REVISION  
ACTION FORM**

1. **Course/Program Title:** SCI 107: Science of Technology: Vision and Light  
SCI 108: Science of Technology: Hearing and Sound

2. **Originator:** Maggie Crowell Murray **Date:** 3/25/10

3. **Academic Unit Dean:** Nancy Schoenfeld **Date:** 3/25/10

**Recommendation:** The Human Services & Science Division recommends approval of the course description change for SCI 107 Science of Technology: Vision and Light and SCI 108 Science of Technology; Hearing and Sound at the 3/25/10 Division meeting, effective Fall 2010.

**Rationale:** The wording of the descriptions is awkward. The proposed change would make the descriptions more coherent.

4. **Recommended:** \_\_\_\_\_ **Not Recommended:** \_\_\_\_\_

**Academic Affairs Staff:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Comments:**

5. **Recommended:** \_\_\_\_\_ **Not Recommended:** \_\_\_\_\_

**VP/Academic Affairs:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Comments:**

6. **Recommended:** \_\_\_\_\_ **Not Recommended:** \_\_\_\_\_

**Academic Affairs Committee** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Comments:**

7. **Approved:** \_\_\_\_\_ **Not Approved:** \_\_\_\_\_

**VP/Academic Affairs:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Comments:**

The Department of Natural Sciences proposes a change of the course description for SCI 107: Science of Technology: Vision and Light and SCI 108: Science of Technology: Hearing and Sound

**Current Description:**

**SCI 107: Science of Technology: Vision and Light - 4 credits**

This course provides an introduction to the way that science studies light and vision. This course has a particular emphasis on innovations that correct vision and allow humans to extend a person's natural ability to visually explore the world and exchange ideas. Students learn scientific principles that underlie many technological devices that enhance human ability, as well as the complimentary roles of the Scientific Method and the Engineering Design Process. Students gain an understanding of methodologies used in scientific investigations through the laboratory portion of the course.

**Prerequisite:** ENG 100, MAT 095 with a "C" or better in MAT 095 on departmental exam or appropriate placement score. S

**Proposed Description:**

**SCI 107: Science of Technology: Vision and Light - 4 credits**

This course provides an introduction to the way that science, through technology, enhances human life. This course has a particular emphasis on innovations that impact vision and allow humans to extend a person's natural ability to visually explore the world and exchange ideas. Students learn scientific principles that underlie many technological devices that enhance human ability, as well as the complimentary roles of the Scientific Method and the Engineering Design Process. Students gain an understanding of methodologies used in scientific investigations through the laboratory portion of the course.

**Prerequisite:** ENG 100, MAT 095 with a "C" or better in MAT 095 on departmental exam or appropriate placement score. F

**Current Description:**

**SCI 108: Science of Technology: Hearing and Sound - 4 credits**

This course provides an introduction to the way that science studies sound and hearing. This course has a particular emphasis on innovations that correct hearing and allow humans to extend a person's natural ability to explore the world and exchange ideas through sound. Students learn scientific principles that underlie many technological devices that enhance human ability, as well as the complimentary roles of the Scientific Method and the Engineering Design Process. Students gain an understanding of methodologies used in scientific investigations through the laboratory portion of the course.

**Prerequisite:** ENG 100, MAT 095 with a "C" or better in MAT 095 on departmental exam or appropriate placement score. S

**Proposed Description:**

**SCI 108: Science of Technology: Hearing and Sound - 4 credits**

This course provides an introduction to the way that science, through technology, enhances human life. This course has a particular emphasis on innovations that impact hearing and allow humans to extend a person's natural ability to explore the world and exchange ideas through sound. Students learn scientific principles that underlie many technological devices that enhance human ability, as well as the complimentary roles of the Scientific Method and the Engineering Design Process. Students gain an understanding of methodologies used in scientific investigations through the laboratory portion of the course.

**Prerequisite:** ENG 100, MAT 095 with a "C" or better in MAT 095 on departmental exam or appropriate placement score. S



## **BIO 101 General Biology: Core Concepts- proposed course description change**

The Department of Natural Sciences would like to change the course description for BIO 101 General Biology: Core Concepts.

### **Current Description:**

#### **BIO 101 General Biology: Core Concepts - 4 credits**

This course is designed for both science and non-science majors. Topics include chemistry, cell structure and function, cell division, basic genetics, molecular genetics, and evolution. The laboratory component covers basic techniques in observation, analysis, and interpretation of data relating to the topics discussed in lecture. Students learn scientific method, basic chemistry (for the understanding of biologic concepts), cells and cell membranes (structure and function), mitosis and meiosis, Mendelian genetics, molecular genetics (DNA), and the basic principles of evolution.

**Prerequisite:** MAT 095 with a "C" or better on the MAT 095 departmental final exam or placement by the Computerized Placement Test.

**Corequisite:** ENG 101. F/S/SU

### **Proposed Description:**

#### **BIO 101 General Biology: Core Concepts - 4 credits**

This course is designed for students intending to major in the health sciences, the biological sciences or for students requiring a sound knowledge of biological principles. Topics include chemistry, cell structure and function, cell division, basic genetics, molecular genetics, and evolution. The laboratory component covers basic techniques in observation, analysis, and interpretation of data relating to the topics discussed in lecture. Students learn scientific method, basic chemistry (for the understanding of biologic concepts), cells and cell membranes (structure and function), mitosis and meiosis, Mendelian genetics, molecular genetics (DNA), and the basic principles of evolution.

**Prerequisite:** MAT 095 with a "C" or better on the MAT 095 departmental final exam or placement by the Computerized Placement Test.

**Corequisite:** ENG 101. F/S/SU

**QUINSIGAMOND COMMUNITY COLLEGE  
COURSE APPROVAL/REVISION  
CURRICULUM APPROVAL/REVISION  
PROGRAM REVISION  
ACTION FORM**

1. **Course/Program Title:** Biotechnology Certificate Program

2. **Originator:** Maggie Crowell Murray **Date:** 2/18/10

3. **Academic Unit Dean:** Nancy Schoenfeld **Date:** 2/18/10

**Recommendation:** The Human Services & Science Division recommends approval of the program revision change from CHM 101 to CHM 105 in the Biotechnology program at the 2/18/10 Division meeting.

**Rationale:** The Department of Natural Sciences conducted a feasibility study for an associate degree program in Biotechnology as a transfer program. The study found that there was interest from the area four- year schools in QCC students who could transfer as Biology majors. Additional supporting data was uncovered during the biotechnology certificate program APR. Students completing the biotechnology certificate program often chose to continue their education at 4 year institutions. On the basis of this study and the information from the recently completed APR for the Biotechnology Certificate Program, the department discovered that most 4 year institutions require a two semester sequential General Chemistry course. I am proposing to change the chemistry requirement of CHM 101 Introduction to the Chemistry of Living Systems to CHM 105 General Chemistry I. The content of CHM 105 General Chemistry I is more relevant to the biotechnology certificate program. Additionally CHM 105 will transfer into both the newly proposed GS Biological Sciences degree program and well as into the degree programs in biotechnology/biological sciences at other 4 year institutions

4. **Recommended:** \_\_\_\_\_ **Not Recommended:** \_\_\_\_\_

**Academic Affairs Staff:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Comments:**

5. **Recommended:** \_\_\_\_\_ **Not Recommended:** \_\_\_\_\_

**VP/Academic Affairs:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Comments:**

6. **Recommended:** \_\_\_\_\_ **Not Recommended:** \_\_\_\_\_

**Academic Affairs Committee** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Comments:**

7. **Approved:** \_\_\_\_\_ **Not Approved:** \_\_\_\_\_

**VP/Academic Affairs:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Comments:**

Current program requirement

CHM 101 Introduction to the Chemistry of Living Systems- 4 credits

This course is designed for students seeking careers in the health sciences and the natural sciences (biology and chemistry) by focusing on those chemicals and processes that operate in living systems. Students learn the fundamentals of inorganic, organic, and biological chemistry and apply these chemical principles in laboratory exercises.

Prerequisites: CHM 090 or one year of high school chemistry, MAT 095 with a "C" or better on the MAT 095 departmental final exam or placement by the Computerized Placement Test. F/S/SU

Proposed course change

CHM 105 General Chemistry I - 4 credits

This course focuses on the classification of matter and the behavior and characteristics of chemicals in the natural world. Topics include the basic structure of the atom, nuclear chemistry, nomenclature of chemicals, chemical reactions, the mole concept, stoichiometry, acid-base concepts, the concentration units of solutions and the gas laws. The laboratory portion of the course fosters basic laboratory skills and reinforces lecture concepts.

Prerequisite: CHM 090 or one year of high school chemistry and MAT 099 or appropriate placement score. F

Current

Course Title	Course #	Offered	Plan to Take	Grade	Credits	Prerequisites
<i>Cluster A</i>						
Cell Biology	BIO 259	F			4	BIO 101
Introduction to the Chemistry of Living Systems	CHM 101	F/S/SU			4	CHM 090 or one year of HS chemistry, MAT 095
Introduction to Microcomputer Applications	CIS 111	F/S/SU			3	
<i>Cluster B</i>						
Molecular Biology	BIO 260	S			4	BIO 259
General Microbiology	BIO 231	S			4	BIO 101 or BIO 259
<i>Cluster C</i>						
Techniques in Biotechnology	BTT 201	SU			6	BIO 259, BIO 260, BIO 231
<b>Total credits required</b>					<b>25</b>	

**The Certificate:**  
Biotechnology Certificate

**The Program:**  
The Biotechnology Certificate program provides a fundamental understanding of the Biotechnology Industry and its techniques.

**Admission Requirements:**  
One year of High School algebra with a grade of "C" or higher or equivalent.

**The Next Step:**  
Employment in the Biotechnology Industry. Courses could transfer to an Associates degree or a Bachelors degree in Biotechnology.

**Program Coordinator:**  
Maggie Crowell-Murray (508) 854-4311  
[maggiec@qcc.mass.edu](mailto:maggiec@qcc.mass.edu)

**Program Footnotes:**  
For more information see program introduction.

**Technical Performance Standards:**  
Prior to application to this program, please review the Technical Performance Standards requirements on pages 165 - 167.

Proposed

Course Title	Course #	Offered	Plan to Take	Grade	Credits	Prerequisites
<i>Cluster A</i>						
Cell Biology	BIO 259	F			4	BIO 101
CHM 105 General Chemistry I	CHM 105	F			4	CHM 090 or one year of HS chemistry and MAT 099 or appropriate placement score
Introduction to Microcomputer Applications	CIS 111	F/S/SU			3	
<i>Cluster B</i>						
Molecular Biology	BIO 260	S			4	BIO 259
General Microbiology	BIO 231	S			4	BIO 101 or BIO 259
<i>Cluster C</i>						
Techniques in Biotechnology	BTT 201	SU			6	BIO 259, BIO 260, BIO 231
<b>Total credits required</b>					<b>25</b>	

**The Certificate:**  
Biotechnology Certificate

**The Program:**  
The Biotechnology Certificate program provides a fundamental understanding of the Biotechnology Industry and its techniques.

**Admission Requirements:**  
One year of High School algebra with a grade of "C" or higher or equivalent.

**The Next Step:**  
Employment in the Biotechnology Industry. Courses could transfer to an Associates degree or a Bachelors degree in Biotechnology.

**Program Coordinator:**  
Maggie Crowell-Murray (508) 854-4311  
[maggiec@qcc.mass.edu](mailto:maggiec@qcc.mass.edu)

**Program Footnotes:**  
For more information see program introduction.

**Technical Performance Standards:**  
Prior to application to this program, please review the Technical Performance Standards requirements on pages 165 - 167.

**QUINSIGAMOND COMMUNITY COLLEGE  
COURSE APPROVAL/REVISION  
CURRICULUM APPROVAL/REVISION  
PROGRAM REVISION  
ACTION FORM**

1. **Course/Program Title:** General Studies with a Concentration in Biotechnology - Associates in Arts
2. **Originator:** Maggie Crowell Murray, Marilyn Martin **Date:** 2/18/10
3. **Academic Unit Dean:** James Brown **Date:** 2/18/10

**Recommendation:** The Math and Social Sciences Division recommends approval of a Biotechnology Sciences Concentration in General Studies at the 2/18/10 Division meeting, effective Fall 2010.

**Rationale:**

The Department of Natural Sciences conducted a feasibility study for an associate degree program in Biotechnology as a transfer program. Students in such a program could choose to concentrate in Biotechnology or some other area of Biology after transferring. All transferring institutions expressed interest in students who have their general education requirements fulfilled before transferring. Additional supporting data was uncovered during the biotechnology APR. On the basis of this study and the information from the recently completed APR for the Biotechnology Certificate Program, the department is proposing a biotechnology sciences concentration in the General Studies degree program. QCC already offers most of the courses needed for a student to transfer as a Biotechnology major. Many QCC students have already transferred to these 4 year institutions as Biology or Biotechnology majors. By having our own degree program we will be better able to advise and track these students.

4. **Recommended:** \_\_\_\_\_ **Not Recommended:** \_\_\_\_\_

**Academic Affairs Staff:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Comments:**

5. **Recommended:** \_\_\_\_\_ **Not Recommended:** \_\_\_\_\_

**VP/Academic Affairs:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Comments:**

6. **Recommended:** \_\_\_\_\_ **Not Recommended:** \_\_\_\_\_

**Academic Affairs Committee** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Comments:**

7. **Approved:** \_\_\_\_\_ **Not Approved:** \_\_\_\_\_

**VP/Academic Affairs:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Comments:**

Course Title	Course #	Offered	Plan to Take	Grade	Credits	Prerequisites
Cluster A						
English Composition & Literature I	ENG 101	F/S/SU			3	ENG 100 or approp place score
Behavioral Science Elective	---	F/S/SU			3	
Mathematics Elective <sup>†</sup>	MAT ---	F/S/SU			3	
Strategies for College & Career <sup>‡</sup> or	ORT 110	F/S/SU			3	
Self Assessment & Career Planning <sup>‡</sup>	PSY 115	F/S/SU				
Critical Thinking & Problem Solving	HUM 101	F/S/SU			3	ENG 100 or approp place score
Cluster B						
English Composition & Literature II	ENG 102	F/S/SU			3	ENG 101
History Elective	HST ---	F/S/SU			3	
Career Elective <sup>Ⓚ</sup>	---	F/S/SU			3	
Career Elective <sup>Ⓛ</sup>	---	F/S/SU			3	
Elective	---	F/S/SU			3	
Cluster C						
Speech Communication Skills	SPH 101	F/S/SU			3	Coreq-ENG 101
Career Elective <sup>Ⓚ</sup>	---	F/S/SU			3	
Humanities Elective	---	F/S/SU			3	
Laboratory Science Elective	---	F/S/SU			4	
Social Science Elective	---	F/S/SU			3	
Cluster D						
Humanities Elective*	---	F/S/SU			3	
Laboratory Science Elective	---	F/S/SU			4	
Social Science Elective	---	F/S/SU			3	
Career Elective <sup>Ⓚ</sup>	---	F/S/SU			3	
Elective*	---	F/S/SU			3	
<b>Total credits required</b>					<b>62</b>	

**Program Footnotes Continued:**

<sup>Ⓚ</sup>Career Electives are:

- a. Courses with the objective of preparing students for a specific occupation or cluster of occupations.
- b. Courses that have been recommended based upon the student's CAPS Plan.

***NOTE:** Student must complete a CAPS Plan prior to the completion of twenty credits in order to register for additional courses in the General Studies Program. Courses that meet developmental, core, or general education requirements are not career electives.*

<sup>Ⓛ</sup>Suggested course designations include: CIS, CSC and APA

\*200 level course

**The Degree:**  
Associate in Arts

**The Program:**  
General Studies

**Your Next Step:**

Enter the workforce based on career emphasis or transfer to a four-year program.

- This is a state Joint Admissions approved transfer program.
- Graduates of this program fulfill the Commonwealth Transfer Compact
- More information on transfer is available on pages 14 - 16 or at [www.qcc.mass.edu/transfer](http://www.qcc.mass.edu/transfer)

**Program Coordinator:**

Marilyn Martin 508-854-4374

[marilynm@qcc.mass.edu](mailto:marilynm@qcc.mass.edu)

**Program Footnotes:**

<sup>†</sup>In order to meet QCC graduation requirements, learner must complete MAT 100 or higher. In order to meet the requirements of the Commonwealth Transfer Compact, learner must complete MAT 121 or higher.

<sup>‡</sup>PSY 115 is recommended for students placing into ENG 100 or ENG 101. ORT 110 is recommended for students placing into ENG 090, ENG 091, ENG 095, ENG 096 or ESL courses. **NOTE:** Students with a CAPS Plan in place have met this requirement and can take an elective. Students must complete a CAPS Plan prior to the completion of twenty credits in order to register for additional courses in the General Studies Program.

**Continued**

GENERAL STUDIES - Associate in Arts – Biotechnology Concentration - Proposed

Course Title	Course #	Offered	Plan to Take	Grade	Credits	Prerequisites
Cluster A						
English Composition & Literature I	ENG 101	F/S/SU			3	ENG 100 or appropriate placement score
General Biology: Core Concepts	BIO 101	F/S/SU			4	Mat 095 with a "C" or better on the MAT 095 departmental final exam or appropriate placement score Corequisite ENG 101
Statistics	MAT 122	F/S/SU			3	MAT 099 with a "C" or better on the MAT 099 departmental final exam or placement by the Computerized Placement test
General Chemistry I	CHM 105	F			4	CHM 090 or one year of high school chemistry and MAT 099 or appropriate placement score
Critical Thinking & Problem Solving	HUM 101	F/S/SU			3	ENG 100 or appropriate place score
Cluster B						
English Composition & Literature II	ENG 102	F/S/SU			3	ENG 101
Cell Biology	BIO 259	F/S			4	BIO 101 Restricted to GS Biotechnology Conc. and Biotechnology Certificate students
Behavioral Science Elective	---	F/S/SU			3	
General Chemistry II	CHM 106	S			4	CHM 105
Precalculus	MAT 123	F/S/SU			3	
Cluster C						
Speech Communication Skills	SPH 101	F/S/SU			3	Coreq-ENG 101
General Microbiology	BIO 231	F/S			4	BIO 101 or BIO 259
Elective*	---	F/S/SU			3/4	
History Elective	HST---	F/S/SU			3	
Social Science Elective	---	F/S/SU			3	
Cluster D						
Humanities Elective	---	F/S/SU			3	
Science Elective**	---	F/S/SU			4	
Social Science Elective	---	F/S/SU			3	
Math or Science Elective	---	F/S/SU			3/4	
Math or Science Elective***	---	F/S/SU			3/4/6	
<b>Total credits required</b>					<b>66-71</b>	

**The Degree:**  
Associate in Arts

**The Program:**  
General Studies –Biotechnology Concentration

**Your Next Step:**  
Employment in the Biotechnology Industry or transfer to a 4 year institution and major in Biotechnology or other area of the Biological Sciences.

**Program Coordinator:**

**Program Footnotes:**

\* CIS 111 recommended for students who are also completing the Biotechnology Technician Certificate

\*\* BIO 260 recommended for students seeking employment after graduation

\*\*\*BTT 201 (summer only) recommended for students seeking employment after graduation

## Memorandum

March 25, 2010

**To:** Academic Affairs Staff

**From:** Kathy Rentsch, Dean, Business & Technology Division

**Subj: Point of Information – Business Electives**

---

Following are changes to the list of Business Electives (found on page 160 of the current College catalog) approved by the Business Administration faculty:

Current

Business Elective: Any ACC, BNK, BSL, BSS, BUS, CIS, ECO, EHS, FIN, HRM, MGT, or MRK course.

New

Business Elective: Any ACC, BNK, BSL, BSS, BUS, CIS, ECO, EHS, FIN, HRM, **IDS 113**, MGT, **MNT**, or MRK course.

**QUINSIGAMOND COMMUNITY COLLEGE  
PROGRAM REVISION ACTION FORM**

1. **Course/Program Title:** Automotive Technology

2. **Originator:** Don Morin

**Date:** 2.3.10

3. **Academic Unit Dean:** Kathy Rentsch

**Date:** 3.25.10

**Recommendation:**

Effective Fall 2010, change the name of the Automotive Technology Certificate from “Automotive Maintenance and Light Repair” to “Ford Maintenance and Light Repair Program - Certificate.”

**Rationale:**

This program identifier is required by Ford Technical Career Entry Programs. Ford provides copyrighted training materials including unlimited access to web-based training, service materials, and classroom training for instructors; invests resources in marketing to aid in the recruitment of students for the Ford Maintenance and Light Repair program; and invests resources to aid in the placement of graduates in Ford, Lincoln, and Mercury dealerships and the Ford Quick Lane network of service facilities.

This recommendation was approved at the March 25, 2010 meeting of the Business & Technology Division.

4. **Recommended:** \_\_\_\_\_ **Not Recommended:** \_\_\_\_\_

**Academic Affairs Staff:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Comments:**

5. **Recommended:** \_\_\_\_\_ **Not Recommended:** \_\_\_\_\_

**VP/Academic Affairs:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Comments:**

6. **Recommended:** \_\_\_\_\_ **Not Recommended:** \_\_\_\_\_

**Academic Affairs Committee** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Comments:**

7. **Approved:** \_\_\_\_\_ **Not Approved:** \_\_\_\_\_

**VP/Academic Affairs:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Comments:**

**AUTOMOTIVE MAINTENANCE AND LIGHT REPAIR – Certificate  
CURRENT**

Course Title	Course #	Offered	Plan to Take	Grade	Credits	Prerequisites
Cluster A						
Introduction to Automotive Service	AUT 101	F			1	
Tool Operations	AUT 103	F			1	
Automotive Electrical Systems	AUT 111	F			4	
Brake Systems	AUT 131	F			3	
Cluster B						
Basic Gasoline Engines	AUT 121	S			4	AUT 101, AUT 103
Engine Testing/Performance Analysis	AUT 125	S			4	
Cluster C						
Suspension, Steering, and Alignment	AUT 133	SU			3	AUT 101, AUT 103 AUT 121
Climate Control System	AUT 141	SU			3	
<b>Total credits required</b>					<b>23</b>	

**FORD MAINTENANCE AND LIGHT REPAIR PROGRAM – Certificate  
PROPOSED**

Course Title	Course #	Offered	Plan to Take	Grade	Credits	Prerequisites
Cluster A						
Introduction to Automotive Service	AUT 101	F			1	
Tool Operations	AUT 103	F			1	
Automotive Electrical Systems	AUT 111	F			4	
Brake Systems	AUT 131	F			3	
Cluster B						
Basic Gasoline Engines	AUT 121	S			4	AUT 101, AUT 103
Engine Testing/Performance Analysis	AUT 125	S			4	
Cluster C						
Suspension, Steering, and Alignment	AUT 133	SU			3	AUT 101, AUT 103 AUT 121
Climate Control System	AUT 141	SU			3	
<b>Total credits required</b>					<b>23</b>	

**QUINSIGAMOND COMMUNITY COLLEGE  
COURSE APPROVAL/REVISION  
CURRICULUM APPROVAL/REVISION  
PROGRAM REVISION  
ACTION FORM**

1. **Course/Program Title:** EUT 101 Fundamentals of the Energy Industry/ Energy Utility Technology Program

2. **Originator:** Sharron Gillies **Date:** March 1, 2010

3. **Academic Unit Dean:** Kathy Rentsch **Date:** March 25, 2010

**Recommendation:**

Create a new course, EUT 101 Fundamentals of the Energy Industry, effective Fall 2010.

**Rationale:**

This course is recommended by the Energy Utility Technology curriculum group in order to include an introduction to natural gas utilities, in addition to the electric utility industry. The course is designed to provide program graduates a broader scope of experience to take to the job market. This course replaces EUT 100 Introduction to Energy Industry.

This recommendation was approved at the March 25, 2010 meeting of the Business & Technology Division.

4. **Recommended:** \_\_\_\_\_ **Not Recommended:** \_\_\_\_\_

**Academic Affairs Staff:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Comments:**

5. **Recommended:** \_\_\_\_\_ **Not Recommended:** \_\_\_\_\_

**VP/Academic Affairs:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Comments:**

6. **Recommended:** \_\_\_\_\_ **Not Recommended:** \_\_\_\_\_

**Academic Affairs Committee** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Comments:**

7. **Approved:** \_\_\_\_\_ **Not Approved:** \_\_\_\_\_

**VP/Academic Affairs:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Comments:**

**Quinsigamond Community College**  
**Request For A New Course Or Course Revision**

Course Discipline Energy Utility Technology Division Business & Technology  
Date March 1, 2010

Course Title Fundamentals of Energy Industry

Course Number EUT 101

Lecture Hours 4 Credits 4 Clinic Hrs 0 Lab Hrs 0

Prerequisite \_\_\_\_\_ Corequisite ENG 100 or appropriate placement score

Application As Elective? Required in EUT Program, but might be used as a career elective.

Course Effective Term Fall Year 2010

1) Does This Course Replace Another Course? X Yes \_\_\_\_\_ No

Which Course? EUT100 Introduction to the Energy Industry  
Rationale For New Course Should Be Given Here:

This course is recommended by the Energy Utility Technology curriculum group in order to include an introduction to natural gas utilities, in addition to the electric utility industry. The course is designed to provide program graduates a broader scope of experience to take to the job market. This course replaces EUT 100 Introduction to Energy Industry.

2) Is Course Content Similar To Other Courses Now Offered? \_\_\_\_\_ Yes X No  
If Yes, Attach Statement From Chairperson Of Department Offering Similar Course.

3) For Whom Is This Course Designed? Students in the Energy Utility Technology Program

4) Required Course? X Yes \_\_\_\_\_ No Required For EUT Students

5) Expected Enrollment Per Term 20 Per Year 20

6) Additional Staff? \_\_\_\_\_ Yes X No Number Of Additional Staff \_\_\_\_\_

7) Additional Space? \_\_\_\_\_ Yes X No Amount Of Additional Space \_\_\_\_\_

8) Additional Equipment? \_\_\_\_\_ Yes X No Additional Cost \$ \_\_\_\_\_

9) Additional LRC Materials? X Yes \_\_\_\_\_ No Estimated Cost \$ 500

Signature: \_\_\_\_\_ (Library Services Director)

10) Text And Related Materials Electrical Power Industry In Nontechnical Language, 2<sup>nd</sup> Edition, Warkentin-Glen, PennWell Corporation, ISBN 1593700679 and supplemental materials

11) Attach Course Description And Outline To This Page

## Course Description

### New Course:

#### **EUT 101 Fundamentals of the Energy Industry**

**4 credits**

This course provides students with an overview of the energy utility industry and occupational opportunities, including but not limited to the history of natural gas and electrical service, regulatory influences, energy flow, basic natural gas and electrical terminology, typical conditions for employment, and career opportunities.

**Corequisite: ENG 100 or appropriate placement score. F**

## Course Outline

### A. Desired Student Outcomes/Instructional Objectives

STUDENTS shall demonstrate the following competencies:

1. Describe examples of energy delivery infrastructure particularly as it applies to electricity and natural gas.
2. Describe energy service provided to end users.
3. Communicate effectively using industry terminology.
4. Describe occupational opportunities.
5. Describe renewable energy alternative sources and how they relate to the energy utility industry.
6. Compose and present an industry-standard PowerPoint technical presentations.
7. Work effectively as a member of a project team.

### B. Course Requirements

1. Students are expected to attend all classes. Students that must miss class are required to make-up all missed work. Students should also email instructor as soon as possible to report a class absence and obtain any make-up assignments.
2. Students are expected to come to class prepared by reading the assigned materials before class.
3. Students are expected to participate in class exercises and discussion.
4. Students are required to take 3 exams as scheduled
5. Students are required to take a comprehensive final examination as scheduled
6. Students will complete a research project to be discussed with and approved by instructor.
7. Students will take weekly quizzes based on assigned reading. Students will be given 12 quizzes throughout the semester. The top 10 quiz grades will be counted toward final grade. The 2 lowest quiz grades will be dropped. Students are not allowed to make-up quizzes. If students must miss class on a day when a quiz is being given they will count that as 1 of their 2 drops.

**Required Text: Electrical Power Industry In Nontechnical Language, 2nd Edition, Warkentin-Glen, PennWell Corporation, ISBN 1593700679**

**Supplemental materials will be provided as handouts.**

### C. Proposed Course Outline

Week	Topic	
1	Industry Overview <ul style="list-style-type: none"> <li>• The Energy Sector</li> <li>• History</li> <li>• Frontiers</li> <li>• History of Natural Gas</li> </ul>	Lecture/ Discussion 4 Hours
2	Energy Concepts <ul style="list-style-type: none"> <li>• Fuel</li> <li>• The Grid</li> <li>• Prices</li> <li>• The Market</li> <li>• Terminology</li> </ul>	Lecture/ Discussion 4 Hours
3	Business Structures <ul style="list-style-type: none"> <li>• Formation of Utilities</li> <li>• Investor Owned utilities</li> <li>• Cooperatives</li> <li>• Federal Power Authorities</li> </ul>	Lecture/ Discussion 4 Hours
4	Energy Job Opportunities <ul style="list-style-type: none"> <li>• National Grid</li> <li>• NStar</li> <li>• Public Utilities</li> </ul>	Lecture/ Discussion 4 Hours
5	Job Descriptions <ul style="list-style-type: none"> <li>• Linemen</li> <li>• Maintenance and repair</li> <li>• Electrical Power Line Installers</li> <li>• Natural gas</li> </ul> Test	Lecture/ Discussion 3 Hours  1 Hour Exam
6	Energy Industry Issues <ul style="list-style-type: none"> <li>• Supplies</li> <li>• Regulation/deregulation</li> <li>• Pollution</li> </ul>	Lecture/ Discussion 4 Hours
7	Regulation/Deregulation <ul style="list-style-type: none"> <li>• FERC-Federal Energy Regulatory Commission</li> <li>• NERC-North American Electric Reliability Corporation</li> <li>• PUCs-State Public Utilities Commissions</li> <li>• PUHCA-Public Utility Holding Company Act (1935)</li> <li>• EPACT 1992-Federal Energy Policy Act of 1992 (restructuring)</li> </ul>	Lecture/ Discussion 4 Hours
8	Regulation/Deregulation continued <ul style="list-style-type: none"> <li>• FERC orders 888 and 889- competitive wholesale markets</li> <li>• EPACT 2005-Federal energy policy act of 2005 (Repealed PUHCA)</li> <li>• TROs--Regional Transmission Organizations</li> <li>• ISOs—Independent System Operators</li> </ul>	Lecture/ Discussion 4 Hours
9	Scope of Regulations <ul style="list-style-type: none"> <li>• Costs to customers</li> <li>• Reliability of Service/ Quality</li> <li>• Public Safety</li> </ul>	Lecture/ Discussion 4 Hours
10	Regulatory Agencies <ul style="list-style-type: none"> <li>• OSHA, EPA, NEC others</li> </ul> Test	Lecture/ Discussion 3 Hours  1 Hour Exam
11	General Safety <ul style="list-style-type: none"> <li>• Responsibilities</li> <li>• Requirements</li> <li>• Elements and Components</li> <li>• Personal Protective Equipment</li> </ul>	Lecture/ Discussion 4 Hours
12	Electrical System Overview	Lecture/ Discussion 4 Hours

	<ul style="list-style-type: none"> <li>• Production</li> <li>• Transmission</li> <li>• Distribution</li> <li>• Secondary Service</li> </ul>	
13	Significant Events <ul style="list-style-type: none"> <li>• Major Blackouts: 1965 (30 million customers)</li> <li>• 2003 (50 million customers)</li> <li>• ENRON 2001</li> </ul>	Lecture/ Discussion 4 Hours
14	Security of Bulk Power Transmission System Test	Lecture/ Discussion 3 Hours 1 Hour Exam
15	Course Review	

**D. Proposed Method of Evaluation**

- |   |     |
|---|-----|
| 1. Three tests on material to date (60 min) | 30% |
| 2. Comprehensive final exam (120 min)       | 15% |
| 3. Discussions/Homework/Quizzes             | 30% |
| 4. Project                                  | 25% |

**Final Course Grade will be Calculated as follows:**

100 - 90	A / A-
89 - 80	B+ / B / B-
79-70	C+ / C / C-
69-60	D+ / D / D-
59 or Below	F

**Teaching Procedures**

There are three hours of lecture per week. The student is introduced to topic material during the lecture period. Discussions and research are used to identify topical information in the text, on the Internet, and from other sources. The student will further their knowledge on the electrical industry with research on topics outside of the classroom. This student research will fuel the instructor lead discussions during the lecture period.

**Suggested Project**

A semester long research project will be a requirement of this course. Early in the semester students will pick a topic from the course outline. The student will do ongoing research on the their topic. They will find a minimum of 3 independent sources (beyond the class text) of information about their topic. The student will prepare an oral presentation and a final written report. The presentations will be performed during the last month of the class. The paper will be due before the end of the last schedule class period. This project will provide reinforcement and development of skills in areas of employability that employers seek from students completing this program.

**A suggested rubric for grading for the student project paper and presentation follows:**

**Presentation: (25 Points)**

**Time:**

Greater than 10 but less than 20 Minutes	Greater than 21 Minutes	Less than 10 Minutes	No Oral Presentation
<b>4</b>	<b>3</b>	<b>1</b>	<b>0</b>

**Knowledge:**

Displays High Level of Knowledge re: Project	Displays Average Level of Knowledge re: Project	Displays Below Average Level of Knowledge re: Project	Displays Poor Level of Knowledge re: Project	No Oral Presentation
<b>10</b>	<b>8</b>	<b>6</b>	<b>2</b>	<b>0</b>

**Presentation Skills:**

Professional Presentation Skills	Above Average Presentation Skills	Average Presentation Skills	Poor Presentation Skills	No Oral Presentation
----------------------------------	-----------------------------------	-----------------------------	--------------------------	----------------------

<b>6</b>	<b>5</b>	<b>4</b>	<b>1</b>	<b>0</b>
<b>Content:</b>				
Presentation Content Excellent	Presentation Content Above Average	Presentation Content Average	Presentation Content Poor	No Oral Presentation
<b>5</b>	<b>3</b>	<b>2</b>	<b>1</b>	<b>0</b>

**Written Report: (75 Points)**

**Writing:**

Professional Technical Writing Style	Above Average Technical Writing Style	Average Non-Technical Writing Style	Poor Not Easily Read	No Written Report
<b>10</b>	<b>7</b>	<b>5</b>	<b>2</b>	<b>0</b>

**Research Content:**

Professional Technical Research Shown More than 3 Sources Cited	Above Average Technical Research Shown Three Sources Cited	Average Technical Research Shown Three Sources Cited	Poor Technical Research Shown Less than 3 Sources Cited	No Written Report
<b>25</b>	<b>22</b>	<b>17</b>	<b>5</b>	<b>0</b>

**Report Content:**

Professional Report Content	Above Average Report Content	Average Report Content	Poor Report Content	No Written Report
<b>20</b>	<b>17</b>	<b>12</b>	<b>3</b>	<b>0</b>

**Originality:**

High Level of Originality Project Presented	Moderate Level of Originality Project Presented	Average Level of Originality Project Presented	No Originality Presented	No Written Report
<b>20</b>	<b>16</b>	<b>12</b>	<b>5</b>	<b>0</b>

**ENERGY UTILITY TECHNOLOGY – Certificate  
CURRENT**

Course Title	Course #	Offered	Plan to Take	Grade	Credits	Prerequisites
Cluster A						
Introduction to Energy Industry	EUT 100	F			3	Coreq - ENG 100 or appropriate placement score
Introduction to Microcomputer Applications	CIS 111	F/S/SU			3	
Applied Technical Mathematics*	MAT 108	F/S			4	MAT 095 or appropriate placement score
Electrical Principles I	EUT 110	F			4	MAT 095 or appropriate placement score Coreq - ENG 100, EUT 100
Cluster B						
Electrical Principles II	EUT 111	S			4	EUT 110
Generation, Transmission & Distribution	EUT 115	S			4	EUT 110
Industrial Safety	EUT 120	S			3	EUT 100
Energy Utility Technology Practicum	EUT 190	S			3	Coreqs - EUT 111, 115,120
<b>Total credits required</b>					<b>28</b>	

**ENERGY UTILITY TECHNOLOGY – Certificate  
PROPOSED**

Course Title	Course #	Offered	Plan to Take	Grade	Credits	Prerequisites
Cluster A						
Fundamentals of the Energy Industry	EUT 101	F			4	Coreq - ENG 100 or appropriate placement score
Introduction to Microcomputer Applications	CIS 111	F/S/SU			3	
Applied Technical Mathematics*	MAT 108	F/S			4	MAT 095 or appropriate placement score
Electrical Principles I	EUT 110	F			4	MAT 095 or appropriate placement score Coreq - ENG 100, EUT 100
Cluster B						
Electrical Principles II	EUT 111	S			4	EUT 110
Generation, Transmission & Distribution	EUT 115	S			4	EUT 110
Industrial Safety	EUT 120	S			3	EUT 100
Energy Utility Technology Practicum	EUT 190	S			3	Coreqs - EUT 111, 115,120
<b>Total credits required</b>					<b>29</b>	

**GENERAL STUDIES-Associate in Arts - Energy Utility Option  
CURRENT**

Course Title	Course #	Offered	Plan to Take	Grade	Credits	Prerequisites
Cluster A						
English Composition & Literature I	ENG 101	F/S/SU			3	ENG 100 or appropriate placement score
Electrical Principles I*	EUT 110	F			4	MAT 095 or appropriate placement score
Introduction to Energy Industry*	EUT 100	F			3	Coreq- ENG 100 or appropriate placement score
Applied Technical Mathematics* <sup>1</sup>	MAT 108	F/S			4	MAT 095 or appropriate placement score
Introduction to Microcomputer Applications*	CIS 111	F/S/SU			3	
Cluster B						
English Composition & Literature II	ENG 102	F/S/SU			3	ENG 101
Electrical Principles II*	EUT 111	S			4	EUT110
Generation, Transmission & Distribution*	EUT 115	S			4	EUT 110
Industrial Safety*	EUT 120	S			3	EUT 100
Energy Utilities Technology Practicum*	EUT 190	F/S/SU			3	Coreqs EUT 111, 115, 120
Cluster C						
Speech Communication Skills	SPH 101	F/S/SU			3	Coreq-ENG 101
Critical Thinking & Problem Solving	HUM 101	F/S/SU			3	
Liberal Arts Elective**	---	F/S/SU			3	
Laboratory Science Elective	---	F/S/SU			4	
Social Science Elective	---	F/S/SU			3	
Cluster D						
Humanities Elective***	---	F/S/SU			3	
Laboratory Science Elective	---	F/S/SU			4	
Social Science Elective****	---	F/S/SU			3	
History Elective	HST ---	F/S/SU			3	
<b>Total credits required</b>					<b>63</b>	

**GENERAL STUDIES-Associate in Arts - Energy Utility Option  
PROPOSED**

Course Title	Course #	Offered	Plan to Take	Grade	Credits	Prerequisites
Cluster A						
English Composition & Literature I	ENG 101	F/S/SU			3	ENG 100 or appropriate placement score
Electrical Principles I*	EUT 110	F			4	MAT 095 or appropriate placement score
<b>Fundamentals of the Energy Industry*</b>	EUT 101	F			4	<b>Coreq- ENG 100 or appropriate placement score</b>
Applied Technical Mathematics* <sup>1</sup>	MAT 108	F/S			4	MAT 095 or appropriate placement score
Introduction to Microcomputer Applications*	CIS 111	F/S/SU			3	
Cluster B						
English Composition & Literature II	ENG 102	F/S/SU			3	ENG 101
Electrical Principles II*	EUT 111	S			4	EUT110
Generation, Transmission & Distribution*	EUT 115	S			4	EUT 110
Industrial Safety*	EUT 120	S			3	EUT 100
Energy Utilities Technology Practicum*	EUT 190	F/S/SU			3	Coreqs EUT 111, 115, 120
Cluster C						
Speech Communication Skills	SPH 101	F/S/SU			3	Coreq-ENG 101
Critical Thinking & Problem Solving	HUM 101	F/S/SU			3	
Liberal Arts Elective**	---	F/S/SU			3	
Laboratory Science Elective	---	F/S/SU			4	
Social Science Elective	---	F/S/SU			3	
Cluster D						
Humanities Elective***	---	F/S/SU			3	
Laboratory Science Elective	---	F/S/SU			4	
Social Science Elective****	---	F/S/SU			3	
History Elective	HST ---	F/S/SU			3	
<b>Total credits required</b>					<b>64</b>	

**QUINSIGAMOND COMMUNITY COLLEGE  
COURSE APPROVAL/REVISION - PROGRAM REVISION  
ACTION FORM**

1. **Course/Program Title:** Hotel and Restaurant Management

2. **Originator:** Pat Hutchinson

**Date:** 2.5.10

3. **Academic Unit Dean:** Kathy Rentsch

**Date:** 2.5.10

**Recommendation:** Effective Fall 2010, remove ENG 100 as pre-requisite or co-requisite from all HRM courses in the Hotel and Restaurant Management programs and certificates.

**Rationale:**

- This recommendation will allow both certificate students as well as individuals working in industry who want to pursue a single course as part of their own professional development to access HRM classes more readily. It will also allow certificate students to complete their programs of study in a more timely manner. This is especially critical for students with Section 30 benefits.
- Both the Foodservice Management Certificate and the Hospitality Management Certificate still carry a requirement of an English Elective at the level of ENG 100 or higher.
- Both the A.S in Foodservice Management and the A.S. in Hospitality Management still carry an admissions requirement of three years of high school English or equivalents with grades of "C" or higher, and carry ENG 102 as a program requirement.

This recommendation was approved at the March 25, 2010 meeting of the Business & Technology Division.

4. **Recommended:** \_\_\_\_\_ **Not Recommended:** \_\_\_\_\_

**Academic Affairs Staff:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Comments:**

5. **Recommended:** \_\_\_\_\_ **Not Recommended:** \_\_\_\_\_

**VP/Academic Affairs:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Comments:**

6. **Recommended:** \_\_\_\_\_ **Not Recommended:** \_\_\_\_\_

**Academic Affairs Committee** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Comments:**

7. **Approved:** \_\_\_\_\_ **Not Approved:** \_\_\_\_\_

**VP/Academic Affairs:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Comments:**

## Course Descriptions (As they will appear in Catalog)

---

### CURRENT

#### **HRM 111 Basic Foods: Basic Boucher & Patissier 4 credits**

This course introduces commercial food preparation and production management. Students learn basic principles of commercial cookery, including methods of preparation, nutrition, cost, and organization and management of commercial kitchens. Topics include the purpose and use of recipes; portion control techniques; and the selection, cooking, and handling of stocks and sauces, soups, meat, poultry, fish, vegetables, starches and salads. Students learn basic principles of kitchen operation and management and the safe usage of food service equipment. Students individually plan, produce, and serve products in the student-run diner at the Worcester Senior Center.

**Corequisite: ENG 100 or appropriate placement score and HRM 115. F**

### PROPOSED

#### **HRM 111 Basic Foods: Basic Boucher & Patissier 4 credits**

This course introduces commercial food preparation and production management. Students learn basic principles of commercial cookery, including methods of preparation, nutrition, cost, and organization and management of commercial kitchens. Topics include the purpose and use of recipes; portion control techniques; and the selection, cooking, and handling of stocks and sauces, soups, meat, poultry, fish, vegetables, starches and salads. Students learn basic principles of kitchen operation and management and the safe usage of food service equipment. Students individually plan, produce, and serve products in the student-run diner at the Worcester Senior Center.

**Corequisite: HRM 115. F**

### CURRENT

#### **HRM 112 Basic Foods: Garde-Manager & Saucier 4 credits**

In the laboratory portion, students in a restaurant setting produce food, including appetizers, soups, salads, entrees, vegetables, and desserts. In the classroom portion, students calculate potential and actual operating food costs, assess and design menus and operations methods, and modify recipes for special diets or quantity production.

**Corequisite: ENG 100 or appropriate placement score and HRM 115. S**

### PROPOSED

#### **HRM 112 Basic Foods: Garde-Manager & Saucier 4 credits**

In the laboratory portion, students in a restaurant setting produce food, including appetizers, soups, salads, entrees, vegetables, and desserts. In the classroom portion, students calculate potential and actual operating food costs, assess and design menus and operations methods, and modify recipes for special diets or quantity production.

**Corequisite: HRM 115. S**

### CURRENT

#### **HRM 131 Food and Beverage Cost Control 3 credits**

This course provides experience in identifying, analyzing, and creating controls for production, labor, and revenues necessary to ensure profitable foodservice operations. The main topics studied are forecasting, budgeting, and analyzing costs of food, beverages, and labor, in addition to the internal controls required for effective cost management. This course is required for both the foodservice track certificate and the foodservice track degree.

**Prerequisites: ENG 100. S**

### PROPOSED

#### **HRM 131 Food and Beverage Cost Control 3 credits**

This course provides experience in identifying, analyzing, and creating controls for production, labor, and revenues necessary to ensure profitable foodservice operations. The main topics studied are forecasting, budgeting, and analyzing costs of food, beverages, and labor, in addition to the internal controls required for effective cost management. This course is required for both the foodservice track certificate and the foodservice track degree.

**S**

### CURRENT

#### **HRM 135 Front Office Operations 3 credits**

This course focuses on operations and procedures of lodging management for inns, hotels, resorts, clubs, and casinos in order to relate front office operations to other departments. Using property management software, students learn the mechanics of the front office in two general areas—customer service and financial management. In customer service, the course focuses on reservation inquiries, recording, availability, denials, check-ins, rate selection, walk ins, and room status. Students also learn procedures related to special equipment needs, housekeeping, settlement, and checkout. In the financial management section, students learn guest accounting, night audits, and revenue.

**Prerequisite: ENG 100. F**

### PROPOSED

Academic Affairs Committee Agenda 04/13/10

**HRM 135 Front Office Operations****3 credits**

This course focuses on operations and procedures of lodging management for inns, hotels, resorts, clubs, and casinos in order to relate front office operations to other departments. Using property management software, students learn the mechanics of the front office in two general areas—customer service and financial management. In customer service, the course focuses on reservation inquiries, recording, availability, denials, check-ins, rate selection, walk ins, and room status. Students also learn procedures related to special equipment needs, housekeeping, settlement, and checkout. In the financial management section, students learn guest accounting, night audits, and revenue.

**F**

---

**CURRENT****HRM 215 Contract Foodservice Management****3 credits**

This course covers the basic systems found in contract foodservice operations such as schools, healthcare facilities, and corporate environments. Students examine consumer needs with an emphasis on planning cyclical and pre-set menus, kitchen layout and design, and facilities planning and equipment selection. Students also review the foodservice and prototype contract, the contracting process, and catering services as a function of contract foodservice operations. Students attend a restaurant trade show or conduct research and complete a project on equipment and/or facility design.

**Prerequisite: ENG 100****Corequisite: HRM 115. F/S****PROPOSED****HRM 215 Contract Foodservice Management****3 credits**

This course covers the basic systems found in contract foodservice operations such as schools, healthcare facilities, and corporate environments. Students examine consumer needs with an emphasis on planning cyclical and pre-set menus, kitchen layout and design, and facilities planning and equipment selection. Students also review the foodservice and prototype contract, the contracting process, and catering services as a function of contract foodservice operations. Students attend a restaurant trade show or conduct research and complete a project on equipment and/or facility design.

**Corequisite: HRM 115. F/S**

---

**CURRENT****HRM 218 Dining Room and Banquet Management****3 credits**

This course covers dining room staffing and employee training; basic service rules, techniques and styles (American, French, Russian, a la carte, buffet, butler); proper table setting, plating and presentation; and table etiquette. Students understand menu types (static, cycle, and market menus) and managing by menu. Using the student-run restaurant, students plan a merchandising and sales promotion and plan and develop special events, with emphasis on management approaches that achieve good customer relations and satisfaction.

**Prerequisite: ENG 100. S****PROPOSED****HRM 218 Dining Room and Banquet Management****3 credits**

This course covers dining room staffing and employee training; basic service rules, techniques and styles (American, French, Russian, a la carte, buffet, butler); proper table setting, plating and presentation; and table etiquette. Students understand menu types (static, cycle, and market menus) and managing by menu. Using the student-run restaurant, students plan a merchandising and sales promotion and plan and develop special events, with emphasis on management approaches that achieve good customer relations and satisfaction.

**S**

---

**CURRENT****HRM 232 Hotel Meetings: Sales and Operations****3 credits**

This course focuses on front-of-the-house operations, from meeting the client through planning and selling an event. Topics include deciding room size and set up, food and beverage requirements, guest services, special equipment requirements, cost, and contracting for the event. The course also covers back-of-the-house operations including accounting, contracting with vendors, and staff scheduling and management. Students learn the marketing, planning, and management of large and small hotel meetings, functions, and conventions.

**Prerequisite: ENG 100. F****PROPOSED****HRM 232 Hotel Meetings: Sales and Operations****3 credits**

This course focuses on front-of-the-house operations, from meeting the client through planning and selling an event. Topics include deciding room size and set up, food and beverage requirements, guest services, special equipment requirements, cost, and contracting for the event. The course also covers back-of-the-house operations including accounting, contracting with vendors, and staff scheduling and management. Students learn the marketing, planning, and management of large and small hotel meetings, functions, and conventions.

**F**

---

**CURRENT**

**HRM 235 Management in the Hospitality Industry** **3 credits**

This course is a capstone course for hospitality management students. It is designed to enhance leadership ability while focusing on the principles of effective management in the context of the hospitality industry. Students study how to develop, motivate and empower high performance teams and to put quality management tools into action to increase sales and customer service. An assessment tool developed by the American Motel/Hotel Association (AMHA) enables students to develop an understanding of, and skills, in the following areas: coaching and counseling, communication, managing change, performance management, setting goals and standards, managing conflict, problem solving, and decision making.

**Prerequisites: ENG 100. S**

**PROPOSED**

**HRM 235 Management in the Hospitality Industry** **3 credits**

This course is a capstone course for hospitality management students. It is designed to enhance leadership ability while focusing on the principles of effective management in the context of the hospitality industry. Students study how to develop, motivate and empower high performance teams and to put quality management tools into action to increase sales and customer service. An assessment tool developed by the American Motel/Hotel Association (AMHA) enables students to develop an understanding of, and skills, in the following areas: coaching and counseling, communication, managing change, performance management, setting goals and standards, managing conflict, problem solving, and decision making.

**S**

---

**CURRENT**

**HRM 236 Destination Marketing and Management** **3 credits**

Students develop an understanding of destination marketing to a level where they are able to make marketing strategy recommendations for the promotion of tourism for a variety of visitors. A partnership with the Central Massachusetts Visitor and Convention Bureau serves as an experiential lab to promote the examination of the role of tourist, the tourism manager, and the central Massachusetts region as a destination. Topics covered in this course may change according to the current demand, events, or issues.

**Prerequisite: ENG 100. F**

**PROPOSED**

**HRM 236 Destination Marketing and Management** **3 credits**

Students develop an understanding of destination marketing to a level where they are able to make marketing strategy recommendations for the promotion of tourism for a variety of visitors. A partnership with the Central Massachusetts Visitor and Convention Bureau serves as an experiential lab to promote the examination of the role of tourist, the tourism manager, and the central Massachusetts region as a destination. Topics covered in this course may change according to the current demand, events, or issues.

**F**

**HOTEL AND RESTAURANT MANAGEMENT - Associate in Science - Foodservice Management Option - CURRENT**

Course Title	Course #	Offered	Plan to Take	Grade	Credits	Prerequisites
Cluster A						
English Composition and Literature I	ENG 101	F/S/SU			3	ENG 100 or approp place score
Introduction to Hotel/Restaurant Management <sup>1</sup>	HRM 101	F/S			3	
<b>Basic Foods: Basic Boucher &amp; Patissier</b>	HRM 111	F			4	<b>Coreq - ENG 100 or approp place score and HRM 115</b>
Sanitation Certification Course	HRM 115	F			1	
Hospitality Law and Ethics	HRM 121	F			3	
Introduction to Microcomputer Applications or Business Elective	CIS 111	F/S/SU			3	
	---					
Cluster B						
English Composition and Literature II	ENG 102	F/S/SU			3	ENG 101
<b>Basic Foods: Garde-Manager &amp; Saucier<sup>2</sup></b>	HRM 112	S			4	<b>Coreq - ENG 100 or approp place score and HRM 115</b>
Food & Beverage Cost Control	HRM 131	S			3	<b>ENG 100 or approp place score</b>
<b>Dining Room and Banquet Management<sup>2</sup></b>	HRM 218	S			3	
Hotel /Restaurant Management Elective	---				3	
Cluster C						
Nutrition for Food Service Management	HRM 216	F			3	Co-req- HRM 111 or HRM 112
Psychology of Interpersonal Relations or Human Relations in Organizations	PSY 118	F/S/SU				ENG 100 or approp place score
	PSY 158	F/S			3	ENG 100 or approp place score
Liberal Arts Elective	---				3	
Mathematics or Science Elective*	---				3-4	
Multiple Perspectives Elective	---				3	
Cluster D						
Financial Accounting I	ACC 101	F/S/SU			3	ENG 100 or approp place score, MAT 090
Hotel/Restaurant Management Cooperative Education Experience	HRM 299	F/S/SU			3	
Business Elective	---				3	
Hotel/Restaurant Management Elective	---				3	
Liberal Arts Elective	---				3	
<b>Total credits required</b>					<b>63-64</b>	

**The Degree:**  
Associate in Science

**The Program:**  
Hotel and Restaurant Management-  
Foodservice Management Option

**Admission Requirements:**  
One year of high school mathematics or equivalent with a grade of "C" or higher and three years of high school English or equivalents with grades of "C" or higher.

**The Next Step:**  
Enter the workforce or transfer to a four-year program.  

- More information on transfer is available on pages 14-15 or at [www.qcc.mass.edu/transfer](http://www.qcc.mass.edu/transfer)  
*Former joint admissions program*

**Program Coordinator:**  
Pat Hutchinson (508) 854-4329  
[path@qcc.mass.edu](mailto:path@qcc.mass.edu)

**Program Footnotes:**  
Students not meeting admission requirements are encouraged to enroll in the Foodservice Management Certificate program. All courses in the certificate program apply to the Associate Degree. CIS 111 may be used as a Business Elective.

\* 100 Level or Higher

**Note:** A CORI / SORI report is required of all students accepted into the program.

**Technical Performance Standards:**  
Please review the Technical Performance Standards requirements on pages 165 - 167.

**HOTEL AND RESTAURANT MANAGEMENT - Associate in Science - Foodservice Management Option - PROPOSED**

Course Title	Course #	Offered	Plan to Take	Grade	Credits	Prerequisites
Cluster A						
English Composition and Literature I	ENG 101	F/S/SU			3	ENG 100 or approp place score
Introduction to Hotel/Restaurant Management <sup>1</sup>	HRM 101	F/S			3	
Basic Foods: Basic Boucher & Patisier	HRM 111	F			4	Coreq - HRM 115
Sanitation Certification Course	HRM 115	F			1	
Hospitality Law and Ethics	HRM 121	F			3	
Introduction to Microcomputer Applications or Business Elective	CIS 111	F/S/SU			3	
	---					
Cluster B						
English Composition and Literature II	ENG 102	F/S/SU			3	ENG 101
Basic Foods: Garde-Manager & Saucier <sup>2</sup>	HRM 112	S			4	Coreq - HRM 115
Food & Beverage Cost Control	HRM 131	S			3	
Dining Room and Banquet Management <sup>2</sup>	HRM 218	S			3	
Hotel /Restaurant Management Elective	---				3	
Cluster C						
Nutrition for Food Service Management	HRM 216	F			3	Co-req- HRM 111 or HRM 112
Psychology of Interpersonal Relations or	PSY 118	F/S/SU				ENG 100 or approp place score
Human Relations in Organizations	PSY 158	F/S			3	ENG 100 or approp place score
Liberal Arts Elective	---				3	
Mathematics or Science Elective*	---				3-4	
Multiple Perspectives Elective	---				3	
Cluster D						
Financial Accounting I	ACC 101	F/S/SU			3	ENG 100 or approp place score, MAT 090
Hotel/Restaurant Management Cooperative Education Experience	HRM 299	F/S/SU			3	
Business Elective	---				3	
Hotel/Restaurant Management Elective	---				3	
Liberal Arts Elective	---				3	
<b>Total credits required</b>					<b>63-64</b>	

**The Degree:**  
Associate in Science

**The Program:**  
Hotel and Restaurant Management-  
Foodservice Management Option

**Admission Requirements:**  
One year of high school mathematics or equivalent with a grade of "C" or higher and three years of high school English or equivalents with grades of "C" or higher.

**The Next Step:**  
Enter the workforce or transfer to a four-year program.  

- More information on transfer is available on pages 14-15 or at [www.qcc.mass.edu/transfer](http://www.qcc.mass.edu/transfer)  
*Former joint admissions program*

**Program Coordinator:**  
Pat Hutchinson (508) 854-4329  
[path@qcc.mass.edu](mailto:path@qcc.mass.edu)

**Program Footnotes:**  
Students not meeting admission requirements are encouraged to enroll in the Foodservice Management Certificate program. All courses in the certificate program apply to the Associate Degree. CIS 111 may be used as a Business Elective.

\* 100 Level or Higher

**Note:** A CORI / SORI report is required of all students accepted into the program.

**Technical Performance Standards:**  
Please review the Technical Performance Standards requirements on pages 165 - 167.

HOTEL AND RESTAURANT MANAGEMENT – Certificate - Foodservice Management Option - CURRENT

Course Title	Course #	Offered	Plan to Take	Grade	Credits	Prerequisites
Cluster A						
Introduction to Microcomputer Applications or Business Elective	CIS 111	F/S/SU			3	Coreq – ENG 100 or approp place score and HRM 115
Introduction to Hotel/Restaurant Management <sup>1</sup>	HRM 101	F/S			3	
<b>Basic Foods: Basic Boucher &amp; Patissier</b>	HRM 111	F			4	
Sanitation Certification Course	HRM 115	F			1	
Hospitality Law and Ethics	HRM 121	F			3	
Cluster B						
English Elective*	ENG ---				3	Coreq – ENG 100 or approp place score and HRM 115 ENG 100 or approp place score
<b>Basic Foods: Garde-Manager &amp; Saucier</b>	HRM 112	S			4	
<b>Food &amp; Beverage Cost Control</b>	HRM 131	S			3	
Business Elective	---				3	
<b>Total credits required</b>					<b>27</b>	

**The Certificate:**  
Foodservice Management

**The Program:**  
Hotel and Restaurant Management

The Certificate in **Foodservice Management** is a proud participant in the National Restaurant Association's Management First® program. Students can earn simultaneous credentialing with the National Restaurant Association.

**Admission Requirements:**

Students can be accepted into Hotel and Restaurant Management-Foodservice Management Option Certificate; however, students should note that some of the program specific courses require ENG 100 and/or MAT 090 as prerequisites.

**The Next Step:**

The Foodservice Management Associate Degree option or enter the workforce.

**Program Coordinator:**

Pat Hutchinson (508) 854-4329

[path@qcc.mass.edu](mailto:path@qcc.mass.edu)

**Program Footnotes:**

\* ENG 100 or higher

**Note:** A CORI / SORI report is required of all students accepted into the program.

**Technical Performance Standards:**

Please review the Technical Performance Standards requirements on pages 165 - 167.

HOTEL AND RESTAURANT MANAGEMENT – Certificate - Foodservice Management Option - PROPOSED

Course Title	Course #	Offered	Plan to Take	Grade	Credits	Prerequisites
Cluster A						
Introduction to Microcomputer Applications or Business Elective	CIS 111	F/S/SU			3	Coreq – HRM 115
Introduction to Hotel/Restaurant Management <sup>1</sup>	HRM 101	F/S			3	
<b>Basic Foods: Basic Boucher &amp; Patissier</b>	HRM 111	F			4	
Sanitation Certification Course	HRM 115	F			1	
Hospitality Law and Ethics	HRM 121	F			3	
Cluster B						
English Elective*	ENG ---				3	Coreq – HRM 115
<b>Basic Foods: Garde-Manager &amp; Saucier</b>	HRM 112	S			4	
<b>Food &amp; Beverage Cost Control</b>	HRM 131	S			3	
Business Elective	---				3	
<b>Total credits required</b>					<b>27</b>	

**The Certificate:**  
Foodservice Management

**The Program:**  
Hotel and Restaurant Management

The Certificate in **Foodservice Management** is a proud participant in the National Restaurant Association's Management First® program. Students can earn simultaneous credentialing with the National Restaurant Association.

**Admission Requirements:**  
Students can be accepted into Hotel and Restaurant Management-Foodservice Management Option Certificate; however, students should note that some of the program specific courses require ENG 100 and/or MAT 090 as prerequisites.

**The Next Step:**  
The Foodservice Management Associate Degree option or enter the workforce.

**Program Coordinator:**  
Pat Hutchinson (508) 854-4329  
[pth@qcc.mass.edu](mailto:pth@qcc.mass.edu)

**Program Footnotes:**  
\* ENG 100 or higher

**Note:** A CORI / SORI report is required of all students accepted into the program.

**Technical Performance Standards:**  
Please review the Technical Performance Standards requirements on pages 165 - 167.

HOTEL AND RESTAURANT MANAGEMENT - Associate in Science - Hospitality Management Option - CURRENT

Course Title	Course #	Offered	Plan to Take	Grade	Credits	Prerequisites
Cluster A						
English Composition and Literature I	ENG 101	F/S/SU			3	ENG 100 or approp place score
Introduction to Hotel/Restaurant Management <sup>1</sup>	HRM 101	F/S			3	
Hospitality Law and Ethics	HRM 121	F			3	
Front Office Operations	HRM 135	F			3	
Introduction to Microcomputer Applications or Business Elective	CIS 111	F/S/SU			3	
Cluster B						
English Composition and Literature II	ENG 102	F/S/SU			3	ENG 101
Front Office Management <sup>4</sup>	HRM 136	S			3	
Bar and Beverage Management	HRM 139	S			3	ENG 100 or approp place score
Management in the Hospitality Industry <sup>5,6</sup>	HRM 235	S			3	
Hotel/Restaurant Management Elective	---	F/S/SU			3	
Cluster C						
Hotel Meetings Sales and Operations <sup>2,6</sup>	HRM 232	F			3	ENG 100 or approp place score
Destination Marketing & Management	HRM 236	F			3	ENG 100 or approp place score
Psychology of Interpersonal Relations or Human Relations in Organizations	PSY 118	F/S/SU			3	ENG 100 or approp place score
Mathematics or Science Elective*	---	F/S			3-4	ENG 100 or approp place score
Multiple Perspective Elective	---				3	
Cluster D						
Financial Accounting I	ACC 101	F/S/SU			3	ENG 100 or approp place score, MAT 090
Hotel and Restaurant Management Cooperative Education Experience <sup>5</sup>	HRM 299	F/S/SU			3	
Business Elective	---				3	
Hotel/Restaurant Management Elective	---				3	
Liberal Arts Elective	---				3	
Liberal Arts Elective	---				3	
<b>Total credits required</b>					<b>63-64</b>	

**The Degree:**  
Associate in Science

**The Program:**  
Hotel and Restaurant Management-Hospitality Management Option

**Admission Requirements:**  
One year of high school mathematics or equivalent with a grade of "C" or higher and three years of high school English or equivalents with grades of "C" or higher.

**The Next Step:**  
Enter the workforce or transfer to a four-year program.

- More information on transfer is available on pages 14-15 or at [www.qcc.mass.edu/transfer](http://www.qcc.mass.edu/transfer)  
*Former joint admissions program*

**Program Coordinator:**  
Pat Hutchinson (508) 854-4329  
[path@qcc.mass.edu](mailto:path@qcc.mass.edu)

**Program Footnotes:**  
Students not meeting admission requirements are encouraged to enroll in the Hospitality Management Certificate program. Most of the courses in the certificate program apply to the Associate Degree. CIS 111 may be used as a Business Elective

- 100 Level or Higher

**Note:** A CORI / SORI report is required of all students accepted into the program.

**Technical Performance Standards:**  
Please review the Technical Performance Standards requirements on pages 165 - 167.

HOTEL AND RESTAURANT MANAGEMENT - Associate in Science - Hospitality Management Option - PROPOSED

Course Title	Course #	Offered	Plan to Take	Grade	Credits	Prerequisites
Cluster A						
English Composition and Literature I	ENG 101	F/S/SU			3	ENG 100 or approp place score
Introduction to Hotel/Restaurant Management <sup>1</sup>	HRM 101	F/S			3	
Hospitality Law and Ethics	HRM 121	F			3	
<b>Front Office Operations</b>	<b>HRM 135</b>	<b>F</b>			<b>3</b>	
Introduction to Microcomputer Applications <u>or</u> Business Elective	CIS 111	F/S/SU			3	
---	---					
Cluster B						
English Composition and Literature II	ENG 102	F/S/SU			3	ENG 101
Front Office Management <sup>4</sup>	HRM 136	S			3	
Bar and Beverage Management	HRM 139	S			3	
<b>Management in the Hospitality Industry<sup>5,6</sup></b>	<b>HRM 235</b>	<b>S</b>			<b>3</b>	
Hotel/Restaurant Management Elective	---	F/S/SU			3	
Cluster C						
<b>Hotel Meetings Sales and Operations<sup>2,6</sup></b>	<b>HRM 232</b>	<b>F</b>			<b>3</b>	ENG 100 or approp place score ENG 100 or approp place score
<b>Destination Marketing &amp; Management</b>	<b>HRM 236</b>	<b>F</b>			<b>3</b>	
Psychology of Interpersonal Relations <u>or</u> Human Relations in Organizations	PSY 118	F/S/SU			3	
Mathematics or Science Elective*	---	F/S			3-4	
Multiple Perspective Elective	---				3	
---	---					
Cluster D						
Financial Accounting I	ACC 101	F/S/SU			3	ENG 100 or approp place score, MAT 090
Hotel and Restaurant Management Cooperative Education Experience <sup>5</sup>	HRM 299	F/S/SU			3	
Business Elective	---				3	
Hotel/Restaurant Management Elective	---				3	
Liberal Arts Elective	---				3	
Liberal Arts Elective	---				3	
---	---					
<b>Total credits required</b>					<b>63-64</b>	

**The Degree:**  
Associate in Science

**The Program:**  
Hotel and Restaurant Management-Hospitality  
Management Option

**Admission Requirements:**  
One year of high school mathematics or  
equivalent with a grade of "C" or higher and  
three years of high school English or  
equivalents with grades of "C" or higher.

**The Next Step:**  
Enter the workforce or transfer to a four-year  
program.

- More information on transfer is available on  
pages 14-15 or at  
[www.qcc.mass.edu/transfer](http://www.qcc.mass.edu/transfer)  
*Former joint admissions program*

**Program Coordinator:**  
Pat Hutchinson (508) 854-4329  
[path@qcc.mass.edu](mailto:path@qcc.mass.edu)

**Program Footnotes:**  
Students not meeting admission  
requirements are encouraged to enroll in the  
Hospitality Management Certificate program.  
Most of the courses in the certificate  
program apply to the Associate Degree. CIS  
111 may be used as a Business Elective

- 100 Level or Higher

**Note:** A CORI / SORI report is required of all  
students accepted into the program.

**Technical Performance Standards:**  
Please review the Technical Performance  
Standards requirements on pages 165 - 167.

HOTEL AND RESTAURANT MANAGEMENT – Certificate — Hospitality Management Option - CURRENT

Course Title	Course #	Offered	Plan to Take	Grade	Credits	Prerequisites
Cluster A						
Financial Accounting I	ACC 101	F/S/SU			3	ENG 100 or approp place score, MAT 090
Introduction to Microcomputer Applications <u>or</u> Business Elective	CIS 111 ---	F/S/SU			3	
Hospitality Law and Ethics	HRM 121	F			3	
English Elective*	---				3	
Cluster B						
Front Office Management	HRM 136	S			3	ENG 100 or approp place score
<b>Management in the Hospitality Industry<sup>5,6</sup></b>	HRM 235	S			3	
Hotel/Restaurant Management Cooperative Education Experience	HRM 299	F/S/SU			3	
Business Elective	---				3	
Psychology of Interpersonal Relations <u>or</u> Human Relations in Organizations	PSY 118 PSY 158	F/S/SU F/S			3	
<b>Total credits required</b>					<b>27</b>	

**The Certificate:**  
Hospitality Management

**The Program:**  
Hotel and Restaurant Management

The Certificate in **Hospitality Management** is designed for individuals with industry experience who desire to advance into management positions. The curriculum is designed to build upon an individual's industry experience and knowledge of operations and job responsibilities.

**Admission Requirements:**  
Students can be accepted into Hotel and Restaurant Management-Hospitality Management Option Certificate; however, students should note that many of the program specific courses require ENG 100 and/or MAT 090 as prerequisites.

**The Next Step:**  
The Hotel and Restaurant Management Associate Degree option or enter the workforce.

**Program Coordinator:**  
Pat Hutchinson (508) 854-4329  
[path@qcc.mass.edu](mailto:path@qcc.mass.edu)

**Program Footnotes:**  
\* ENG 100 or higher

**Note:** A CORI / SORI report is required of all students accepted into the program.

**Technical Performance Standards:**  
Please review the Technical Performance Standards requirements on pages 165 - 167.

HOTEL AND RESTAURANT MANAGEMENT – Certificate — Hospitality Management Option - PROPOSED

Course Title	Course #	Offered	Plan to Take	Grade	Credits	Prerequisites
Cluster A						
Financial Accounting I	ACC 101	F/S/SU			3	ENG 100 or approp place score, MAT 090
Introduction to Microcomputer Applications <u>or</u> Business Elective	CIS 111 ---	F/S/SU			3	
Hospitality Law and Ethics	HRM 121	F			3	
English Elective*	---				3	
Cluster B						
Front Office Management	HRM 136	S			3	ENG 100 or approp place score ENG 100 or approp place score
<b>Management in the Hospitality Industry<sup>5,6</sup></b>	HRM 235	S			3	
Hotel/Restaurant Management Cooperative Education Experience	HRM 299	F/S/SU			3	
Business Elective	---				3	
Psychology of Interpersonal Relations <u>or</u> Human Relations in Organizations	PSY 118 PSY 158	F/S/SU F/S			3	
<b>Total credits required</b>					<b>27</b>	

**The Certificate:**  
Hospitality Management

**The Program:**  
Hotel and Restaurant Management

The Certificate in **Hospitality Management** is designed for individuals with industry experience who desire to advance into management positions. The curriculum is designed to build upon an individual's industry experience and knowledge of operations and job responsibilities.

**Admission Requirements:**  
Students can be accepted into Hotel and Restaurant Management-Hospitality Management Option Certificate; however, students should note that many of the program specific courses require ENG 100 and/or MAT 090 as prerequisites.

**The Next Step:**  
The Hotel and Restaurant Management Associate Degree option or enter the workforce.

**Program Coordinator:**  
Pat Hutchinson (508) 854-4329  
[path@qcc.mass.edu](mailto:path@qcc.mass.edu)

**Program Footnotes:**  
\* ENG 100 or higher

**Note:** A CORI / SORI report is required of all students accepted into the program.

**Technical Performance Standards:**  
Please review the Technical Performance Standards requirements on pages 165 - 167.

**QUINSIGAMOND COMMUNITY COLLEGE  
COURSE APPROVAL/REVISION  
CURRICULUM APPROVAL/REVISION  
PROGRAM REVISION  
ACTION FORM**

1. **Course/Program Title:** ALH 107 Medical Coding and Billing

2. **Originator:** Pamela Fleming

**Date:** March 2, 2010

3. **Academic Unit Dean:** Jane E. June

**Date:** March 26, 2010

**Recommendation:** To increase prerequisite from ENG 096 to ENG 100 and addition of ALH 102 as a corequisite.

**Rationale:** To improve the required course sequence as noted in catalog.

4. **Recommended:** \_\_\_\_\_ **Not Recommended:** \_\_\_\_\_

**Academic Affairs Staff:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Comments:**

5. **Recommended:** \_\_\_\_\_ **Not Recommended:** \_\_\_\_\_

**VP/Academic Affairs:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Comments:**

6. **Recommended:** \_\_\_\_\_ **Not Recommended:** \_\_\_\_\_

**Academic Affairs Committee** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Comments:**

7. **Approved:** \_\_\_\_\_ **Not Approved:** \_\_\_\_\_

**VP/Academic Affairs:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Comments:**

Quinsigamond Community College

**Request For A Course Revision**

Course Discipline Medical Assisting Division Health Care

Date March 2, 2010

Course Title Medical Coding and Billing

Course Number ALH 107

Lecture Hours 3 Credits 3 Clinic Hrs 0 Lab Hrs 0

Prerequisite ENG 100 Corequisite ALH 102

Application As Elective? No

Course Effective Term Fall Year 2010

1) Does This Course Replace Another Course? Yes  No

Which Course?

If Revision, Rationale For Revision Should Be Given Here:

To improve the required course sequence as noted in catalog.

The addition of pre-requisite ENG 100 for the students overall understanding of basic reading and writing skills.

Addition of co-requisite of ALH 102 for the students' knowledge of the language of medicine and the anatomy to assist with the instruction in medical coding procedures.

3) Is Course Content Similar To Other Courses Now Offered?  Yes No

If Yes, Attach Statement From Chairperson Of Department Offering Similar Course.

10) For Whom Is This Course Designed? GS, MSBB, ME and MSMA Program Students

11) Required Course?  Yes No Required For MSBB, ME and MSMA

12) Expected Enrollment Per Term 40-60 Per Year 40-60

13) Additional Staff? Yes  No Number Of Additional Staff

14) Additional Space? Yes  No Amount Of Additional Space

15) Additional Equipment?  Yes No Additional Cost \$

16) Additional LRC Materials? Yes  No Estimated Cost \$

Signature: \_\_\_\_\_ (Library Services Director)

12) Text And Related Materials unchanged (same text required) \_\_\_\_\_

13) Attach Course Description And Outline To This Page

**CURRENT**

**ALH 107 (BSS 111) Medical Coding and Billing                      3 credits**

This course examines ICD-9CM coding, CPT-4 coding, insurance programs, Medicare, insurance claim forms, and legal issues. The course introduces the coding systems and recordkeeping used in medical facilities.

**Prerequisite: ENG 096. F/S**

**PROPOSED**

**ALH 107 (BSS 111) Medical Coding and Billing                      3 credits**

This course examines ICD-9CM coding, CPT-4 coding, insurance programs, Medicare, insurance claim forms, and legal issues. The course introduces the coding systems and recordkeeping used in medical facilities.

**Prerequisite: ENG 100**

**Corequisite: ALH 102    F/S**

**QUINSIGAMOND COMMUNITY COLLEGE  
COURSE APPROVAL/REVISION  
CURRICULUM APPROVAL/REVISION  
PROGRAM REVISION  
ACTION FORM**

1. **Course/Program Title:** ALH 151 Medical Office Administration

2. **Originator:** Pamela Fleming

**Date:** March 2, 2010

3. **Academic Unit Dean:** Jane E. June

**Date:** March 26, 2010

**Recommendation:** 1. Change the title of the course from Medical Office Administration to Medical Office Administration I.

2. Add prerequisite of ENG 100.

3. Addition of ALH 102 as a corequisite.

**Rationale:** Changes are required to improve the course sequence as noted in catalog.

4. **Recommended:** \_\_\_\_\_ **Not Recommended:** \_\_\_\_\_

**Academic Affairs Staff:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Comments:**

5. **Recommended:** \_\_\_\_\_ **Not Recommended:** \_\_\_\_\_

**VP/Academic Affairs:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Comments:**

6. **Recommended:** \_\_\_\_\_ **Not Recommended:** \_\_\_\_\_

**Academic Affairs Committee** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Comments:**

7. **Approved:** \_\_\_\_\_ **Not Approved:** \_\_\_\_\_

**VP/Academic Affairs:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Comments:**



**CURRENT**

**ALH 151 Medical Office Administration**

**3 credits**

The course teaches students administrative functions used in medical offices including recordkeeping, medical record management, bookkeeping, payroll functions, accounts payable and receivable, management of charges, credits, and adjustment of account entries. Students become proficient in appointment scheduling, filing, composing different types of letters, and making travel arrangements for the physician.

**Corequisite: BSS 101. F**

**PROPOSED**

**ALH 151 Medical Office Administration I**

**3 credits**

The course teaches students administrative functions used in medical offices including recordkeeping, medical record management, bookkeeping, payroll functions, accounts payable and receivable, management of charges, credits, and adjustment of account entries. Students become proficient in appointment scheduling, filing, composing different types of letters, and making travel arrangements for the physician.

**Prerequisite: ENG 100**

**Corequisite: ALH 102, BSS 101. F**

**QUINSIGAMOND COMMUNITY COLLEGE**  
**COURSE APPROVAL/REVISION**  
**CURRICULUM APPROVAL/REVISION**  
**PROGRAM REVISION**  
**ACTION FORM**

1. Course/Program Title: ALH 152 Medical Office Administration II

2. Originator: Pamela Fleming

Date: March 2, 2010

3. Academic Unit Dean: Jane E. June

Date: March 26, 2010

**Recommendation:** The Health Care Division recommends approval of the course ALH 152 Medical Office Administration II at the 03/25/10 Division meeting.

**Rationale:** This course is designed to build on techniques learned in ALH 151 Medical Office Administration I and focuses on preparing students for advanced medical office procedures.

4. Recommended: \_\_\_\_\_ Not Recommended: \_\_\_\_\_

Academic Affairs Staff: \_\_\_\_\_ Date: \_\_\_\_\_

Comments:

5. Recommended: \_\_\_\_\_ Not Recommended: \_\_\_\_\_

VP/Academic Affairs: \_\_\_\_\_ Date: \_\_\_\_\_

Comments:

6. Recommended: \_\_\_\_\_ Not Recommended: \_\_\_\_\_

Academic Affairs Committee \_\_\_\_\_ Date: \_\_\_\_\_

Comments:

7. Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_

VP/Academic Affairs: \_\_\_\_\_ Date: \_\_\_\_\_

Comments:

Quinsigamond Community College  
**Request For A New Course Or Course Revision**

Course Discipline Medical Assisting Division Health Care

Date March 2, 2010

Course Title Medical Office Administration II

Course Number ALH 152

Lecture Hours 3 Credits 3 Clinic Hrs 0 Lab Hrs 0

Prerequisite ALH 151, ENG 101 Corequisite \_\_\_\_\_

Application As Elective? No

Course Effective Term Spring Year 2011

2) Does This Course Replace Another Course? Yes  No

Which Course?

If Revision, Rationale For Revision Should Be Given Here:

**ALH 152 Medical Office Administration II includes the newly required administrative competencies 2009 AAMA Accreditation Standards not covered in ALH 151 Medical Office Administration i.e. Electronic Health Records. ALH 106 Medical Law and Ethics will be removed from the programs required courses. Topics from ALH 106 will be embedded and placed within this course eliminating the need for extensive information being taught and practiced in ALH 151 Medical Office Administration I.**

**This course is designed to build on techniques learned in ALH 151 Medical Office Administration I and focuses on preparing students for advanced medical office procedures. Hand-on projects are designed for the student to utilize the (EMR) Electronic Medical Record computer software. The course will also focus on developing an understanding of ethics and various points of view on bioethical issues, course information included in Administrative Procedures for Medical Assistants text.**

5) Is Course Content Similar To Other Courses Now Offered? \_\_\_\_\_ Yes  No  
If Yes, Attach Statement From Chairperson Of Department Offering Similar Course.

24) For Whom Is This Course Designed? ME and MSMA Program Students

25) Required Course?  Yes \_\_\_\_\_ No Required For ME and MSMA

26) Expected Enrollment Per Term 16 Per Year 16

27) Additional Staff? \_\_\_\_\_ Yes  No Number Of Additional Staff \_\_\_\_\_

28) Additional Space? \_\_\_\_\_ Yes  No Amount Of Additional Space \_\_\_\_\_

29) Additional Equipment?  Yes \_\_\_\_\_ No Additional Cost \$ Electronic Medical Record Software

30) Additional LRC Materials?  Yes \_\_\_\_\_ No Estimated Cost \$ 500.00

Signature: \_\_\_\_\_ (Library Services Director)

10) Text And Related Materials Administrative Procedures for Medical Assistants (same text required for) ALH 151 Medical Office Administration

11) Attach Course Description And Outline To This Page

**QUINSIGAMOND COMMUNITY COLLEGE**

**Spring 2011**

DRAFT

**COURSE:** Medical Office Administration II  
**SECTION:** ALH 152-01 3 Credits

**PRE-REQUISITE:** ALH 151

**INSTRUCTOR:** Professor Pamela Fleming RN, MPA, CMA, CPC

**OFFICE HOURS:**

**TEXT:** Administrative Procedures for Medical Assisting 3<sup>rd</sup> edition  
Author-Booth, Whicker, Wyman, Pugh, Thompson  
Publisher-McGraw Hill

**COURSE DESCRIPTION:**

This second level course teaches students administrative functions used in the medical office. Administrative competencies include medical records management, bookkeeping, payroll functions, account payable and receivable, management of charges, credits and adjustment of account entries, office inventory and maintenance, electronic healthcare records and legal and ethical issues in a medical practice.

**COURSE OBJECTIVES:**

1. The student shall be familiarized with the functions of the Administrative Medical Assistant.
2. The student will achieve and perform administrative office management skills at competency level.
3. The student shall learn banking, bookkeeping and payroll procedures.
4. The student shall learn the functions of the medical office by using the electronic medical record for patient recordkeeping.
5. The student will learn how to record information about an office visit, including procedures, diagnosis and fees using the electronic medical record.

**STUDENT OUTCOMES:**

**METHODS OF TEACHING/LEARNING:**

- Classroom lecture/discussion
- Completion of chapter review questions
- Chapter examinations
- Electronic Medical Record Applications
- Competency Completions
- Hands on Classroom Exercises

**ATTENDANCE/PUNCTUATLITY:\***

Attendance is required to all classes in order to learn this subject's content. The student is expected to attend all classes. Failure to attend classes will directly affect your ability to learn this subject and complete the required tasks assigned. As this course/program prepares you for the workplace your cooperation will be highly expected.

Please note: \*A written contract may be required for immediate correction of attendance/punctuality concerns

**CELL PHONE POLICY:**

In respect to others cell phones should be placed on vibrate or turned off during class times. Please do not use cell phones in class.

**GRADING/EVALUATION TOOLS:**

5 Unit Exams=100%

Successful completion and competency achievement of all required Administrative Competencies-Refer to Attachment A

**Tentative Schedule of Class Meetings**

Please read each assigned chapter and complete each chapters review questions

Week 1	Welcome and Introduction to Course, Text and Syllabus  *Read Chapter 10 for next class Complete discussion questions
Week 2	Chapter 10 Managing the Office Medical Records Review of discussion questions  Procedure 10-1 Creating a Filing System for Patient Records Procedure 10-2 Setting up an Office Tickler File
Week 3	Chapter 9-Preparing a Patient Medical Record/Chart Review of questions  Procedure 9.1 Preparing a Patient Medical Record

Week 4	Chapter 18 Accounting for the Medical Office Review of questions pg  Procedure 18-1 Organizing the Practice's Bookkeeping System Procedure 18-2 Making a Bank Deposit
Week 5	Chapter 18 (continued)  Procedure 18-3 Reconciling a Bank Statement Procedure 18-4 Setting up the Accounts Payable System
Week 6	Chapter 3 Legal and Ethical Issues in the Medical Practice
Week 7	Chapter 3 Legal and Ethical Issues in the Medical Practice (cont)
Week 8	Chapter 5 Using The Electronic Medical Record
Week 9	Chapter 8 Managing Office Supplies Review of questions pg  Procedure 8-1 Step by Step of Inventory Procedures
Week 10	Chapter 5 Using and Maintaining Office Equipment Review of questions pg
Week 11	Chapter 4 Communication with Patients, Families and Coworkers  Procedure 4-1 Communication with the Anxious Patient
Week 12	Chapter 14 Patient Education  Procedure 14-2 Informing the Patient of Guidelines for Surgery
Week 13	Chapter 2 Types of Medical Practices In class review questions pg
Week 14	Final exam

MEDICAL SUPPORT SPECIALIST — Certificate-Medical Assisting - CURRENT

Course Title	Course #	Offered	Plan to Take	Grade	Credits	Prerequisites
Cluster A						
Introduction to Medical Terminology	ALH 102	F/S/SU			3	
Medical Office Administration <sup>4</sup>	ALH 151	F			3	Coreq BSS 101
Introduction to the Human Body*	BIO 140	F/S/SU			4	ENG 100
Introduction to Microcomputer Applications	CIS 111	F/S/SU			3	
English Composition & Literature I	ENG 101	F/S/SU			3	ENG 100
Clinical Procedures I <sup>5</sup>	MSS 151	F			4	Coreq ALH 151
Cluster B						
Medical Law and Ethics	ALH 106	S			3	ENG 096
Medical Coding and Billing	ALH 107	F/S			3	ENG 096
Clinical Procedures II <sup>5</sup>	MSS 251	S			4	MSS 151
Principles of Pharmacology	MSS 252	S			2	MAT 090, MSS 151 Coreq MSS 251
Fieldwork Experience	MSS 299	F/S			4	BIO 140, ENG 101, MSS 151. Coreq MSS 251, PSY 101
Introduction to Psychology	PSY 101	F/S/SU			3	ENG 100 or approp place score
<b>Total credits required</b>					<b>39</b>	

**The Certificate:**  
Medical Assisting Certificate

**The Program:**  
Medical Support Specialist

**The Next Step:**  
Enter the workforce as a Medical Assistant or enroll in the Medical Support Specialist Associate Degree program.

**Program Coordinator:**  
Pamela Fleming (508) 854-2738  
[pfleming@qcc.mass.edu](mailto:pfleming@qcc.mass.edu)

**Program Footnotes:**  
For more information see program introduction above.  
\*BIO 111 and BIO 112 acceptable for BIO 140  
All MSS courses must be completed with a grade of "C" or higher

**CORI/SORI:**  
See CORI/SORI information above.

**Technical Performance Standards:**  
See Technical Performance Standards above.

MEDICAL SUPPORT SPECIALIST — Certificate-Medical Assisting - PROPOSED

Course Title	Course #	Offered	Plan to Take	Grade	Credits	Prerequisites
Cluster A						
Introduction to Medical Terminology	ALH 102	F/S/SU			3	
Medical Office Administration I <sup>4</sup>	ALH 151	F			3	ENG 100, Coreq BSS 101, ALH 102
Introduction to the Human Body*	BIO 140	F/S/SU			4	ENG 100
Introduction to Microcomputer Applications	CIS 111	F/S/SU			3	
English Composition & Literature I	ENG 101	F/S/SU			3	ENG 100
Clinical Procedures I <sup>5</sup>	MSS 151	F			4	Coreq ALH 151
Cluster B						
Medical Office Administration II	ALH 152	S			3	ENG 101, ALH 151
Medical Coding and Billing	ALH 107	F/S			3	ENG 100 Coreq ALH 102
Clinical Procedures II <sup>5</sup>	MSS 251	S			4	MSS 151
Principles of Pharmacology	MSS 252	S			2	MAT 090, MSS 151 Coreq MSS 251
Fieldwork Experience	MSS 299	F/S			4	BIO 140, ENG 101, MSS 151. Coreq MSS 251, PSY 101
Introduction to Psychology	PSY 101	F/S/SU			3	ENG 100 or approp place score
<b>Total credits required</b>					<b>39</b>	

**The Certificate:**  
Medical Assisting Certificate

**The Program:**  
Medical Support Specialist

**The Next Step:**  
Enter the workforce as a Medical Assistant or enroll in the Medical Support Specialist Associate Degree program.

**Program Coordinator:**  
Pamela Fleming (508) 854-2738  
[pfleming@qcc.mass.edu](mailto:pfleming@qcc.mass.edu)

**Program Footnotes:**  
For more information see program introduction above.  
\*BIO 111 and BIO 112 acceptable for BIO 140

All MSS courses must be completed with a grade of "C" or higher

**CORI/SORI:**  
See CORI/SORI information above.

**Technical Performance Standards:**  
See Technical Performance Standards above.

**MEDICAL SUPPORT SPECIALIST — Associate in Science — Option in Medical Assisting - CURRENT**

Course Title	Course #	Offered	Plan to Take	Grade	Credits	Prerequisites
Cluster A						
Introduction to Medical Terminology	ALH 102	F/S/SU			3	
Medical Office Administration <sup>4</sup>	ALH 151	F			3	Coreq-BSS 101
Introduction to the Human Body*	BIO 140	F/S/SU			4	ENG 100
Introduction to Microcomputer Applications	CIS 111	F/S/SU			3	
English Composition & Literature I	ENG 101	F/S/SU			3	ENG 100
Clinical Procedures I <sup>5</sup>	MSS 151	F			4	Coreq-ALH 151
Cluster B						
Medical Law and Ethics	ALH 106	S			3	ENG 096
Medical Coding and Billing	ALH 107	F/S			3	ENG 096
Clinical Procedures II <sup>5</sup>	MSS 251	S			4	MSS 151
Principles of Pharmacology	MSS 252	S			2	MAT 090, MSS 151 Coreq- MSS 251
Fieldwork Experience	MSS 299	F/S			4	BIO 140, ENG 101, MSS 151 Coreq- MSS 252, PSY 101
Introduction to Psychology	PSY 101	F/S/SU			3	ENG 100, or approp place score
Cluster C						
Financial Accounting I	ACC 101	F/S/SU			3	ENG 100 or approp place score, MAT 090
English Composition and Literature II	ENG 102	F/S/SU			3	ENG 101
Technical Writing for the Medical Environment <u>or</u> Technical and Workplace Writing	MSS 211 ENG 205	S F/S/SU			3	ENG 101 ENG 202, Computer Literacy
Liberal Arts Elective	---				3	
Statistics	MAT122	F/S/SU			3	MAT 099 with a "C" or better on the MAT 099 departmental final exam, or approp place score
Cluster D						
Health and Healing <u>or</u> Fundamentals of Complementary Health	CHC 150 CHC 151	F/S			3	BIO 101, ENG 100 ENG 100
Advanced Microcomputer Applications	CIS 112	F/S/SU			3	CIS 111
Death and Dying	SOS 211	F/S			3	ENG 100 or approp place score
Program Elective	---				3	
<b>Total credits required</b>					<b>66</b>	

**The Degree:**  
Associate in Science

**The Program:**  
Medical Support Specialist-Medical Assisting

**The Next Step:**  
Enter the workforce as a medical assistant or transfer to a four-year program.

**Program Coordinator:**  
Pamela Fleming (508) 854-2738  
[pfleming@qcc.mass.edu](mailto:pfleming@qcc.mass.edu)

**Program Footnotes:**  
• BIO 111 and BIO 112 acceptable for BIO 140

All MSS courses must be completed with a grade of "C" or higher.

**CORI/SORI:**  
See CORI/SORI Information in the program introduction.

**Technical Performance Standards:** Prior to application to this program, please review the Technical Performance Standards requirements on pages 165 - 167.

**Program Electives:**  
SOC 101, SOC111, SOC 211, BSS101, ACC 102, ACC 201, BSS 112, PSY 117, PSY 121

**MEDICAL SUPPORT SPECIALIST — Associate in Science — Option in Medical Assisting - PROPOSED**

Course Title	Course #	Offered	Plan to Take	Grade	Credits	Prerequisites
Cluster A						
Introduction to Medical Terminology	ALH 102	F/S/SU			3	
Medical Office Administration I <sup>4</sup>	ALH 151	F			3	ENG 100 Coreq-BSS 101, ALH 102
Introduction to the Human Body*	BIO 140	F/S/SU			4	ENG 100
Introduction to Microcomputer Applications	CIS 111	F/S/SU			3	
English Composition & Literature I	ENG 101	F/S/SU			3	ENG 100
Clinical Procedures I <sup>5</sup>	MSS 151	F			4	Coreq-ALH 151
Cluster B						
Medical Office Administration II	ALH 152	S			3	ENG 101, ALH 151
Medical Coding and Billing	ALH 107	F/S			3	ENG 100 Coreq ALH 102
Clinical Procedures II <sup>5</sup>	MSS 251	S			4	MSS 151
Principles of Pharmacology	MSS 252	S			2	MAT 090, MSS 151 Coreq- MSS 251
Fieldwork Experience	MSS 299	F/S			4	BIO 140, ENG 101, MSS 151 Coreq- MSS 252, PSY 101
Introduction to Psychology	PSY 101	F/S/SU			3	ENG 100, or approp place score
Cluster C						
Financial Accounting I	ACC 101	F/S/SU			3	ENG 100 or approp place score, MAT 090
English Composition and Literature II	ENG 102	F/S/SU			3	ENG 101
Technical Writing for the Medical Environment or Technical and Workplace Writing	MSS 211 ENG 205	S F/S/SU			3	ENG 101 ENG 202, Computer Literacy
Liberal Arts Elective	---				3	
Statistics	MAT122	F/S/SU			3	MAT 099 with a "C" or better on the MAT 099 departmental final exam, or approp place score
Cluster D						
Health and Healing or Fundamentals of Complementary Health	CHC 150 CHC 151	F/S			3	BIO 101, ENG 100 ENG 100
Advanced Microcomputer Applications	CIS 112	F/S/SU			3	CIS 111
Death and Dying	SOS 211	F/S			3	ENG 100 or approp place score
Program Elective	---				3	
<b>Total credits required</b>					<b>66</b>	

**The Degree:**  
Associate in Science

**The Program:**  
Medical Support Specialist-Medical Assisting

**The Next Step:**  
Enter the workforce as a medical assistant or transfer to a four-year program.

**Program Coordinator:**  
Pamela Fleming (508) 854-2738  
[pfleming@qcc.mass.edu](mailto:pfleming@qcc.mass.edu)

**Program Footnotes:**

- BIO 111 and BIO 112 acceptable for BIO 140

All MSS courses must be completed with a grade of "C" or higher.

**CORI/SORI:**  
See CORI/SORI Information in the program introduction.

**Technical Performance Standards:** Prior to application to this program, please review the Technical Performance Standards requirements on pages 165 - 167.

**Program Electives:**  
SOC 101, SOC111, SOC 211, BSS101, ACC 102, ACC 201, BSS 112, PSY 117, PSY 121

**QUINSIGAMOND COMMUNITY COLLEGE  
COURSE APPROVAL/REVISION  
CURRICULUM APPROVAL/REVISION  
PROGRAM REVISION  
ACTION FORM**

1. **Course/Program Title:** EMT 202 Clinical Placement for the Paramedic

2. **Originator:** Pat Schmohl

**Date:** February 8, 2010

3. **Academic Unit Dean:** Jane E. June

**Date:** March 26, 2010

**Recommendation:** 1. To change the sequencing of the course to be offered in the Summer not Fall.

2. Revise course description. 3. To remove EMT 203 as a corequisite.

**Rationale:** Decrease the length of time between didactic and clinical so that the skill portion is consistent.

4. **Recommended:** \_\_\_\_\_ **Not Recommended:** \_\_\_\_\_

**Academic Affairs Staff:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Comments:**

5. **Recommended:** \_\_\_\_\_ **Not Recommended:** \_\_\_\_\_

**VP/Academic Affairs:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Comments:**

6. **Recommended:** \_\_\_\_\_ **Not Recommended:** \_\_\_\_\_

**Academic Affairs Committee** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Comments:**

7. **Approved:** \_\_\_\_\_ **Not Approved:** \_\_\_\_\_

**VP/Academic Affairs:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Comments:**

Quinsigamond Community College

**Request For A New Course Or Course Revision**

Course Discipline: Emergency Medical Technology Program Division: Health Care

Date: 02/08/09

Course Title: Clinical Placement for the Paramedic

Course Number EMT 202

Lecture Hours      Credits   7   Clinic Hrs  315  Lab Hrs   0  

Prerequisite   EMT 115, EMT 116, EMT 117, EMT 118, EMT 119   Corequisite     

Application as Elective?  NO 

Course Effective Term   Spring, Summer   Year  2010 

3) Does This Course Replace Another Course?      Yes   X   No

Which Course?     

**If Revision, Rationale For Revision Should Be Given Here:**

**Rationale for addition of this course:**

The first change has to do with times the course is offered. This course was taught over the summer three times (06, 07, and 08) for 15 weeks. Last year the students wanted to have the course in the summer and were not able in the summer because the course is not listed as being offered in the summer. The current paramedic class has filed a petition with the Dean of Healthcare to have the course offered in the summer. Out of the last 5 paramedic classes that started in the fall, all 5 have requested that the clinical course be offered in the summer.

The second item to be changed is the course description. A statement "students are monitored by the clinical coordinator" was added to the current course description in the college catalog without going through the governance process last year. This sentence should be deleted and the course description returned to the original approved course description.

The third item is to change the titles for departments in the current course description that the students are actually being assigned.

The fourth item is to remove EMT 203 as a co-requisite because this course cannot be taught in the same semester due to the amount of time the students are in this course.

6) Is Course Content Similar To Other Courses Now Offered?   X   Yes      No  
If Yes, Attach Statement From Chairperson Of Department Offering Similar Course.

31) For Whom Is This Course Designed?   Paramedic Certificate and Associates Degree  

32) Required Course?   X   Yes      No Required For   Paramedic Majors  

33) Expected Enrollment Per Term   up to 16   Per Year     

34) Additional Staff?      Yes   X   No Number Of Additional Staff   None  

35) Additional Space?      Yes   X   No Amount Of Additional Space   NA  

36) Additional Equipment?      Yes   X   No Additional Cost \$   NA  

37) Additional LRC Materials?      Yes   X   No Estimated Cost \$     

Signature:      (Library Services Director)

16) Text And Related Materials     

17) Attach Course Description And Outline To This Page

**Current:**

**EMT 202 Clinical Placement for the Paramedic - 7 credits**

This course gives the student the opportunity to deliver optimum patient care at several clinical hospital sites, using a preceptor approach. Clinical rotations occur within the following departments: Critical Care, Emergency Department, Triage, IV Team, Morgue, OR Observation, Pediatric Emergency Department, Pediatric OR, Pediatric PAR, Psychiatric, Labor and Delivery, and Elective and Miscellaneous rotations. Students are monitored by the clinical coordinator.

**Prerequisites:** EMT 115, EMT 116, EMT 117, EMT 118, EMT 119.

**Corequisite:** EMT 203. F/S

**Proposed:**

**EMT 202 Clinical Placement for the Paramedic - 7 credits**

This course gives the student the opportunity to deliver optimum patient care at several clinical hospital sites, using a preceptor approach. Clinical rotations occur within the following departments: Intensive/Critical Care Unit, Emergency Department, Anesthesiology (Operating Room), Pediatric Emergency Department, Emergency Mental Health, Labor and Delivery, and other departments as needed.

**Prerequisites:** EMT 115, EMT 116, EMT 117, EMT 118, EMT 119. Spring/Summer

**QUINSIGAMOND COMMUNITY COLLEGE  
COURSE APPROVAL/REVISION  
CURRICULUM APPROVAL/REVISION  
PROGRAM REVISION  
ACTION FORM**

1. **Course/Program Title:** EMT 203 Field Placement for the Paramedic

2. **Originator:** Pat Schmohl

**Date:** February 8, 2010

3. **Academic Unit Dean:** Jane E. June

**Date:** March 26, 2010

**Recommendation:** 1. Change in sequencing of course offering.

2. Remove all corequisites and make EMT 202 the only prerequisite.

**Rationale:** Correct sequencing is needed to facilitate successful completion of the Paramedic Program.

4. **Recommended:** \_\_\_\_\_ **Not Recommended:** \_\_\_\_\_

**Academic Affairs Staff:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Comments:**

5. **Recommended:** \_\_\_\_\_ **Not Recommended:** \_\_\_\_\_

**VP/Academic Affairs:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Comments:**

6. **Recommended:** \_\_\_\_\_ **Not Recommended:** \_\_\_\_\_

**Academic Affairs Committee** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Comments:**

7. **Approved:** \_\_\_\_\_ **Not Approved:** \_\_\_\_\_

**VP/Academic Affairs:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Comments:**

Quinsigamond Community College

**Request For A New Course Or Course Revision**

Course Discipline: Emergency Medical Technology Program Division: Health Care

Date: 02/08/09

Course Title: Field Placement for the Paramedic

Course Number EMT 203

Lecture Hours      Credits 5 Clinic Hrs 225 (in Field) Lab Hrs 0

Prerequisite EMT 202 Corequisite     

Application as Elective? NO

Course Effective Term Fall, Summer Year 2010

4) Does This Course Replace Another Course?      Yes X No

Which Course?     

**If Revision, Rationale For Revision Should Be Given Here:**

**Rationale for addition of this course:**

The first change has to do with times the course is offered.

The second item is to remove all co-requisites and make EMT 202 the only pre-requisite because this course cannot be taught in the same semester as EMT 202 due to the amount of time the students are in both courses.

7) Is Course Content Similar To Other Courses Now Offered? X Yes      No

If Yes, Attach Statement From Chairperson Of Department Offering Similar Course.

38) For Whom Is This Course Designed? Paramedic Certificate and Associates Degree

39) Required Course? X Yes      No Required For Paramedic Majors

40) Expected Enrollment Per Term up to 16 Per Year     

41) Additional Staff?      Yes X No Number Of Additional Staff None

42) Additional Space?      Yes X No Amount Of Additional Space NA

43) Additional Equipment?      Yes X No Additional Cost \$ NA

44) Additional LRC Materials?      Yes X No Estimated Cost \$     

Signature:      (Library Services Director)

18) Text And Related Materials     

19) Attach Course Description And Outline To This Page

**Current:**

**EMT 203 Field Placement for the Paramedic - 5 credits**

The paramedic Field Practicum provides the student with an opportunity to utilize and refine the skills and knowledge gained throughout the program in a realistic, pre-hospital setting, using a preceptor approach. Students will be assessed per rotation by the Field Coordinator for accuracy of field log, written patient assessments, stress management, and understanding of field principles.

**Prerequisites:** EMT 115, EMT 116, EMT 117, EMT 118, EMT 119.

**Corequisite:** EMT 202. F/S

**Proposed:**

**EMT 203 Field Placement for the Paramedic - 5 credits**

The paramedic Field Practicum provides the student with an opportunity to utilize and refine the skills and knowledge gained throughout the program in a realistic, pre-hospital setting, using a preceptor approach. Students will be assessed per rotation by the Field Coordinator for accuracy of field log, written patient assessments, stress management, and understanding of field principles.

**Prerequisite:** EMT 202. F/SU

PARAMEDIC TECHNOLOGY - Associate in Science - Fall start (*PROPOSED*)

Course Title	Course #	Offered	Plan to Take	Grade	Credits	Prerequisites
<b>Cluster A - Fall</b>						
Anatomy & Physiology I	BIO 111	F/S/SU			4	BIO 101 or AP High School Biology Coreq ENG 101
Introduction to Advanced Pre-Hospital Care <sup>1,2,5,6</sup>	EMT 108	F/S			4	Coreq BIO 140 or BIO 111, EMT 109, 110, 112, 114
Pharmacology for Advanced Pre-Hospital Care <sup>1,2,3,5</sup>	EMT 109	F/S			2	Coreq BIO 140 or BIO 111, EMT 108, 110, 112, 114
Patient Assessment & Human Systems <sup>3,5</sup>	EMT 110	F/S			2	Coreq BIO 140 or BIO 111, EMT 108, 109, 112, 114
Patient Assessment/Pharmacology: Laboratory <sup>2,3,5,6</sup>	EMT 112	F/S			1	Coreq BIO 140 or BIO 111, EMT 108, 109, 110, 114
Life Span and Healthcare Issues for Pre-Hospital Care <sup>1,2,4,6</sup>	EMT 114	F/S			4	Coreq BIO 140 or BIO 111, EMT 108, 109, 110, 112
English Composition & Literature I	ENG 101	F/S/SU			3	ENG 100
<b>Cluster B - Spring</b>						
Anatomy & Physiology II	BIO 112	F/S/SU			4	BIO 111
Advanced Pre-Hospital Care <sup>1,2,3,4,5,6</sup>	EMT 115	F/S			4	EMT 108, 109, 110, 112, 114 Coreq BIO 112 or BIO 140, EMT 116, 117, 118, 119
Cardiology and Advanced Cardiac Life Support <sup>1,2,3,4,5</sup>	EMT 116	F/S			4	EMT 108, 109, 110, 112, 114 Coreq BIO 112 or BIO 140, EMT 115, 117, 118, 119
Trauma <sup>1,2,3,5</sup>	EMT 117	F/S			3	EMT 108, 109, 110, 112, 114 Coreq BIO 112 or BIO 140, EMT 115, 116, 118, 119
Neonatal and Pediatric Emergencies <sup>1,2,3,4,5,6</sup>	EMT 118	F/S			2	EMT108, 109, 110, 112, 114 Coreq BIO 112 or BIO 140, EMT 115, 116, 117, 119
Topics In Advanced Life Support <sup>1,2,5</sup>	EMT 119	F/S			3	EMT 108, 109, 110, 112, 114 Coreq BIO 112 or BIO 140, EMT 115, 116, 117, 118, 119
Continued next page						

**The Degree:**  
Associate in Science

**The Program:**  
Paramedic Technology

**The Next Step:**  
Sit for appropriate Massachusetts Certification Exam. Enter the workforce and/or upgrade career position.

**Program Coordinator:**  
Cheryl Finn (508) 854-4303  
[cfinn@gcc.mass.edu](mailto:cfinn@gcc.mass.edu)

**Program Footnotes:**  
See program introduction for more information.

**CORI/SORI**  
A CORI/SORI report is required of all students accepted into the program.

**Technical Performance Standards:**  
Please review the Technical Performance Standards requirements on pages 165 - 167.

PARAMEDIC TECHNOLOGY -  
Associate in Science  
Fall Start

Course Title	Course #	Offered	Plan to Take	Grade	Credits	Prerequisites
Cluster C – Summer I&II						
Clinical Placement for the Paramedic <sup>1,2,3,4,5,6</sup>	EMT 202	S/SU			7	EMT 115, 116, 117, 118, 119
Cluster D - Fall						
Field Placement for the Paramedic <sup>1,2,3,4,5,6</sup>	EMT 203	F/SU			5	EMT 202
English Composition & Literature II	ENG 102	F/S/SU			3	ENG 101
Introduction to Psychology or Psychology of Interpersonal Relations <sup>6</sup>	PSY 101 PSY 118	F/S/SU F/S/SU			3	ENG 100 or approp place score ENG 100 or approp place score
Cluster E - Spring						
Introduction to Microcomputer Applications <sup>4</sup>	CIS 111	F/S/SU			3	Coreq-ENG 101
Speech Communication Skills <sup>2</sup>	SPH 101	F/S/SU			3	
Elective <sup>6</sup>	---				3	
Liberal Arts Elective <sup>6</sup>	---				3	
<b>Total credits required</b>					<b>70</b>	

PARAMEDIC TECHNOLOGY - Associate in Science - CURRENT

Course Title	Course #	Offered	Plan to Take	Grade	Credits	Prerequisites
Cluster A						
Anatomy & Physiology I	BIO 111	F/S/SU			4	BIO 101 or AP High School Biology Coreq ENG 101
Introduction to Advanced Pre-Hospital Care <sup>1,2,5,6</sup>	EMT 108	F/S			4	Coreq BIO 140 or BIO 111, EMT 109, 110, 112, 114
Pharmacology for Advanced Pre-Hospital Care <sup>1,2,3,5</sup>	EMT 109	F/S			2	Coreq BIO 140 or BIO 111, EMT 108, 110, 112, 114
Patient Assessment & Human Systems <sup>3,5</sup>	EMT 110	F/S			2	Coreq BIO 140 or BIO 111, EMT 108, 109, 112, 114
Patient Assessment/Pharmacology: Laboratory <sup>2,3,5,6</sup>	EMT 112	F/S			1	Coreq BIO 140 or BIO 111, EMT 108, 109, 110, 114
Life Span and Healthcare Issues for Pre-Hospital Care <sup>1,2,4,6</sup>	EMT 114	F/S			4	Coreq BIO 140 or BIO 111, EMT 108, 109, 110, 112
English Composition & Literature I	ENG 101	F/S/SU			3	ENG 100
Cluster B						
Anatomy & Physiology II	BIO 112	F/S/SU			4	BIO 111
Advanced Pre-Hospital Care <sup>1,2,3,4,5,6</sup>	EMT 115	F/S			4	EMT 108, 109, 110, 112, 114 Coreq BIO 112 or BIO 140, EMT 116, 117, 118, 119
Cardiology and Advanced Cardiac Life Support <sup>1,2,3,4,5</sup>	EMT 116	F/S			4	EMT 108, 109, 110, 112, 114 Coreq BIO 112 or BIO 140, EMT 115, 117, 118, 119
Trauma <sup>1,2,3,5</sup>	EMT 117	F/S			3	EMT 108, 109, 110, 112, 114 Coreq BIO 112 or BIO 140, EMT 115, 116, 118, 119
Neonatal and Pediatric Emergencies <sup>1,2,3,4,5,6</sup>	EMT 118	F/S			2	EMT 108, 109, 110, 112, 114 Coreq BIO 112 or BIO 140, EMT 115, 116, 117, 119
Topics In Advanced Life Support <sup>1,2,5</sup>	EMT 119	F/S			3	EMT 108, 109, 110, 112, 114 Coreq BIO 112 or BIO 140, EMT 115, 116, 117, 118, 119
Continued next page						

**The Degree:**  
Associate in Science

**The Program:**  
Paramedic Technology

**The Next Step:**  
Sit for appropriate Massachusetts Certification Exam. Enter the workforce and/or upgrade career position.

**Program Coordinator:**  
Cheryl Finn (508) 854-4303  
[cfinn@qcc.mass.edu](mailto:cfinn@qcc.mass.edu)

**Program Footnotes:**  
See program introduction for more information.

**CORI/SORI**  
A CORI/SORI report is required of all students accepted into the program.

**Technical Performance Standards:**  
Please review the Technical Performance Standards requirements on pages 165 - 167.

Course Title	Course #	Offered	Plan to Take	Grade	Credits	Prerequisites
Cluster C						
Clinical Placement for the Paramedic <sup>1,2,3,4,5,6</sup>	EMT 202	F/S			7	EMT 115, 116, 117, 118, 119 Coreq-EMT 203
Field Placement for the Paramedic <sup>1,2,3,4,5,6</sup>	EMT 203	F/S			5	EMT 115, 116, 117, 118, 119 Coreq-EMT 202
English Composition & Literature II	ENG 102	F/S/SU			3	ENG 101
Introduction to Psychology or Psychology of Interpersonal Relations <sup>6</sup>	PSY 101	F/S/SU				ENG 100 or approp place score
	PSY 118	F/S/SU			3	ENG 100 or approp place score
Cluster D						
Introduction to Microcomputer Applications <sup>4</sup>	CIS 111	F/S/SU			3	Coreq-ENG 101
Speech Communication Skills <sup>2</sup>	SPH 101	F/S/SU			3	
Elective <sup>6</sup>	---				3	
Liberal Arts Elective <sup>6</sup>	---				3	
<b>Total credits required</b>					<b>70</b>	

PARAMEDIC TECHNOLOGY -  
Associate in Science - CURRENT

**PARAMEDIC TECHNOLOGY - Associate in Science - Spring Start (PROPOSED)**

Course Title	Course #	Offered	Plan to Take	Grade	Credits	Prerequisites
<b>Cluster A - Spring</b>						
Anatomy & Physiology I	BIO 111	F/S/SU			4	BIO 101 or AP High School Biology Coreq ENG 101
Introduction to Advanced Pre-Hospital Care <sup>1,2,5,6</sup>	EMT 108	F/S			4	Coreq BIO 140 or BIO 111, EMT 109, 110, 112, 114
Pharmacology for Advanced Pre-Hospital Care <sup>1,2,3,5</sup>	EMT 109	F/S			2	Coreq BIO 140 or BIO 111, EMT 108, 110, 112, 114
Patient Assessment & Human Systems <sup>3,5</sup>	EMT 110	F/S			2	Coreq BIO 140 or BIO 111, EMT 108, 109, 112, 114
Patient Assessment/Pharmacology: Laboratory <sup>2,3,5,6</sup>	EMT 112	F/S			1	Coreq BIO 140 or BIO 111, EMT 108, 109, 110, 114
Life Span and Healthcare Issues for Pre-Hospital Care <sup>1,2,4,6</sup>	EMT 114	F/S			4	Coreq BIO 140 or BIO 111, EMT 108, 109, 110, 112
English Composition & Literature I	ENG 101	F/S/SU			3	ENG 100
<b>Cluster B - Fall</b>						
Anatomy & Physiology II	BIO 112	F/S/SU			4	BIO 111
Advanced Pre-Hospital Care <sup>1,2,3,4,5,6</sup>	EMT 115	F/S			4	EMT 108, 109, 110, 112, 114 Coreq BIO 112 or BIO 140, EMT 116, 117, 118, 119
Cardiology and Advanced Cardiac Life Support <sup>1,2,3,4,5</sup>	EMT 116	F/S			4	EMT 108, 109, 110, 112, 114 Coreq BIO 112 or BIO 140, EMT 115, 117, 118, 119
Trauma <sup>1,2,3,5</sup>	EMT 117	F/S			3	EMT 108, 109, 110, 112, 114 Coreq BIO 112 or BIO 140, EMT 115, 116, 118, 119
Neonatal and Pediatric Emergencies <sup>1,2,3,4,5,6</sup>	EMT 118	F/S			2	EMT 108, 109, 110, 112, 114 Coreq BIO 112 or BIO 140, EMT 115, 116, 117, 119
Topics In Advanced Life Support <sup>1,2,5</sup>	EMT 119	F/S			3	EMT 108, 109, 110, 112, 114 Coreq BIO 112 or BIO 140, EMT 115, 116, 117, 118, 119
Continued next page						

**The Degree:**  
Associate in Science

**The Program:**  
Paramedic Technology

**The Next Step:**  
Sit for appropriate Massachusetts Certification Exam. Enter the workforce and/or upgrade career position.

**Program Coordinator:**  
Cheryl Finn (508) 854-4303  
[cfinn@qcc.mass.edu](mailto:cfinn@qcc.mass.edu)

**Program Footnotes:**  
See program introduction for more information.

**CORI/SORI**  
A CORI/SORI report is required of all students accepted into the program.

**Technical Performance Standards:**  
Please review the Technical Performance Standards requirements on pages 165 - 167.

Course Title	Course #	Offered	Plan to Take	Grade	Credits	Prerequisites
Cluster C - Spring						
Clinical Placement for the Paramedic <sup>1,2,3,4,5,6</sup>	EMT 202	S/SU			7	EMT 115, 116, 117, 118, 119
English Composition & Literature II	ENG 102	F/S/SU			3	ENG 101
Introduction to Psychology or Psychology of Interpersonal Relations <sup>6</sup>	PSY 101 PSY 118	F/S/SU F/S/SU			3	ENG 100 or approp place score ENG 100 or approp place score
Cluster D - Summer						
Field Placement for the Paramedic <sup>1,2,3,4,5,6</sup>	EMT 203	F/SU			5	EMT 202
Cluster E - Fall						
Introduction to Microcomputer Applications <sup>4</sup>	CIS 111	F/S/SU			3	Coreq-ENG 101
Speech Communication Skills <sup>2</sup>	SPH 101	F/S/SU			3	
Elective <sup>6</sup>	---				3	
Liberal Arts Elective <sup>6</sup>	---				3	
<b>Total credits required</b>					<b>70</b>	

PARAMEDIC TECHNOLOGY -  
Associate in Science  
Spring Start

EMERGENCY MEDICAL SERVICES Certificate - Paramedic Technician Fall Start (PROPOSED)

Course Title	Course #	Offered	Plan to Take	Grade	Credits	Prerequisites
Cluster A – Fall						
Introduction to the Human Body	BIO 140	F/S/SU			4	ENG 100
Introduction to Advanced Pre-Hospital Care <sup>1,2,5,6</sup>	EMT 108	F/S			4	Coreq BIO 140 or BIO 111, EMT 109, 110, 112, 114
Pharmacology for Advanced Pre-Hospital Care <sup>1,2,3,5</sup>	EMT 109	F/S			2	Coreq BIO 140 or BIO 111, EMT 108, 110, 112, 114
Patient Assessment & Human Systems <sup>3,5</sup>	EMT 110	F/S			2	Coreq BIO 140 or BIO 111, EMT 108, 109, 112, 114
Patient Assessment/Pharmacology: Laboratory <sup>2,3,5,6</sup>	EMT 112	F/S			1	Coreq BIO 140 or BIO 111, EMT 108, 109, 110, 114
Life Span and Healthcare Issues for Pre-Hospital Care <sup>1,2,4,6</sup>	EMT 114	F/S			4	Coreq BIO 140 or BIO 111, EMT 108, 109, 110, 112
Cluster B – Spring						
Advanced Pre-Hospital Care <sup>1,2,3,4,5,6</sup>	EMT 115	F/S			4	EMT 108, 109, 110, 112, 114 Coreq BIO 140 or BIO 112, EMT 116, 117, 118, 119,
Cardiology and Advanced Cardiac Life Support <sup>1,2,3,4,5</sup>	EMT 116	F/S			4	EMT 108, 109, 110, 112, 114 Coreq BIO 140 or BIO 112, EMT 115, 117, 118, 119
Trauma <sup>1,2,3,5</sup>	EMT 117	F/S			3	EMT 108, 109, 110, 112, 114 Coreq BIO 140 or BIO 112, EMT 115, 116, 118, 119,
Neonatal and Pediatric Emergencies <sup>1,2,3,4,5,6</sup>	EMT 118	F/S			2	EMT 108, 109, 110, 112, 114 Coreq BIO 140 or BIO 112, EMT 115, 116, 117, 119,
Topics In Advanced Life Support <sup>1,2,5</sup>	EMT 119	F/S			3	EMT 108, 109, 110, 112, 114 Coreq BIO 140 or BIO 112, EMT 115, 116, 117, 118
Cluster C – Summer I&II						
Clinical Placement for the Paramedic <sup>1,2,3,4,5,6</sup>	EMT 202	S/SU			7	EMT 115, 116, 117, 118, 119
Cluster D– Fall						
Field Placement for the Paramedic <sup>1,2,3,4,5,6</sup>	EMT 203	F/SU			5	EMT 202
<b>Total credits required</b>					<b>45</b>	

**The Certificate:**  
Paramedic Technology

**The Program:**  
A 45 credit program including approximately 700 hours of intensive field and clinical experience.

**The Next Step:**  
Upon successful completion of the program the graduate will be eligible to sit for the Massachusetts Certification examination.

**Program Coordinator:**  
Cheryl Finn (508) 854-4303  
[cfinn@qcc.mass.edu](mailto:cfinn@qcc.mass.edu)

**Program Footnotes:**  
See program introduction for more information.

**CORI/SORI**  
A CORI/SORI report is required of all students accepted into the program.

**Technical Performance Standards:**  
Please review the Technical Performance Standards requirements on pages 165 - 167.

EMERGENCY MEDICAL SERVICES Certificate - Paramedic Technician - CURRENT

Course Title	Course #	Offered	Plan to Take	Grade	Credits	Prerequisites
<b>Cluster A</b>						
Introduction to the Human Body	BIO 140	F/S/SU			4	ENG 100
Introduction to Advanced Pre-Hospital Care <sup>1,2,5,6</sup>	EMT 108	F/S			4	Coreq BIO 140 or BIO 111, EMT 109, 110, 112, 114
Pharmacology for Advanced Pre-Hospital Care <sup>1,2,3,5</sup>	EMT 109	F/S			2	Coreq BIO 140 or BIO 111, EMT 108, 110, 112, 114
Patient Assessment & Human Systems <sup>3,5</sup>	EMT 110	F/S			2	Coreq BIO 140 or BIO 111, EMT 108, 109, 112, 114
Patient Assessment/Pharmacology: Laboratory <sup>2,3,5,6</sup>	EMT 112	F/S			1	Coreq BIO 140 or BIO 111, EMT 108, 109, 110, 114
Life Span and Healthcare Issues for Pre-Hospital Care <sup>1,2,4,6</sup>	EMT 114	F/S			4	Coreq BIO 140 or BIO 111, EMT 108, 109, 110, 112
<b>Cluster B</b>						
Advanced Pre-Hospital Care <sup>1,2,3,4,5,6</sup>	EMT 115	F/S			4	EMT 108, 109, 110, 112, 114 Coreq BIO 140 or BIO 112, EMT 116, 117, 118, 119,
Cardiology and Advanced Cardiac Life Support <sup>1,2,3,4,5</sup>	EMT 116	F/S			4	EMT 108, 109, 110, 112, 114 Coreq BIO 140 or BIO 112, EMT 115, 117, 118, 119
Trauma <sup>1,2,3,5</sup>	EMT 117	F/S			3	EMT 108, 109, 110, 112, 114 Coreq BIO 140 or BIO 112, EMT 115, 116, 118, 119,
Neonatal and Pediatric Emergencies <sup>1,2,3,4,5,6</sup>	EMT 118	F/S			2	EMT 108, 109, 110, 112, 114 Coreq BIO 140 or BIO 112, EMT 115, 116, 117, 119,
Topics In Advanced Life Support <sup>1,2,5</sup>	EMT 119	F/S			3	EMT 108, 109, 110, 112, 114 Coreq BIO 140 or BIO 112, EMT 115, 116, 117, 118
<b>Cluster C</b>						
Clinical Placement for the Paramedic <sup>1,2,3,4,5,6</sup>	EMT 202	F/S			7	EMT 115, 116, 117, 118, 119 Coreq-EMT 203
Field Placement for the Paramedic <sup>1,2,3,4,5,6</sup>	EMT 203	F/S			5	EMT 115, 116, 117, 118, 119 Coreq-EMT 202
<b>Total credits required</b>					<b>45</b>	

**The Certificate:**  
Paramedic Technology

**The Program:**  
A 45 credit program including approximately 700 hours of intensive field and clinical experience.

**The Next Step:**  
Upon successful completion of the program the graduate will be eligible to sit for the Massachusetts Certification examination.

**Program Coordinator:**  
Cheryl Finn (508) 854-4303  
[cfinn@qcc.mass.edu](mailto:cfinn@qcc.mass.edu)

**Program Footnotes:**  
See program introduction for more information.

**CORI/SORI**  
A CORI/SORI report is required of all students accepted into the program.

**Technical Performance Standards:**  
Please review the Technical Performance Standards requirements on pages 165 - 167.

EMERGENCY MEDICAL SERVICES Certificate - Paramedic Technician - Spring Start (PROPOSED)

Course Title	Course #	Offered	Plan to Take	Grade	Credits	Prerequisites
<b>Cluster A - Spring</b>						
Introduction to the Human Body	BIO 140	F/S/SU			4	ENG 100
Introduction to Advanced Pre-Hospital Care <sup>1,2,5,6</sup>	EMT 108	F/S			4	Coreq BIO 140 or BIO 111, EMT 109, 110, 112, 114
Pharmacology for Advanced Pre-Hospital Care <sup>1,2,3,5</sup>	EMT 109	F/S			2	Coreq BIO 140 or BIO 111, EMT 108, 110, 112, 114
Patient Assessment & Human Systems <sup>3,5</sup>	EMT 110	F/S			2	Coreq BIO 140 or BIO 111, EMT 108, 109, 112, 114
Patient Assessment/Pharmacology: Laboratory <sup>2,3,5,6</sup>	EMT 112	F/S			1	Coreq BIO 140 or BIO 111, EMT 108, 109, 110, 114
Life Span and Healthcare Issues for Pre-Hospital Care <sup>1,2,4,6</sup>	EMT 114	F/S			4	Coreq BIO 140 or BIO 111, EMT 108, 109, 110, 112
<b>Cluster B - Fall</b>						
Advanced Pre-Hospital Care <sup>1,2,3,4,5,6</sup>	EMT 115	F/S			4	EMT 108, 109, 110, 112, 114 Coreq BIO 140 or BIO 112, EMT 116, 117, 118, 119,
Cardiology and Advanced Cardiac Life Support <sup>1,2,3,4,5</sup>	EMT 116	F/S			4	EMT 108, 109, 110, 112, 114 Coreq BIO 140 or BIO 112, EMT 115, 117, 118, 119
Trauma <sup>1,2,3,5</sup>	EMT 117	F/S			3	EMT 108, 109, 110, 112, 114 Coreq BIO 140 or BIO 112, EMT 115, 116, 118, 119,
Neonatal and Pediatric Emergencies <sup>1,2,3,4,5,6</sup>	EMT 118	F/S			2	EMT 108, 109, 110, 112, 114 Coreq BIO 140 or BIO 112, EMT 115, 116, 117, 119,
Topics In Advanced Life Support <sup>1,2,5</sup>	EMT 119	F/S			3	EMT 108, 109, 110, 112, 114 Coreq BIO 140 or BIO 112, EMT 115, 116, 117, 118
<b>Cluster C - Spring</b>						
Clinical Placement for the Paramedic <sup>1,2,3,4,5,6</sup>	EMT 202	S/SU			7	EMT 115, 116, 117, 118, 119
<b>Cluster D - Summer</b>						
Field Placement for the Paramedic <sup>1,2,3,4,5,6</sup>	EMT 203	F/SU			5	EMT 202
<b>Total credits required</b>					<b>45</b>	

**The Certificate:**  
Paramedic Technology

**The Program:**  
A 45 credit program including approximately 700 hours of intensive field and clinical experience.

**The Next Step:**  
Upon successful completion of the program the graduate will be eligible to sit for the Massachusetts Certification examination.

**Program Coordinator:**  
Cheryl Finn (508) 854-4303  
[cfinn@gcc.mass.edu](mailto:cfinn@gcc.mass.edu)

**Program Footnotes:**  
See program introduction for more information.

**CORI/SORI**  
A CORI/SORI report is required of all students accepted into the program.

**Technical Performance Standards:**  
Please review the Technical Performance Standards requirements on pages 165 - 167.