



**MEMORANDUM**

**TO:** Academic Affairs Committee

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

**DATE:** May 2, 2011

**RE:** Academic Affairs Committee Meeting

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The Academic Affairs Committee will meet as scheduled on Tuesday, May 10, 2011 at 2 p.m. in Room 107A.

The agenda is as follows:

**1. Curriculum**

**Business & Technology Division**

**Course Revision Proposal – ACC 102, BSS 212, MGT 101, BSS 112  
Degree Program/Certificate Revision Proposal – Business Administration Transfer and BA/Transfer-FastTRACK**

**Health Care**

**Course Revision Proposal – EMT 119**

**Human Services & Science**

**Certificate Revision Proposal – ECE School Age Certificate**

**Math & Social Sciences**

**Course Revision Proposal – PSY 121**

**2. Other**

QUINSIGAMOND COMMUNITY COLLEGE

**COURSE REVISION PROPOSAL**

1. **Course Name & Number:** ACC 102 Financial Accounting II

2. **Originator:** Jean McLean **Date:** 4.7.11

3. **Division Dean:** Kathy Rentsch **Date:** 4.7.11

4. **Brief Description of the Proposal:**

- 1. Remove prerequisite CIS 111 or CIS 112
- 2. Change course description to remove reference to working with “MS Office software”

5. **Effective Date:** Fall 2011

6. **Division Recommendation:**

This recommendation was approved at the April 21, 2011 meeting of the Business & Technology Division.

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

**Recommended:** \_\_\_\_\_ **Not Recommended:** \_\_\_\_\_

**Comments:**

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

**Recommended:** \_\_\_\_\_ **Not Recommended:** \_\_\_\_\_

**Comments:**

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

**Recommended:** \_\_\_\_\_ **Not Recommended:** \_\_\_\_\_

**Comments:**

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

**Approved:** \_\_\_\_\_ **Not Approved:** \_\_\_\_\_

**Comments:**

## Course Revision Proposal

<b>Type of revision:</b>								
X	Description	X	Prerequisite	Corequisite	Number	Title	# Credits	Elective Type
Other (explain)								
<b>Course Discipline or Department:</b> Accounting				<b>Division:</b> Business & Technology				
<b>Current Course Title:</b>		Financial Accounting II						
<b>Current Course Number:</b>		ACC 102						
<b>Current Course Description (as it appears in the College catalog):</b>								
ACC 102 Financial Accounting II 3 credits This course builds on the material learned in ACC101. Students use their knowledge of financial statements to analyze and communicate a variety of financial information including accounting for accruals, inventory, equity and debt issues, and cash flow statement analysis. Students are able to demonstrate the knowledge they gain by working with Web resources and MS Office software to present a financial analysis of a public corporation. Prerequisite: ACC 101, CIS 111 or CIS 112. F/S/SU								
<b>Proposed Description (include all proposed changes):</b>								
ACC 102 Financial Accounting II 3 credits This course builds on the material learned in ACC101. Students use their knowledge of financial statements to analyze and communicate a variety of financial information including accounting for accruals, inventory, equity and debt issues, and cash flow statement analysis. Students demonstrate the knowledge they gain by working with Web resources to present a financial analysis of a public corporation. Prerequisite: ACC 101. F/S/SU								
<b>Rationale for the change:</b>								
Students no longer use Excel in this course to produce a final project. In addition, students benefit most when they can immediately follow ACC 101 with ACC 102. If they have not yet taken CIS 111, that important sequence is disrupted.								
<b>For change in the number of credits, provide a description of the change in course content.</b>								
<b>Does the proposed change affect another department?</b> X    Yes                      No								
<b>If yes, explain, and please confer with the coordinator of the affected department.</b>								
Students will still have to take CIS 111 in every program that requires ACC 102, just not before taking ACC 102.								
<b>If this change affects a program grid, please submit a Program Revision Proposal.</b>								

**BUSINESS ADMINISTRATION/TRANSFER - Associate in Science (Study Option: BT)**

**CURRENT**

Course Title	Course #	Offered	Plan to Take	Grade	Credits	Prerequisites
<b>Semester 1</b>						
Financial Accounting I	ACC 101	F/S/SU			3	ENG 100 or approp place score, MAT 090
Introduction to Microcomputer Applications <u>or</u> Advanced Microcomputer Applications	CIS 111 CIS 112	F/S/SU F/S			3	CIS 111
English Composition & Literature I	ENG 101	F/S/SU			3	ENG 100
Principles of Macroeconomics	ECO 215	F/S/SU			3	ENG 100 or approp place score
College Mathematics I: Precalculus <u>or</u> Applied Calculus	MAT 123 MAT 231	F/S/SU F/S			3 3	MAT 100 or approp place score MAT 123 or approp place score
<b>Semester 2</b>						
Financial Accounting II	ACC 102	F/S			3	ACC 101, CIS 111 or CIS 112
English Composition & Literature II	ENG 102	F/S/SU			3	ENG 101
Principles of Microeconomics	ECO 216	F/S/SU			3	ENG 100 or approp place score
Statistics	MAT 122	F/S/SU			3	MAT 099 or approp place score
Humanities Elective	---				3	
<b>Semester 3</b>						
Managerial Accounting	ACC 222	F/S			3	ACC 102
Business or Concentration Elective*	---				3	
Business Concentration Elective*	---				3	
Humanities Elective	---				3	
Lab Science Elective	---				4	
<b>Semester 4</b>						
Business or Concentration Elective*	---				3	
Elective	---				3	
Humanities Elective	---				3	
Lab Science Elective	---				4	
Social Science Elective	---				3	
<b>Total credits required</b>					<b>62</b>	

**BUSINESS ADMINISTRATION/TRANSFER - Associate in Science (Study Option: BT)**

**PROPOSED**

Course Title	Course #	Offered	Plan to Take	Grade	Credits	Prerequisites
<b>Semester 1</b>						
Financial Accounting I	ACC 101	F/S/SU			3	ENG 100 or approp place score, MAT 090 or approp place score
Introduction to Microcomputer Applications <u>or</u> Advanced Microcomputer Applications	CIS 111	F/S/SU				
	CIS 112	F/S			3	CIS 111
English Composition & Literature I	ENG 101	F/S/SU			3	ENG 100 or approp place score
Principles of Macroeconomics	ECO 215	F/S/SU			3	ENG 100 or approp place score
College Mathematics I: Precalculus <u>or</u> Applied Calculus	MAT 123	F/S/SU			3	MAT 100 or approp place score
	MAT 231	F/S			3	MAT 123 or approp place score
<b>Semester 2</b>						
<b>Financial Accounting II</b>	<b>ACC 102</b>	<b>F/S</b>			<b>3</b>	<b>ACC 101</b>
English Composition & Literature II	ENG 102	F/S/SU			3	ENG 101
Principles of Microeconomics	ECO 216	F/S/SU			3	ENG 100 or approp place score
Statistics	MAT 122	F/S/SU			3	MAT 099 or approp place score
Humanities Elective	---				3	
<b>Semester 3</b>						
Managerial Accounting	ACC 222	F/S			3	ACC 102
Business or Concentration Elective*	---				3	
Business Concentration Elective*	---				3	
Humanities Elective	---				3	
Lab Science Elective	---				4	
<b>Semester 4</b>						
Business or Concentration Elective*	---				3	
Elective	---				3	
Humanities Elective	---				3	
Lab Science Elective	---				4	
Social Science Elective	---				3	
<b>Total credits required</b>					<b>62</b>	

**BUSINESS ADMINISTRATION/TRANSFER - Associate in Science - FastTrack Option (Study Option: BTFT)  
CURRENT**

Course Title	Course #	Offered	Plan to Take	Grade	Credits	Prerequisites
Introduction to Microcomputers <u>or</u> Advanced Microcomputer Applications†	CIS 111 CIS 112	F			3	CIS 111
Business Law I <u>or</u> Business Concentration Elective*†	BSL 101	F			3	
Critical Thinking and Problem Solving <u>or</u> Humanities Elective†	HUM 101	F			3	Coreq ENG 100 or approp place score
English Composition & Literature I	ENG 101	S			3	ENG 100 or approp place score
Financial Accounting I	ACC 101	S			3	ENG 100 or approp place score, MAT 090 or approp place score
<b>Financial Accounting II</b>	<b>ACC 102</b>	<b>S</b>			<b>3</b>	<b>ACC 101, CIS 111 or CIS 112</b>
Speech Communications Skills <u>or</u> Humanities Elective†	SPH 101	SU			3	Coreq ENG 101
Introduction to Business <u>or</u> Elective	MGT 101	SU			3	ENG 100 or approp place score
Managerial Accounting	ACC 222	SU			3	ACC 102
Principles of Marketing <u>or</u> Business Concentration Elective*†	MRK 201	SU			3	ENG 100 or approp place score
English Composition & Literature II	ENG 102	F			3	ENG 101 or approp place score
Principles of Macroeconomics	ECO 215	F			3	ENG 100 or approp place score
Principles of Microeconomics	ECO 216	F			3	ENG 100 or approp place score
Statistics	MAT 122	S			3	MAT 099 or approp place score
Integrated Science: The Living World <u>or</u> Lab Science Elective†	SCI 106	S			4	ENG 100 and MAT 095 or approp placement scores
Principles of Management <u>or</u> Business Concentration Elective*†	MGT 211	S			3	ENG 100 or approp place score
College Mathematics I: Precalculus <u>or</u> Applied Calculus†	MAT 123 MAT 231	SU			3	MAT 100 or approp place score MAT 123 or approp place score
United States Government <u>or</u> Social Science Elective†	PSC 201	SU			3	ENG 100 or approp place score
Principles of Ecology <u>or</u> Lab Science Elective†	BIO 105	SU			4	<b>MAT 095 or equivalent; and ENG 100 or equivalent</b>
Man and Morality: an Introduction to Ethics <u>or</u> Humanities Elective†	PHI 131	SU			3	Coreq ENG 100 or approp place score
<b>Total Credits Required</b>					<b>62</b>	

**BUSINESS ADMINISTRATION/TRANSFER - Associate in Science - FastTrack Option (Study Option: BTFT)  
PROPOSED**

Course Title	Course #	Offered	Plan to Take	Grade	Credits	Prerequisites
Introduction to Microcomputers <u>or</u> Advanced Microcomputer Applications†	CIS 111 CIS 112	F			3	CIS 111
Business Law I <u>or</u> Business Concentration Elective*†	BSL 101	F			3	
Critical Thinking and Problem Solving <u>or</u> Humanities Elective†	HUM 101	F			3	Coreq ENG 100 or approp place score
English Composition & Literature I	ENG 101	S			3	ENG 100 or approp place score
Financial Accounting I	ACC 101	S			3	ENG 100 or approp place score, MAT 090 or approp place score
<b>Financial Accounting II</b>	<b>ACC 102</b>	<b>S</b>			<b>3</b>	<b>ACC 101</b>
Speech Communications Skills <u>or</u> Humanities Elective†	SPH 101	SU			3	Coreq ENG 101
Introduction to Business <u>or</u> Elective	MGT 101	SU			3	ENG 100 or approp place score
Managerial Accounting	ACC 222	SU			3	ACC 102
Principles of Marketing <u>or</u> Business Concentration Elective*†	MRK 201	SU			3	ENG 100 or approp place score
English Composition & Literature II	ENG 102	F			3	ENG 101 or approp place score
Principles of Macroeconomics	ECO 215	F			3	ENG 100 or approp place score
Principles of Microeconomics	ECO 216	F			3	ENG 100 or approp place score
Statistics	MAT 122	S			3	MAT 099 or approp place score
Integrated Science: The Living World <u>or</u> Lab Science Elective†	SCI 106	S			4	ENG 100 and MAT 095 or approp placement scores
Principles of Management <u>or</u> Business Concentration Elective*†	MGT 211	S			3	ENG 100 or approp place score
College Mathematics I: Precalculus <u>or</u> Applied Calculus†	MAT 123 MAT 231	SU			3	MAT 100 or approp place score MAT 123 or approp place score
United States Government <u>or</u> Social Science Elective†	PSC 201	SU			3	ENG 100 or approp place score
Principles of Ecology <u>or</u> Lab Science Elective†	BIO 105	SU			4	<b>MAT 095 with a "C" or better on the MAT 095 departmental final exam or approp place score</b> <b>Coreq ENG 101</b>
Man and Morality: an Introduction to Ethics <u>or</u> Humanities Elective†	PHI 131	SU			3	Coreq ENG 100 or approp place score
<b>Total Credits Required</b>					<b>62</b>	

**BUSINESS ADMINISTRATION/CAREER - Associate in Science - Business Administration Option (Study Option: BB)  
CURRENT**

Course Title	Course #	Offered	Plan to Take	Grade	Credits	Prerequisites
<b>Semester 1</b>						
Introduction to Microcomputer Applications <u>or</u> Advanced Microcomputer Applications	CIS 111 CIS 112	F/S/SU F/S			3	CIS 111
Principles of Macroeconomics	ECO 215	F/S/SU			3	ENG 100 or approp place score
English Composition & Literature I	ENG 101	F/S/SU			3	ENG 100
Introduction to Business	MGT 101	F/S/SU			3	ENG 100
Math Elective*	MAT ---	F/S/SU			3	MAT 099
<b>Semester 2</b>						
Financial Accounting I	ACC 101	F/S/SU			3	ENG 100 or approp place score, MAT 090
Business Law I <u>or</u> E-Business Law & Ethics	BSL 101 BSL 103	F/S/SU F/S			3	Coreq-CIS 111
English Composition & Literature II	ENG 102	F/S/SU			3	ENG 101
Speech Communication Skills	SPH 101	F/S/SU			3	ENG 101
Social Science Elective	---				3	
<b>Semester 3</b>						
<b>Financial Accounting II</b>	<b>ACC 102</b>	<b>F/S/SU</b>			<b>3</b>	<b>ACC 101, CIS 111 or CIS 112</b>
Integrated Communications for Business	BUS 201	F/S/SU			3	CIS 111, ENG 101
Business <u>or</u> Concentration Elective**	---				3	
Humanities Elective	---				3	
Social Science Elective	---				3	
<b>Semester 4</b>						
Business Administration Capstone	BUS 250	F/S			3	42 credits completed in the degree program
Business <u>or</u> Concentration Elective**	---				3	
Elective	---				3	
Humanities Elective	---				3	
Lab Science or Science Elective	---				3-4	
<b>Total credits required</b>					<b>60-61</b>	

**BUSINESS ADMINISTRATION/CAREER - Associate in Science - Business Administration Option (Study Option: BB)  
PROPOSED**

Course Title	Course #	Offered	Plan to Take	Grade	Credits	Prerequisites
<b>Semester 1</b>						
Introduction to Microcomputer Applications <u>or</u> Advanced Microcomputer Applications	CIS 111 CIS 112	F/S/SU F/S			3	CIS 111
Principles of Macroeconomics	ECO 215	F/S/SU			3	ENG 100 or approp place score
English Composition & Literature I	ENG 101	F/S/SU			3	ENG 100 or approp place score
Introduction to Business	MGT 101	F/S/SU			3	ENG 100 or approp place score
Math Elective*	MAT ---	F/S/SU			3	MAT 099 or approp place score
<b>Semester 2</b>						
Financial Accounting I	ACC 101	F/S/SU			3	ENG 100 or approp place score, MAT 090 or approp place score
Business Law I <u>or</u> E-Business Law & Ethics	BSL 101 BSL 103	F/S/SU F/S			3	Coreq-CIS 111
English Composition & Literature II	ENG 102	F/S/SU			3	ENG 101
Speech Communication Skills	SPH 101	F/S/SU			3	ENG 101
Social Science Elective	---				3	
<b>Semester 3</b>						
<b>Financial Accounting II</b>	<b>ACC 102</b>	<b>F/S/SU</b>			<b>3</b>	<b>ACC 101</b>
Integrated Communications for Business	BUS 201	F/S/SU			3	CIS 111, ENG 101
Business <u>or</u> Concentration Elective**	---				3	
Humanities Elective	---				3	
Social Science Elective	---				3	
<b>Semester 4</b>						
Business Administration Capstone	BUS 250	F/S			3	42 credits completed in the degree program
Business <u>or</u> Concentration Elective**	---				3	
Elective	---				3	
Humanities Elective	---				3	
Lab Science or Science Elective	---				3-4	
<b>Total credits required</b>					<b>60-61</b>	

**BUSINESS ADMINISTRATION/CAREER - Accounting Assistant/Finance Assistant Certificate (Study Option: AF)  
CURRENT**

Course Title	Course #	Offered	Plan to Take	Grade	Credits	Prerequisites
<b>Semester 1</b>						
Financial Accounting I	ACC 101	F/S/SU			3	ENG 100 or approp place score, MAT 090 or approp place score
Federal Taxation	ACC 211	F			3	
Personal Financial Planning	FIN 111	F/S/SU			3	
INTRODUCTION TO MICROCOMPUTER APPLICATIONS	CIS 111	F/S/SU			3	
Introduction to English Composition**	ENG 100	F/S/SU			3	ENG 091 and ENG 096 with a grade of "C" or higher on the departmental writing final examination essay or approp place score
<b>Semester 2</b>						
Financial Accounting II	ACC 102	F/S/SU			3	ACC 101, CIS 111 or CIS 112 ACC 101
Computerized Accounting	ACC 231	S			3	
Business Elective*	---	F/S			3	
Business Elective*	---	F/S			3	
<b>Total credits required</b>					<b>27</b>	

**BUSINESS ADMINISTRATION/CAREER - Accounting Assistant/Finance Assistant Certificate (Study Option: AF)  
PROPOSED**

Course Title	Course #	Offered	Plan to Take	Grade	Credits	Prerequisites
<b>Semester 1</b>						
Financial Accounting I	ACC 101	F/S/SU			3	ENG 100 or approp place score, MAT 090 or approp place score
Federal Taxation	ACC 211	F			3	
Personal Financial Planning	FIN 111	F/S/SU			3	
INTRODUCTION TO MICROCOMPUTER APPLICATIONS	CIS 111	F/S/SU			3	
Introduction to English Composition**	ENG 100	F/S/SU			3	ENG 091 and ENG 096 with a grade of "C" or higher on the departmental writing final examination essay or approp place score
<b>Semester 2</b>						
Financial Accounting II	ACC 102	F/S/SU			3	ACC 101 ACC 101
Computerized Accounting	ACC 231	S			3	
Business Elective*	---	F/S			3	
Business Elective*	---	F/S			3	
<b>Total credits required</b>					<b>27</b>	

QUINSIGAMOND COMMUNITY COLLEGE

**COURSE REVISION PROPOSAL**

1. **Course Name & Number:** BSS 212 Medical Machine Transcription

2. **Originator:** Jean McLean **Date:** 4.7.11

3. **Division Dean:** Kathy Rentsch **Date:** 4.7.11

4. **Brief Description of the Proposal:**

- Add prerequisite of BSS 101 Keyboarding Applications
- Change course description to more accurately reflect content by removing the statement, "Authentic medical tapes are used."

5. **Effective Date:** Fall 2011

6. **Division Recommendation:**

This recommendation was approved at the April 21, 2011 meeting of the Business & Technology Division.

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

**Recommended:** \_\_\_\_\_ **Not Recommended:** \_\_\_\_\_  
**Comments:**

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

**Recommended:** \_\_\_\_\_ **Not Recommended:** \_\_\_\_\_  
**Comments:**

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

**Recommended:** \_\_\_\_\_ **Not Recommended:** \_\_\_\_\_  
**Comments:**

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

**Approved:** \_\_\_\_\_ **Not Approved:** \_\_\_\_\_  
**Comments:**

## Course Revision Proposal

<b>Type of revision:</b>								
X	Description	X	Prerequisite	Corequisite	Number	Title	# Credits	Elective Type
Other (explain)								
<b>Course Discipline or Department:</b> Business Administration/Career				<b>Division:</b> Business & Technology				
<b>Current Course Title:</b>		BSS 212						
<b>Current Course Number:</b>		Medical Machine Transcription						
<b>Current Course Description (as it appears in the College catalog):</b>								
BSS 212 Medical Machine Transcription 3 credits The course covers medical terminology, medical office procedures, typing, data entry, word processing, and creation of documents. Students learn the correct pronunciations and meanings of medical vocabulary by listening to doctors' dictation of reports. Authentic medical tapes are used. Students acquire a solid understanding of medical vocabulary and the ability to listen to dictation in order to produce transcriptions in a timely manner. Prerequisites: ENG 091. Co-requisite: ALH 102. S								
<b>Proposed Description (include all proposed changes):</b>								
BSS 212 Medical Machine Transcription 3 credits The course covers medical terminology, medical office procedures, typing, data entry, word processing, and creation of documents. Students learn the correct pronunciations and meanings of medical vocabulary by listening to doctors' dictation of reports. Students acquire a solid understanding of medical vocabulary and the ability to listen to dictation in order to produce transcriptions in a timely manner. Prerequisites: ENG 091 or approp placement score, BSS 101 Corequisite: ALH 102. S								
<b>Rationale for the change:</b>								
<ol style="list-style-type: none"> <li>1. Prerequisite change: Students need to be able to do basic keyboarding to keep up with dictation.</li> <li>2. Course description change: This course no longer uses these tapes; the student disk comes with fictional medical records.</li> </ol>								
<b>For change in the number of credits, provide a description of the change in course content.</b>								
<b>Does the proposed change affect another department?</b> Yes      x      No								
<b>If yes, explain, and please confer with the coordinator of the affected department.</b>								
<b>If this change affects a program grid, please submit a Program Revision Proposal.</b>								

**BUSINESS ADMINISTRATION/CAREER - Medical Office Certificate (Study Option: MSBB) CURRENT**

Course Title	Course #	Offered	Plan to Take	Grade	Credits	Prerequisites
<b>Semester 1</b>						
Introduction to Medical Terminology	ALH 102	F/S/SU			3	ENG 091 ENG 100 Coreq - ALH 102, BSS 101 ENG 091 ENG 091 and ENG 096 with a grade of "C" or higher on the departmental writing final examination essay or appropriate placement score ENG 100
Medical/Dental Billing and Insurance	BSS 112	F/S			3	
Medical Office Administration	ALH 151	F			3	
Keyboarding Applications	BSS 101	F/S/SU			3	
Introduction to English Composition <u>or</u>	ENG 100	F/S/SU				
English Composition & Literature I	ENG101	F/S/SU			3	
<b>Semester 2</b>						
Medical Law and Ethics	ALH 106	S			3	ENG 096
Medical Coding and Billing	ALH 107	F/S			3	ENG 100 Coreq-ALH 102
Medical Machine Transcription	BSS 212	S			3	ENG 091 Coreq- ALH 102
Administrative Professional Cooperative Work Experience	BSS 299	F/S/SU			3	BSS 104 or ALH 151
<b>Total credits required</b>					<b>27</b>	

**BUSINESS ADMINISTRATION/CAREER - Medical Office Certificate (Study Option: MSBB) PROPOSED**

Course Title	Course #	Offered	Plan to Take	Grade	Credits	Prerequisites
<b>Semester 1</b>						
Introduction to Medical Terminology	ALH 102	F/S/SU			3	ENG 091 or approp place score ENG 100 or approp place score Coreq - ALH 102, BSS 101 ENG 091 or approp place score ENG 091 and ENG 096 with a grade of "C" or higher on the departmental writing final examination essay or appropriate placement score ENG 100 or approp place score
Medical/Dental Billing and Insurance	BSS 112	F/S			3	
Medical Office Administration	ALH 151	F			3	
Keyboarding Applications	BSS 101	F/S/SU			3	
Introduction to English Composition <u>or</u>	ENG 100	F/S/SU				
English Composition & Literature I	ENG101	F/S/SU			3	
<b>Semester 2</b>						
Medical Law and Ethics	ALH 106	S			3	ENG 096 or approp place score
Medical Coding and Billing	ALH 107	F/S			3	ENG 100 or approp place score, Coreq-ALH 102
Medical Machine Transcription	BSS 212	S			3	BSS 101, ENG 091 or approp place score Coreq- ALH 102
Administrative Professional Cooperative Work Experience	BSS 299	F/S/SU			3	BSS 104 or ALH 151
<b>Total credits required</b>					<b>27</b>	

QUINSIGAMOND COMMUNITY COLLEGE

**COURSE REVISION PROPOSAL**

1. **Course Name & Number:** MGT 101 Introduction to Business

2. **Originator:** Jean McLean **Date:** 4.7.11

3. **Division Dean:** Kathy Rentsch **Date:** 4.7.11

4. **Brief Description of the Proposal:**

Change ENG 100 Introduction to English Composition from a prerequisite to a corequisite.

5. **Effective Date:** Fall 2011

6. **Division Recommendation:**

This recommendation was approved at the April 21, 2011 meeting of the Business & Technology Division.

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

**Recommended:** \_\_\_\_\_ **Not Recommended:** \_\_\_\_\_

**Comments:** AA staff recommends changing the proposed co-requisite of ENG 100 to

**Prerequisite:** Passing ENG 091 with a grade of C or higher and passing the ENG 096 departmental writing final examination essay or appropriate placement score.

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

**Recommended:** \_\_\_\_\_ **Not Recommended:** \_\_\_\_\_

**Comments:**

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

**Recommended:** \_\_\_\_\_ **Not Recommended:** \_\_\_\_\_

**Comments:**

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

**Approved:** \_\_\_\_\_ **Not Approved:** \_\_\_\_\_

**Comments:**

Quinsigamond Community College  
Course Revision Proposal

<b>Type of revision:</b>							
Description	X	Prerequisite	Corequisite	Number	Title	# Credits	Elective Type
Other (explain)							
<b>Course Discipline or Department:</b> Business Administration				<b>Division:</b> Business & Technology			
<b>Current Course Title:</b>		Introduction to Business					
<b>Current Course Number:</b>		MGT 101					
<b>Current Course Description (as it appears in the College catalog):</b>							
MGT 101 Introduction to Business <span style="float: right;">3 credits</span> This course provides a broad overview of the business world. Students learn to apply basic business concepts and principles to a variety of business situations. Topics include business terminology, the legal forms of business organizations, the impact of the economy on business, and the basic functions of management including marketing, banking and financing, accounting, and technology. Prerequisite: ENG 100. F/S/SU							
<b>Proposed Description (include all proposed changes):</b>							
MGT 101 Introduction to Business <span style="float: right;">3 credits</span> This course provides a broad overview of the business world. Students learn to apply basic business concepts and principles to a variety of business situations. Topics include business terminology, the legal forms of business organizations, the impact of the economy on business, and the basic functions of management including marketing, banking and financing, accounting, and technology. Prerequisite: Passing ENG 091 with a grade of "C" or higher and passing the ENG 096 departmental writing final examination essay or appropriate placement score.							
<b>Rationale for the change:</b>							
<ul style="list-style-type: none"> <li>• Many students test into ENG 100 in their first semester but cannot take MGT 101, Introduction to Business. Students should be able to decide sooner, rather than later, if business is for them.</li> <li>• If students cannot take a business course in their first or second semester (if they test into developmental English, even one section, then MGT 101 is further delayed) we risk losing them; they become disenchanted taking courses that don't apply to their major.</li> <li>• MGT 101 is not a writing intensive course. I polled all the instructors who taught it in Fall 2010 and all agreed with the change, or had no comments.</li> <li>• PSY 101, PHI 101, HUM 101, SOC 101, EUT 100, ERG 101, HRM 101 and many other courses all have ENG 100 as a co-requisite. These are all reading intensive courses and students seem to do okay in them.</li> <li>• Waiving ENG 100 so that students can take MGT 101 is not a good idea. If ENG 100 is waived, it is waived for all courses including ENG 101.</li> </ul>							
<b>For change in the number of credits, provide a description of the change in course content.</b>							
<b>Does the proposed change affect another department?</b>				Yes	X	No	
<b>If yes, explain, and please confer with the coordinator of the affected department.</b>							
<b>If this change affects a program grid, please submit a Program Revision Proposal.</b>							

**BUSINESS ADMINISTRATION/TRANSFER - Associate in Science - FastTrack Option (Study Option: BTFT)  
CURRENT**

Course Title	Course #	Offered	Plan to Take	Grade	Credits	Prerequisites
Introduction to Microcomputers <u>or</u> Advanced Microcomputer Applications†	CIS 111 CIS 112	F			3	CIS 111
Business Law I <u>or</u> Business Concentration Elective*†	BSL 101	F			3	
Critical Thinking and Problem Solving <u>or</u> Humanities Elective†	HUM 101	F			3	Coreq ENG 100 or approp place score
English Composition & Literature I	ENG 101	S			3	ENG 100 or approp place score
Financial Accounting I	ACC 101	S			3	ENG 100 or approp place score, MAT 090
Financial Accounting II	ACC 102	S			3	ACC 101, CIS 111 or CIS 112
Speech Communications Skills <u>or</u> Humanities Elective†	SPH 101	SU			3	Coreq ENG 101
<b>Introduction to Business <u>or</u> Elective</b>	<b>MGT 101</b>	<b>SU</b>			<b>3</b>	<b>ENG 100 or approp place score</b>
Managerial Accounting	ACC 222	SU			3	ACC 102
Principles of Marketing <u>or</u> Business Concentration Elective*†	MRK 201	SU			3	ENG 100 or approp place score
English Composition & Literature II	ENG 102	F			3	ENG 101 or approp place score
Principles of Macroeconomics	ECO 215	F			3	ENG 100 or approp place score
Principles of Microeconomics	ECO 216	F			3	ENG 100 or approp place score
Statistics	MAT 122	S			3	MAT 099 or approp place score
Integrated Science: The Living World <u>or</u> Lab Science Elective†	SCI 106	S			4	ENG 100 and MAT 095 or approp placement scores
Principles of Management <u>or</u> Business Concentration Elective*†	MGT 211	S			3	ENG 100 or approp place score
College Mathematics I: Precalculus <u>or</u> Applied Calculus†	MAT 123 MAT 231	SU			3	MAT 100 or approp place score MAT 123 or approp place score
United States Government <u>or</u> Social Science Elective†	PSC 201	SU			3	ENG 100 or approp place score
Principles of Ecology <u>or</u> Lab Science Elective†	BIO 105	SU			4	<b>MAT 095 or equivalent; and Eng 100 or equivalent</b>
Man and Morality: an Introduction to Ethics <u>or</u> Humanities Elective†	PHI 131	SU			3	Coreq ENG 100 or approp place score
<b>Total Credits Required</b>					<b>62</b>	

**BUSINESS ADMINISTRATION/TRANSFER - Associate in Science - FastTrack Option (Study Option: BTFT)  
PROPOSED**

Course Title	Course #	Offered	Plan to Take	Grade	Credits	Prerequisites
Introduction to Microcomputers <u>or</u> Advanced Microcomputer Applications†	CIS 111 CIS 112	F			3	CIS 111
Business Law I <u>or</u> Business Concentration Elective*†	BSL 101	F			3	
Critical Thinking and Problem Solving <u>or</u> Humanities Elective†	HUM 101	F			3	Coreq ENG 100 or approp place score
English Composition & Literature I	ENG 101	S			3	ENG 100 or approp place score
Financial Accounting I	ACC 101	S			3	ENG 100 or approp place score, MAT 090 or approp place score
Financial Accounting II	ACC 102	S			3	ACC 101, CIS 111 or CIS 112
Speech Communications Skills <u>or</u> Humanities Elective†	SPH 101	SU			3	Coreq ENG 101
<b>Introduction to Business <u>or</u> Elective</b>	<b>MGT 101</b>	<b>SU</b>			<b>3</b>	<b>Passing ENG 091 with a grade of C or higher and passing the ENG 096 departmental writing final examination essay or appropriate place score</b>
Managerial Accounting	ACC 222	SU			3	ACC 102
Principles of Marketing <u>or</u> Business Concentration Elective*†	MRK 201	SU			3	ENG 100 or approp place score
English Composition & Literature II	ENG 102	F			3	ENG 101 or approp place score
Principles of Macroeconomics	ECO 215	F			3	ENG 100 or approp place score
Principles of Microeconomics	ECO 216	F			3	ENG 100 or approp place score
Statistics	MAT 122	S			3	MAT 099 or approp place score
Integrated Science: The Living World <u>or</u> Lab Science Elective†	SCI 106	S			4	ENG 100 and MAT 095 or approp placement scores
Principles of Management <u>or</u> Business Concentration Elective*†	MGT 211	S			3	ENG 100 or approp place score
College Mathematics I: Precalculus <u>or</u> Applied Calculus†	MAT 123 MAT 231	SU			3	MAT 100 or approp place score MAT 123 or approp place score
United States Government <u>or</u> Social Science Elective†	PSC 201	SU			3	ENG 100 or approp place score
Principles of Ecology <u>or</u> Lab Science Elective†	BIO 105	SU			4	<b>MAT 095 with a "C" or better on the MAT 095 departmental final exam or approp place score</b> Coreq ENG 101
Man and Morality: an Introduction to Ethics <u>or</u> Humanities Elective†	PHI 131	SU			3	Coreq ENG 100 or approp place score
<b>Total Credits Required</b>					<b>62</b>	

**BUSINESS ADMINISTRATION/CAREER - Associate in Science - Business Administration Option (Study Option: BB)  
CURRENT**

Course Title	Course #	Offered	Plan to Take	Grade	Credits	Prerequisites
<b>Semester 1</b>						
Introduction to Microcomputer Applications <u>or</u> Advanced Microcomputer Applications	CIS 111 CIS 112	F/S/SU F/S			3	CIS 111
Principles of Macroeconomics	ECO 215	F/S/SU			3	ENG 100 or approp place score
English Composition & Literature I	ENG 101	F/S/SU			3	ENG 100
<b>Introduction to Business</b>	<b>MGT 101</b>	<b>F/S/SU</b>			<b>3</b>	<b>ENG 100</b>
Math Elective*	MAT ---	F/S/SU			3	MAT 099
<b>Semester 2</b>						
Financial Accounting I	ACC 101	F/S/SU			3	ENG 100 or approp place score, MAT 090
Business Law I <u>or</u> E-Business Law & Ethics	BSL 101 BSL 103	F/S/SU F/S			3	Coreq-CIS 111
English Composition & Literature II	ENG 102	F/S/SU			3	ENG 101
Speech Communication Skills	SPH 101	F/S/SU			3	ENG 101
Social Science Elective	---				3	
<b>Semester 3</b>						
Financial Accounting II	ACC 102	F/S/SU			3	ACC 101, CIS 111 or CIS 112
Integrated Communications for Business	BUS 201	F/S/SU			3	CIS 111, ENG 101
Business <u>or</u> Concentration Elective**	---				3	
Humanities Elective	---				3	
Social Science Elective	---				3	
<b>Semester 4</b>						
Business Administration Capstone	BUS 250	F/S			3	42 credits completed in the degree program
Business <u>or</u> Concentration Elective**	---				3	
Elective	---				3	
Humanities Elective	---				3	
Lab Science or Science Elective	---				3-4	
<b>Total credits required</b>					<b>60-61</b>	

**BUSINESS ADMINISTRATION/CAREER - Associate in Science - Business Administration Option (Study Option: BB)  
PROPOSED**

Course Title	Course #	Offered	Plan to Take	Grade	Credits	Prerequisites
<b>Semester 1</b>						
Introduction to Microcomputer Applications <u>or</u> Advanced Microcomputer Applications	CIS 111 CIS 112	F/S/SU F/S			3	CIS 111
Principles of Macroeconomics	ECO 215	F/S/SU			3	ENG 100 or approp place score
English Composition & Literature I	ENG 101	F/S/SU			3	ENG 100 or approp place score
<b>Introduction to Business</b>	<b>MGT 101</b>	<b>F/S/SU</b>			<b>3</b>	<b>Passing ENG 091 with a grade of C or higher and passing the ENG 096 departmental writing final examination essay or appropriate place score</b>
Math Elective*	MAT ---	F/S/SU			3	MAT 099 or approp place score
<b>Semester 2</b>						
Financial Accounting I	ACC 101	F/S/SU			3	ENG 100 or approp place score, MAT 090 or approp place score
Business Law I <u>or</u> E-Business Law & Ethics	BSL 101 BSL 103	F/S/SU F/S			3	Coreq-CIS 111
English Composition & Literature II	ENG 102	F/S/SU			3	ENG 101
Speech Communication Skills	SPH 101	F/S/SU			3	ENG 101
Social Science Elective	---				3	
<b>Semester 3</b>						
Financial Accounting II	ACC 102	F/S/SU			3	ACC 101, CIS 111 or CIS 112
Integrated Communications for Business	BUS 201	F/S/SU			3	CIS 111, ENG 101
Business <u>or</u> Concentration Elective**	---				3	
Humanities Elective	---				3	
Social Science Elective	---				3	
<b>Semester 4</b>						
Business Administration Capstone	BUS 250	F/S			3	42 credits completed in the degree program
Business <u>or</u> Concentration Elective**	---				3	
Elective	---				3	
Humanities Elective	---				3	
Lab Science or Science Elective	---				3-4	
<b>Total credits required</b>					<b>60-61</b>	

**BUSINESS ADMINISTRATION/CAREER – Certificate - Business Administration (Study Option: BAC)  
CURRENT**

Course Title	Course #	Offered	Plan to Take	Grade	Credits	Prerequisites
<b>Semester 1</b>						
Introduction to Microcomputer Applications <u>or</u> Advanced Microcomputer Applications English Composition & Literature I Math Elective* <b>Introduction to Business</b> Self-Assessment & Career Planning	CIS 111	F/S/SU			3	CIS 111 ENG 100 MAT 099 or approp place score <b>ENG 100</b> ENG 090 and ENG 095 or approp place score
	CIS 112	F/S				
	ENG101	F/S/SU				
	MAT ---					
	MGT101	F/S/SU				
PSY 115	F/S			3		
<b>Semester 2</b>						
Financial Accounting I	ACC101	F/S/SU			3	ENG 100 or approp place score, MAT 090
Integrated Communications for Business	BUS 201	F/S/SU			3	CIS 111, ENG 101
Business Law I <u>or</u>	BSL 101	F/S/SU			3	Coreq-CIS 111
E-Business Law & Ethics	BSL 103	F/S				
Business Elective**	---				3	
<b>Total credits required</b>					<b>27</b>	

**BUSINESS ADMINISTRATION/CAREER – Certificate - Business Administration (Study Option: BAC)  
PROPOSED**

Course Title	Course #	Offered	Plan to Take	Grade	Credits	Prerequisites
<b>Semester 1</b>						
Introduction to Microcomputer Applications <u>or</u> Advanced Microcomputer Applications English Composition & Literature I Math Elective* <b>Introduction to Business</b>	CIS 111	F/S/SU			3	CIS 111 ENG 100 or approp place score MAT 099 or approp place score <b>Passing ENG 091 with a grade of C or higher and passing the ENG 096 departmental writing final examination essay or appropriate place score</b> ENG 090 and ENG 095 or approp place score
	CIS 112	F/S				
	ENG 101	F/S/SU				
	MAT ---					
	MGT 101	F/S/SU				
Self-Assessment & Career Planning	PSY 115	F/S			3	
<b>Semester 2</b>						
Financial Accounting I	ACC 101	F/S/SU			3	ENG 100 or approp place score, MAT 090 or approp place score
Integrated Communications for Business	BUS 201	F/S/SU			3	CIS 111, ENG 101
Business Law I <u>or</u>	BSL 101	F/S/SU			3	Coreq-CIS 111
E-Business Law & Ethics	BSL 103	F/S				
Business Elective**	---				3	
<b>Total credits required</b>					<b>27</b>	

QUINSIGAMOND COMMUNITY COLLEGE

**DEGREE PROGRAM OR CERTIFICATE REVISION PROPOSAL**

- 1. **Program Name:** Business Administration/Transfer
- 2. **Originator:** Jean McLean **Date:** 3.10.11
- 3. **Division Dean:** Kathy Rentsch **Date:** 4.21.11
- 4. **Brief Description of the Proposal:**  
Reduce required Science credits from 8 to 7-8.
- 5. **Effective Date:** Fall 2011

6. **Division Recommendation:**

This recommendation was approved at the April 21, 2011 meeting of the Business & Technology Division.

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

**Recommended:** \_\_\_\_\_ **Not Recommended:** \_\_\_\_\_  
**Comments:**

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

**Recommended:** \_\_\_\_\_ **Not Recommended:** \_\_\_\_\_  
**Comments:**

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

**Recommended:** \_\_\_\_\_ **Not Recommended:** \_\_\_\_\_  
**Comments:**

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

**Approved:** \_\_\_\_\_ **Not Approved:** \_\_\_\_\_  
**Comments:**

Quinsigamond Community College  
Degree Program or Certificate Revision Proposal

<b>Program:</b> Business Administration/Transfer												
<b>Division:</b> Business and Technology												
<b>Degree type:</b> AS												
<b>Provide a detailed list of the proposed changes to the program.</b>  Reduce required science credits from 8 to 7-8. Students will be able to take one 4 credit lab science and a choice of a 3 or 4 credit science												
<b>Attachments:</b> Current program grid Proposed program grid Course descriptions for any new courses or revised courses that are part of the program revision												
<b>Submit separate proposals for any new courses or revised courses in the program.</b>												
<b>Provide a rationale for the proposed changes.</b> This proposed revision brings the natural or physical science portion of this curriculum in line with the MassTransfer block of courses which requires a minimum of 7 credits, as below.  <b>MassTransfer Block Courses</b> <table style="width: 100%; border: none;"> <tr> <td style="width: 80%;">English Composition/Writing</td> <td style="text-align: right;">6 credits</td> </tr> <tr> <td>Behavioral and/or Social Sciences</td> <td style="text-align: right;">9 credits</td> </tr> <tr> <td>Humanities and/or Fine Arts</td> <td style="text-align: right;">9 credits</td> </tr> <tr> <td>Mathematics/Quantitative reasoning</td> <td style="text-align: right;">3 credits</td> </tr> <tr> <td>Natural or Physical Science (At least one lab science)</td> <td style="text-align: right;">7 credits</td> </tr> <tr> <td><b>Total</b></td> <td style="text-align: right;"><b>34 credits</b></td> </tr> </table>	English Composition/Writing	6 credits	Behavioral and/or Social Sciences	9 credits	Humanities and/or Fine Arts	9 credits	Mathematics/Quantitative reasoning	3 credits	Natural or Physical Science (At least one lab science)	7 credits	<b>Total</b>	<b>34 credits</b>
English Composition/Writing	6 credits											
Behavioral and/or Social Sciences	9 credits											
Humanities and/or Fine Arts	9 credits											
Mathematics/Quantitative reasoning	3 credits											
Natural or Physical Science (At least one lab science)	7 credits											
<b>Total</b>	<b>34 credits</b>											
<b>Do any of the proposed changes affect another department?</b>  Consulted Science Coordinator												
<b>Do any of the proposed changes affect articulation agreements?</b>  Consulted Transfer Coordinator. Will not affect articulation agreements.												
<b>For an associate degree program, are there any changes in the number of general education credits that could affect Mass Transfer?</b>  No. Brings program in line with MassTransfer.												
<b>Will any of the following be required?</b>  <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">Additional staff</td> <td style="width: 33%;">Additional space</td> <td style="width: 33%;">Additional equipment</td> </tr> <tr> <td>no</td> <td>no</td> <td>no</td> </tr> </table>	Additional staff	Additional space	Additional equipment	no	no	no						
Additional staff	Additional space	Additional equipment										
no	no	no										
<b>Provide a rationale for any needs indicated and include approximate cost of equipment.</b>												

**BUSINESS ADMINISTRATION/TRANSFER - Associate in Science (Study Option: BT) CURRENT**

Course Title	Course #	Offered	Plan to Take	Grade	Credits	Prerequisites
Semester 1						
Financial Accounting I	ACC 101	F/S/SU			3	ENG 100 or approp place score, MAT 090
Introduction to Microcomputer Applications <u>or</u> Advanced Microcomputer Applications	CIS 111 CIS 112	F/S/SU F/S			3	CIS 111
English Composition & Literature I	ENG 101	F/S/SU			3	ENG 100
Principles of Macroeconomics	ECO 215	F/S/SU			3	ENG 100 or approp place score
College Mathematics I: Precalculus <u>or</u> Applied Calculus	MAT 123 MAT 231	F/S/SU F/S			3 3	MAT 100 or approp place score MAT 123 or approp place score
Semester 2						
Financial Accounting II	ACC 102	F/S			3	ACC 101, CIS 111 or CIS 112
English Composition & Literature II	ENG 102	F/S/SU			3	ENG 101
Principles of Microeconomics	ECO 216	F/S/SU			3	ENG 100 or approp place score
Statistics	MAT 122	F/S/SU			3	MAT 099 or approp place score
Humanities Elective	---				3	
Semester 3						
Managerial Accounting	ACC 222	F/S			3	ACC 102
Business or Concentration Elective*	---				3	
Business Concentration Elective*	---				3	
Humanities Elective	---				3	
<b>Lab Science Elective</b>	---				<b>4</b>	
Semester 4						
Business or Concentration Elective*	---				3	
Elective	---				3	
Humanities Elective	---				3	
<b>Lab Science Elective</b>	---				<b>4</b>	
Social Science Elective	---				3	
<b>Total credits required</b>					<b>62</b>	

**BUSINESS ADMINISTRATION/TRANSFER - Associate in Science (Study Option: BT) PROPOSED**

Course Title	Course #	Offered	Plan to Take	Grade	Credits	Prerequisites
Semester 1						
Financial Accounting I	ACC 101	F/S/SU			3	ENG 100 or approp place score, MAT 090 or approp place score
Introduction to Microcomputer Applications <u>or</u> Advanced Microcomputer Applications	CIS 111	F/S/SU			3	CIS 111
	CIS 112	F/S				
English Composition & Literature I	ENG 101	F/S/SU			3	ENG 100 or approp place score
Principles of Macroeconomics	ECO 215	F/S/SU			3	ENG 100 or approp place score
College Mathematics I: Precalculus <u>or</u> Applied Calculus	MAT 123	F/S/SU			3	MAT 100 or approp place score
	MAT 231	F/S			3	MAT 123 or approp place score
Semester 2						
Financial Accounting II	ACC 102	F/S			3	ACC 101, CIS 111 or CIS 112
English Composition & Literature II	ENG 102	F/S/SU			3	ENG 101
Principles of Microeconomics	ECO 216	F/S/SU			3	ENG 100 or approp place score
Statistics	MAT 122	F/S/SU			3	MAT 099 or approp place score
Humanities Elective	---				3	
Semester 3						
Managerial Accounting	ACC 222	F/S			3	ACC 102
Business or Concentration Elective*	---				3	
Business Concentration Elective*	---				3	
Humanities Elective	---				3	
<b>Lab Science Elective</b>	---				<b>4</b>	
Semester 4						
Business or Concentration Elective*	---				3	
Elective	---				3	
Humanities Elective	---				3	
<b>Science/Lab Science Elective</b>	---				<b>3-4</b>	
Social Science Elective	---				3	
<b>Total credits required</b>					<b>61-62</b>	

**BUSINESS ADMINISTRATION/TRANSFER - Associate in Science - FastTrack Option (Study Option: BTFT)  
CURRENT**

Course Title	Course #	Offered	Plan to Take	Grade	Credits	Prerequisites
Introduction to Microcomputers <u>or</u> Advanced Microcomputer Applications†	CIS 111 CIS 112	F			3	CIS 111
Business Law I <u>or</u> Business Concentration Elective*†	BSL 101	F			3	
Critical Thinking and Problem Solving <u>or</u> Humanities Elective†	HUM 101	F			3	Coreq ENG 100 or approp place score
English Composition & Literature I	ENG 101	S			3	ENG 100 or approp place score
Financial Accounting I	ACC 101	S			3	ENG 100 or approp place score, MAT 090
Financial Accounting II	ACC 102	S			3	ACC 101, CIS 111 or CIS 112
Speech Communications Skills <u>or</u> Humanities Elective†	SPH 101	SU			3	Coreq ENG 101
Introduction to Business <u>or</u> Elective	MGT 101	SU			3	ENG 100 or approp place score
Managerial Accounting	ACC 222	SU			3	ACC 102
Principles of Marketing <u>or</u> Business Concentration Elective*†	MRK 201	SU			3	ENG 100 or approp place score
English Composition & Literature II	ENG 102	F			3	ENG 101 or approp place score
Principles of Macroeconomics	ECO 215	F			3	ENG 100 or approp place score
Principles of Microeconomics	ECO 216	F			3	ENG 100 or approp place score
Statistics	MAT 122	S			3	MAT 099 or approp place score
Integrated Science: The Living World <u>or</u> Lab Science Elective†	SCI 106	S			4	ENG 100 and MAT 095 or approp placement scores
Principles of Management <u>or</u> Business Concentration Elective*†	MGT 211	S			3	ENG 100 or approp place score
College Mathematics I: Precalculus <u>or</u> Applied Calculus†	MAT 123 MAT 231	SU			3	MAT 100 or approp place score MAT 123 or approp place score
United States Government <u>or</u> Social Science Elective†	PSC 201	SU			3	ENG 100 or approp place score
<b>Principles of Ecology <u>or</u> Lab Science Elective†</b>	<b>BIO 105</b>	<b>SU</b>			<b>4</b>	<b>MAT 095 or equivalent; and Eng 100 or equivalent</b>
Man and Morality: an Introduction to Ethics <u>or</u> Humanities Elective†	PHI 131	SU			3	Coreq ENG 100 or approp place score
<b>Total Credits Required</b>					<b>62</b>	

**BUSINESS ADMINISTRATION/TRANSFER - Associate in Science - FastTrack Option (Study Option: BTFT)  
PROPOSED**

Course Title	Course #	Offered	Plan to Take	Grade	Credits	Prerequisites
Introduction to Microcomputers <u>or</u> Advanced Microcomputer Applications†	CIS 111 CIS 112	F			3	CIS 111
Business Law I <u>or</u> Business Concentration Elective*†	BSL 101	F			3	
Critical Thinking and Problem Solving <u>or</u> Humanities Elective†	HUM 101	F			3	Coreq ENG 100 or approp place score
English Composition & Literature I	ENG 101	S			3	ENG 100 or approp place score
Financial Accounting I	ACC 101	S			3	ENG 100 or approp place score, MAT 090 or approp place score
Financial Accounting II	ACC 102	S			3	ACC 101, CIS 111 or CIS 112
Speech Communications Skills <u>or</u> Humanities Elective†	SPH 101	SU			3	Coreq ENG 101
Introduction to Business <u>or</u> Elective	MGT 101	SU			3	ENG 100 or approp place score
Managerial Accounting	ACC 222	SU			3	ACC 102
Principles of Marketing <u>or</u> Business Concentration Elective*†	MRK 201	SU			3	ENG 100 or approp place score
English Composition & Literature II	ENG 102	F			3	ENG 101 or approp place score
Principles of Macroeconomics	ECO 215	F			3	ENG 100 or approp place score
Principles of Microeconomics	ECO 216	F			3	ENG 100 or approp place score
Statistics	MAT 122	S			3	MAT 099 or approp place score
Integrated Science: The Living World <u>or</u> Lab Science Elective†	SCI 106	S			4	ENG 100 and MAT 095 or approp placement scores
Principles of Management <u>or</u> Business Concentration Elective*†	MGT 211	S			3	ENG 100 or approp place score
College Mathematics I: Precalculus <u>or</u> Applied Calculus†	MAT 123 MAT 231	SU			3	MAT 100 or approp place score MAT 123 or approp place score
United States Government <u>or</u> Social Science Elective†	PSC 201	SU			3	ENG 100 or approp place score
<b>Principles of Ecology <u>or</u> Science/Lab Science Elective†</b>	<b>BIO 105</b>	<b>SU</b>			<b>3-4</b>	<b>MAT 095 with a "C" or better on the MAT 095 departmental final exam or approp place score Coreq ENG 101</b>
Man and Morality: an Introduction to Ethics <u>or</u> Humanities Elective†	PHI 131	SU			3	Coreq ENG 100 or approp place score
<b>Total Credits Required</b>					<b>61-62</b>	

The following grids reflect all the changes proposed for:  
ACC 102 Financial Accounting II;  
BSS 212 Medical Machine Transcription;  
MGT 101 Introduction to Business;  
and Science credits in the Business Administration/Transfer program.

**BUSINESS ADMINISTRATION/TRANSFER - Associate in Science (Study Option: BT) -  
CURRENT**

Course Title	Course #	Offered	Plan to Take	Grade	Credits	Prerequisites
<b>Semester 1</b>						
Financial Accounting I	ACC 101	F/S/SU			3	ENG 100 or approp place score, MAT 090
Introduction to Microcomputer Applications <u>or</u> Advanced Microcomputer Applications	CIS 111 CIS 112	F/S/SU F/S			3	CIS 111
English Composition & Literature I	ENG 101	F/S/SU			3	ENG 100
Principles of Macroeconomics	ECO 215	F/S/SU			3	ENG 100 or approp place score
College Mathematics I: Precalculus <u>or</u> Applied Calculus	MAT 123 MAT 231	F/S/SU F/S			3 3	MAT 100 or approp place score MAT 123 or approp place score
<b>Semester 2</b>						
<b>Financial Accounting II</b>	<b>ACC 102</b>	<b>F/S</b>			<b>3</b>	<b>ACC 101, CIS 111 or CIS 112</b>
English Composition & Literature II	ENG 102	F/S/SU			3	ENG 101
Principles of Microeconomics	ECO 216	F/S/SU			3	ENG 100 or approp place score
Statistics	MAT 122	F/S/SU			3	MAT 099 or approp place score
Humanities Elective	---				3	
<b>Semester 3</b>						
Managerial Accounting	ACC 222	F/S			3	ACC 102
Business or Concentration Elective*	---				3	
Business Concentration Elective*	---				3	
Humanities Elective	---				3	
Lab Science Elective	---				4	
<b>Semester 4</b>						
Business or Concentration Elective*	---				3	
Elective	---				3	
Humanities Elective	---				3	
<b>Lab Science Elective</b>	---				<b>4</b>	
Social Science Elective	---				3	
<b>Total credits required</b>					<b>62</b>	

**BUSINESS ADMINISTRATION/TRANSFER - Associate in Science (Study Option: BT) - PROPOSED**

Course Title	Course #	Offered	Plan to Take	Grade	Credits	Prerequisites
<b>Semester 1</b>						
Financial Accounting I	ACC 101	F/S/SU			3	ENG 100 or approp place score, MAT 090 or approp place score
Introduction to Microcomputer Applications <u>or</u> Advanced Microcomputer Applications	CIS 111	F/S/SU			3	CIS 111
	CIS 112	F/S				
English Composition & Literature I	ENG 101	F/S/SU			3	ENG 100 or approp place score
Principles of Macroeconomics	ECO 215	F/S/SU			3	ENG 100 or approp place score
College Mathematics I: Precalculus <u>or</u> Applied Calculus	MAT 123	F/S/SU			3	MAT 100 or approp place score
	MAT 231	F/S			3	MAT 123 or approp place score
<b>Semester 2</b>						
<b>Financial Accounting II</b>	<b>ACC 102</b>	<b>F/S</b>			<b>3</b>	<b>ACC 101</b>
English Composition & Literature II	ENG 102	F/S/SU			3	ENG 101
Principles of Microeconomics	ECO 216	F/S/SU			3	ENG 100 or approp place score
Statistics	MAT 122	F/S/SU			3	MAT 099 or approp place score
Humanities Elective	---				3	
<b>Semester 3</b>						
Managerial Accounting	ACC 222	F/S			3	ACC 102
Business or Concentration Elective*	---				3	
Business Concentration Elective*	---				3	
Humanities Elective	---				3	
Lab Science Elective	---				4	
<b>Semester 4</b>						
Business or Concentration Elective*	---				3	
Elective	---				3	
Humanities Elective	---				3	
<b>Science/Lab Science Elective</b>	---				<b>3-4</b>	
Social Science Elective	---				3	
<b>Total credits required</b>					<b>61-62</b>	

**BUSINESS ADMINISTRATION/TRANSFER - Associate in Science - *FastTrack* Option (Study Option: BTFT) – CURRENT**

Course Title	Course #	Offered	Plan to Take	Grade	Credits	Prerequisites
Introduction to Microcomputers <u>or</u> Advanced Microcomputer Applications†	CIS 111 CIS 112	F			3	CIS 111
Business Law I <u>or</u> Business Concentration Elective*†	BSL 101	F			3	
Critical Thinking and Problem Solving <u>or</u> Humanities Elective†	HUM 101	F			3	Coreq ENG 100 or approp place score
English Composition & Literature I	ENG 101	S			3	ENG 100 or approp place score
Financial Accounting I	ACC 101	S			3	ENG 100 or approp place score, MAT 090
<b>Financial Accounting II</b>	<b>ACC 102</b>	<b>S</b>			<b>3</b>	<b>ACC 101, CIS 111 or CIS 112</b>
Speech Communications Skills <u>or</u> Humanities Elective†	SPH 101	SU			3	Coreq ENG 101
<b>Introduction to Business <u>or</u> Elective</b>	<b>MGT 101</b>	<b>SU</b>			<b>3</b>	<b>ENG 100 or approp place score</b>
Managerial Accounting	ACC 222	SU			3	ACC 102
Principles of Marketing <u>or</u> Business Concentration Elective*†	MRK 201	SU			3	ENG 100 or approp place score
English Composition & Literature II	ENG 102	F			3	ENG 101 or approp place score
Principles of Macroeconomics	ECO 215	F			3	ENG 100 or approp place score
Principles of Microeconomics	ECO 216	F			3	ENG 100 or approp place score
Statistics	MAT 122	S			3	MAT 099 or approp place score
Integrated Science: The Living World <u>or</u> Lab Science Elective†	SCI 106	S			4	ENG 100 and MAT 095 or approp placement scores
Principles of Management <u>or</u> Business Concentration Elective*†	MGT 211	S			3	ENG 100 or approp place score
College Mathematics I: Precalculus <u>or</u> Applied Calculus†	MAT 123 MAT 231	SU			3	MAT 100 or approp place score MAT 123 or approp place score
United States Government <u>or</u> Social Science Elective†	PSC 201	SU			3	ENG 100 or approp place score
<b>Principles of Ecology <u>or</u></b> <b>Lab Science Elective†</b>	<b>BIO 105</b>	<b>SU</b>			<b>4</b>	<b>MAT 095 or equivalent; and Eng 100 or equivalent</b>
Man and Morality: an Introduction to Ethics <u>or</u> Humanities Elective†	PHI 131	SU			3	Coreq ENG 100 or approp place score
<b>Total Credits Required</b>					<b>62</b>	

**BUSINESS ADMINISTRATION/TRANSFER - Associate in Science - *FastTrack* Option (Study Option: BTFT) – PROPOSED**

Course Title	Course #	Offered	Plan to Take	Grade	Credits	Prerequisites
Introduction to Microcomputers <u>or</u> Advanced Microcomputer Applications†	CIS 111 CIS 112	F			3	CIS 111
Business Law I <u>or</u> Business Concentration Elective*†	BSL 101	F			3	
Critical Thinking and Problem Solving <u>or</u> Humanities Elective†	HUM 101	F			3	Coreq ENG 100 or approp place score
English Composition & Literature I	ENG 101	S			3	ENG 100 or approp place score
Financial Accounting I	ACC 101	S			3	ENG 100 or approp place score, MAT 090 or approp place score
<b>Financial Accounting II</b>	<b>ACC 102</b>	<b>S</b>			<b>3</b>	<b>ACC 101</b>
Speech Communications Skills <u>or</u> Humanities Elective†	SPH 101	SU			3	Coreq ENG 101
<b>Introduction to Business <u>or</u> Elective</b>	<b>MGT 101</b>	<b>SU</b>			<b>3</b>	<b>Passing ENG 091 with a grade of "C" or higher and passing the ENG 096 departmental writing final examination essay or approp place score</b>
Managerial Accounting	ACC 222	SU			3	ACC 102
Principles of Marketing <u>or</u> Business Concentration Elective*†	MRK 201	SU			3	ENG 100 or approp place score
English Composition & Literature II	ENG 102	F			3	ENG 101 or approp place score
Principles of Macroeconomics	ECO 215	F			3	ENG 100 or approp place score
Principles of Microeconomics	ECO 216	F			3	ENG 100 or approp place score
Statistics	MAT 122	S			3	MAT 099 or approp place score
Integrated Science: The Living World <u>or</u> Lab Science Elective†	SCI 106	S			4	ENG 100 and MAT 095 or approp placement scores
Principles of Management <u>or</u> Business Concentration Elective*†	MGT 211	S			3	ENG 100 or approp place score
College Mathematics I: Precalculus <u>or</u> Applied Calculus†	MAT 123 MAT 231	SU			3	MAT 100 or approp place score MAT 123 or approp place score
United States Government <u>or</u> Social Science Elective†	PSC 201	SU			3	ENG 100 or approp place score
<b>Principles of Ecology <u>or</u> Science/Lab Science Elective†</b>	<b>BIO 105</b>	<b>SU</b>			<b>3-4</b>	<b>MAT 095 or equivalent; and ENG 100 or equivalent</b>
Man and Morality: an Introduction to Ethics <u>or</u> Humanities Elective†	PHI 131	SU			3	Coreq ENG 100 or approp place score
<b>Total Credits Required</b>					<b>61-62</b>	

**BUSINESS ADMINISTRATION/CAREER - Associate in Science - Business Administration Option (Study Option: BB) - CURRENT**

Course Title	Course #	Offered	Plan to Take	Grade	Credits	Prerequisites
<b>Semester 1</b>						
Introduction to Microcomputer Applications <u>or</u> Advanced Microcomputer Applications	CIS 111 CIS 112	F/S/SU F/S			3	CIS 111
Principles of Macroeconomics	ECO 215	F/S/SU			3	ENG 100 or approp place score
English Composition & Literature I	ENG 101	F/S/SU			3	ENG 100
<b>Introduction to Business</b>	<b>MGT 101</b>	<b>F/S/SU</b>			<b>3</b>	<b>ENG 100</b>
Math Elective*	MAT ---	F/S/SU			3	MAT 099
<b>Semester 2</b>						
Financial Accounting I	ACC 101	F/S/SU			3	ENG 100 or approp place score, MAT 090
Business Law I <u>or</u> E-Business Law & Ethics	BSL 101 BSL 103	F/S/SU F/S			3	Coreq-CIS 111
English Composition & Literature II	ENG 102	F/S/SU			3	ENG 101
Speech Communication Skills	SPH 101	F/S/SU			3	ENG 101
Social Science Elective	---				3	
<b>Semester 3</b>						
<b>Financial Accounting II</b>	<b>ACC 102</b>	<b>F/S/SU</b>			<b>3</b>	<b>ACC 101, CIS 111 or CIS 112</b>
Integrated Communications for Business	BUS 201	F/S/SU			3	CIS 111, ENG 101
Business <u>or</u> Concentration Elective**	---				3	
Humanities Elective	---				3	
Social Science Elective	---				3	
<b>Semester 4</b>						
Business Administration Capstone	BUS 250	F/S			3	42 credits completed in the degree program
Business <u>or</u> Concentration Elective**	---				3	
Elective	---				3	
Humanities Elective	---				3	
<b>Lab Science or Science Elective</b>	---				<b>3-4</b>	
<b>Total credits required</b>					<b>60-61</b>	

**BUSINESS ADMINISTRATION/CAREER - Associate in Science - Business Administration Option (Study Option: BB) - PROPOSED**

Course Title	Course #	Offered	Plan to Take	Grade	Credits	Prerequisites
<b>Semester 1</b>						
Introduction to Microcomputer Applications <u>or</u> Advanced Microcomputer Applications	CIS 111	F/S/SU			3	CIS 111
	CIS 112	F/S				
Principles of Macroeconomics	ECO 215	F/S/SU			3	ENG 100 or approp place score
English Composition & Literature I	ENG 101	F/S/SU			3	ENG 100 or approp place score
<b>Introduction to Business</b>	<b>MGT 101</b>	<b>F/S/SU</b>			<b>3</b>	<b>Passing ENG 091 with a grade of "C" or higher and passing the ENG 096 departmental writing final examination essay or approp place score</b>
Math Elective*	MAT ---	F/S/SU			3	MAT 099 or approp place score
<b>Semester 2</b>						
Financial Accounting I	ACC 101	F/S/SU			3	ENG 100 or approp place score, MAT 090 or approp place score
Business Law I <u>or</u> E-Business Law & Ethics	BSL 101	F/S/SU			3	Coreq-CIS 111
	BSL 103	F/S				
English Composition & Literature II	ENG 102	F/S/SU			3	ENG 101
Speech Communication Skills	SPH 101	F/S/SU			3	ENG 101
Social Science Elective	---				3	
<b>Semester 3</b>						
<b>Financial Accounting II</b>	<b>ACC 102</b>	<b>F/S/SU</b>			<b>3</b>	<b>ACC 101</b>
Integrated Communications for Business	BUS 201	F/S/SU			3	CIS 111, ENG 101
Business <u>or</u> Concentration Elective**	---				3	
Humanities Elective	---				3	
Social Science Elective	---				3	
<b>Semester 4</b>						
Business Administration Capstone	BUS 250	F/S			3	42 credits completed in the degree program
Business <u>or</u> Concentration Elective**	---				3	
Elective	---				3	
Humanities Elective	---				3	
Science/Lab Science Elective	---				3-4	
<b>Total credits required</b>					<b>60-61</b>	

**BUSINESS ADMINISTRATION/CAREER - Accounting Assistant/Finance Assistant Certificate (Study Option: AF) - CURRENT**

Course Title	Course #	Offered	Plan to Take	Grade	Credits	Prerequisites
<b>Semester 1</b>						
Financial Accounting I	ACC 101	F/S/SU			3	ENG 100 or approp place score, MAT 090 or approp place score
Federal Taxation	ACC 211	F			3	ENG 100 or approp place score
Personal Financial Planning	FIN 111	F/S/SU			3	MAT 090 or approp place score
Introduction to Microcomputer Applications	CIS 111	F/S/SU			3	
Introduction to English Composition**	ENG 100	F/S/SU			3	ENG 091 and ENG 096 with a grade of "C" or higher on the departmental writing final examination essay or approp place score
<b>Semester 2</b>						
Financial Accounting II	ACC 102	F/S/SU			3	ACC 101, CIS 111 or CIS 112
Computerized Accounting	ACC 231	S			3	ACC 101
Business Elective*	---	F/S			3	
Business Elective*	---	F/S			3	
<b>Total credits required</b>					<b>27</b>	

**BUSINESS ADMINISTRATION/CAREER - Accounting Assistant/Finance Assistant Certificate (Study Option: AF) - PROPOSED**

Course Title	Course #	Offered	Plan to Take	Grade	Credits	Prerequisites
<b>Semester 1</b>						
Financial Accounting I	ACC 101	F/S/SU			3	ENG 100 or approp place score, MAT 090 or approp place score
Federal Taxation	ACC 211	F			3	ENG 100 or approp place score
Personal Financial Planning	FIN 111	F/S/SU			3	MAT 090 or approp place score
Introduction to Microcomputer Applications	CIS 111	F/S/SU			3	
Introduction to English Composition**	ENG 100	F/S/SU			3	ENG 091 and ENG 096 with a grade of "C" or higher on the departmental writing final examination essay or approp place score
<b>Semester 2</b>						
Financial Accounting II	ACC 102	F/S/SU			3	ACC 101
Computerized Accounting	ACC 231	S			3	ACC 101
Business Elective*	---	F/S			3	
Business Elective*	---	F/S			3	
<b>Total credits required</b>					<b>27</b>	

**BUSINESS ADMINISTRATION/CAREER – Certificate - Business Administration (Study Option: BAC) - CURRENT**

Course Title	Course #	Offered	Plan to Take	Grade	Credits	Prerequisites
<b>Semester 1</b>						
Introduction to Microcomputer Applications <u>or</u> Advanced Microcomputer Applications English Composition & Literature I Math Elective* <b>Introduction to Business</b> Self-Assessment & Career Planning	CIS 111	F/S/SU			3	CIS 111 ENG 100 MAT 099 or approp place score <b>ENG 100</b> ENG 090 and ENG 095 or approp place score
	CIS 112	F/S				
	ENG101	F/S/SU				
	MAT ---					
	MGT101	F/S/SU				
	PSY 115	F/S			3	
<b>Semester 2</b>						
Financial Accounting I	ACC101	F/S/SU			3	ENG 100 or approp place score, MAT 090
Integrated Communications for Business Business Law I <u>or</u> E-Business Law & Ethics Business Elective**	BUS 201	F/S/SU			3	CIS 111, ENG 101
	BSL 101	F/S/SU				
	BSL 103	F/S			3	Coreq-CIS 111
	---				3	
<b>Total credits required</b>					<b>27</b>	

**BUSINESS ADMINISTRATION/CAREER – Certificate - Business Administration (Study Option: BAC) - PROPOSED**

Course Title	Course #	Offered	Plan to Take	Grade	Credits	Prerequisites
<b>Semester 1</b>						
Introduction to Microcomputer Applications <u>or</u> Advanced Microcomputer Applications English Composition & Literature I Math Elective* <b>Introduction to Business</b>	CIS 111	F/S/SU			3	CIS 111 ENG 100 or approp place score MAT 099 or approp place score <b>Passing ENG 091 with a grade of "C" or higher and passing the ENG 096 departmental writing final examination essay or approp place score</b> ENG 090 and ENG 095 or approp place score
	CIS 112	F/S				
	ENG101	F/S/SU				
	MAT ---					
	MGT101	F/S/SU				
Self-Assessment & Career Planning	PSY 115	F/S			3	
<b>Semester 2</b>						
Financial Accounting I	ACC101	F/S/SU			3	ENG 100 or approp place score, MAT 090 or approp place score CIS 111, ENG 101
Integrated Communications for Business Business Law I <u>or</u> E-Business Law & Ethics Business Elective**	BUS 201	F/S/SU			3	Coreq-CIS 111
	BSL 101	F/S/SU				
	BSL 103	F/S			3	
	---				3	
<b>Total credits required</b>					<b>27</b>	

**BUSINESS ADMINISTRATION/CAREER - Medical Office Certificate (Study Option: MSBB) - CURRENT**

Course Title	Course #	Offered	Plan to Take	Grade	Credits	Prerequisites
<b>Semester 1</b>						
Introduction to Medical Terminology Medical/Dental Billing and Insurance	ALH 102	F/S/SU			3	ENG 091 ENG 100 Coreq - ALH 102, BSS 101 ENG 091 ENG 091 and ENG 096 with a grade of "C" or higher on the departmental writing final examination essay or appropriate placement score ENG 100
	BSS 112	F/S			3	
Medical Office Administration	ALH 151	F			3	
Keyboarding Applications	BSS 101	F/S/SU			3	
Introduction to English Composition <u>or</u>	ENG 100	F/S/SU				
English Composition & Literature I	ENG101	F/S/SU			3	
<b>Semester 2</b>						
Medical Law and Ethics	ALH 106	S			3	ENG 096
Medical Coding and Billing	ALH 107	F/S			3	ENG 100 Coreq-ALH 102
<b>Medical Machine Transcription</b>	BSS 212	S			3	<b>ENG 091 Coreq- ALH 102</b>
Administrative Professional Cooperative Work Experience	BSS 299	F/S/SU			3	BSS 104 or ALH 151
<b>Total credits required</b>					<b>27</b>	

**BUSINESS ADMINISTRATION/CAREER - Medical Office Certificate (Study Option: MSBB) - PROPOSED**

Course Title	Course #	Offered	Plan to Take	Grade	Credits	Prerequisites
<b>Semester 1</b>						
Introduction to Medical Terminology Medical/Dental Billing and Insurance	ALH 102	F/S/SU			3	ENG 091 or approp place score ENG 100 or approp place score Coreq - ALH 102, BSS 101 ENG 091 or approp place score ENG 091 and ENG 096 with a grade of "C" or higher on the departmental writing final examination essay or appropriate placement score ENG 100 or approp place score
	BSS 112	F/S			3	
Medical Office Administration	ALH 151	F			3	
Keyboarding Applications	BSS 101	F/S/SU			3	
Introduction to English Composition <u>or</u>	ENG 100	F/S/SU				
English Composition & Literature I	ENG101	F/S/SU			3	
<b>Semester 2</b>						
Medical Law and Ethics	ALH 106	S			3	ENG 096 or approp place score
Medical Coding and Billing	ALH 107	F/S			3	ENG 100 Coreq-ALH 102
<b>Medical Machine Transcription</b>	BSS 212	S			3	<b>BSS 101, ENG 091 or approp place score Coreq-ALH 102</b>
Administrative Professional Cooperative Work Experience	BSS 299	F/S/SU			3	BSS 104 or ALH 151
<b>Total credits required</b>					<b>27</b>	

QUINSIGAMOND COMMUNITY COLLEGE

**COURSE REVISION PROPOSAL**

1. **Course Name & Number:** Topics in Advanced Life Support EMT 119
2. **Originator:** Cheryl A. Finn **Date:** April 8, 2011
3. **Division Dean:** Jane E. June **Date:** April 22, 2011
4. **Brief Description of the Proposal:** To remove specific descriptions of assignments from the course description to allow for more instruction neutral assessments of the course.
5. **Effective Date:** Fall 2011
6. **Division Recommendation:** The Health Care Division recommends approval of the course description revision at the April 21, 2011 Division meeting.
  
7. **Academic Affairs Staff:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Recommended:** \_\_\_\_\_ **Not Recommended:** \_\_\_\_\_  
**Comments:** \_\_\_\_\_
  
8. **VP/Academic Affairs:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Recommended:** \_\_\_\_\_ **Not Recommended:** \_\_\_\_\_  
**Comments:** \_\_\_\_\_
  
9. **Academic Affairs Committee:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Recommended:** \_\_\_\_\_ **Not Recommended:** \_\_\_\_\_  
**Comments:** \_\_\_\_\_
  
10. **VP/Academic Affairs:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Approved:** \_\_\_\_\_ **Not Approved:** \_\_\_\_\_  
**Comments:** \_\_\_\_\_

Quinsigamond Community College

## Course Revision Proposal

Type of Revision: <input checked="" type="checkbox"/> Description <input type="checkbox"/> Prerequisite <input type="checkbox"/> Corequisite <input type="checkbox"/> Number <input type="checkbox"/> Title <input type="checkbox"/> #credits <input type="checkbox"/> Elective Type <input type="checkbox"/> other (explain)	
Course Discipline or Department: Emergency Medicine	Division: Health Care
Current Course Title: Topics in Advanced Life Support	
Current Course Number: EMT 119	
Current Course Description (as it appears in the college catalog):  This course includes the assessment and management of the toxicological emergencies, infectious diseases, a detailed review of hematology, endocrine emergencies, anaphylaxis, and environmental emergencies. Also included are a written research paper and an oral presentation by each student further expanding on topics within the syllabus.  Prerequisites: EMT 108, EMT 109, EMT 110, EMT 112, EMT 114 Corequisites: BIO 112 or BIO 140, EMT 115, EMT 116, EMT 117, EMT 118 F/S	
Proposed Description (include all proposed changes):  This course includes an overview of hematology along with the assessment and management of toxicological emergencies, infectious diseases, endocrine emergencies, allergic reaction and anaphylaxis, and environmental emergencies.  Prerequisites: EMT 108, EMT 109, EMT 110, EMT 112, EMT 114 Corequisites: BIO 112 or BIO 140, EMT 115, EMT 116, EMT 117, EMT 118 F/S	
Rationale for the change:  This change will allow the instructor to choose how students will be evaluated, and not restrict the instructor to assigning a research paper and project for purposes of evaluation.	
For change in the number of credits, provide a description of the change in course content.	
Does the proposed change affect another department? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
If yes, explain and please confer with the coordinator of the affected department.	
If this change affects a program grid, please submit a Program Revision Proposal.	

# DEGREE PROGRAM OR CERTIFICATE REVISION PROPOSAL

**Program Name:** Early Childhood Education: School Age Certificate

**1. Originator:** Meghan Martin and Linda Witham Poisson **Date:** 2/17/2011

**2. Division Dean:** Nancy Schoenfeld, Human Services and Science **Date:** 2/17/2011

**3. Brief Description of the Proposal:**

The proposed course changes within the School Age Certificate will bring this certificate in line with the other Early Childhood Certificates and will provide maximum transfer credit for the student should she or he continue in the AA Early Childhood Education Degree Program. Clustering coursework into semesters provides a clear pathway to students upon entry into the program as some classes are not offered every semester.

NOTE: This previously approved proposal was resubmitted to the division to correct the prerequisite for ECE 204 which was in error in the original proposal. The Human Services and Science Division recommends approval of the correction of this proposal that ENG 100 or appropriate placement score serve as the only prerequisite for ECE 204 at the 4/21/11 Division meeting.

**4. Effective Date:** Fall 2011

**5. Division Recommendation:** The Human Services & Science Division recommends approval of the content changes and course clustering into semesters to the ECE School Age Certificate at the 2/17/11 Division meeting.

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

**Recommended:** \_\_\_\_\_ **Not Recommended:** \_\_\_\_\_  
**Comments:**

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

**Recommended:** \_\_\_\_\_ **Not Recommended:** \_\_\_\_\_  
**Comments:**

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

**Recommended:** \_\_\_\_\_ **Not Recommended:** \_\_\_\_\_  
**Comments:**

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

Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_

**Comments:**

**Quinsigamond Community College**  
**Degree Program or Certificate Revision Proposal**

Program: Early Childhood Education: School Age Certificate
Division: Human Services and Science
Degree type: School Age Certificate
Provide a detailed list of the proposed changes to the program. <ol style="list-style-type: none"> <li>1. Cluster the course work into semesters</li> <li>2. Require ECE 101 Introduction to Early Childhood Education.</li> <li>3. Require PSY 101 Introduction to Psychology in place of an elective.</li> <li>4. Replace ECE 110 Development of the School Age Child with PSY 123 or ECE 102.                Remove ECE 110 from curriculum.</li> <li>5. Remove ENG 100</li> <li>6. Designate one elective to be an early childhood education elective</li> <li>7. Remove ECE 110 as a prerequisite for ECE 204.</li> </ol>
Attachments: Current program grid Proposed program grid
Submit separate proposals for any new courses or revised courses in the program.
Provide a rationale for the proposed changes <ol style="list-style-type: none"> <li>1. This will help students sequence their courses and let them know when to take the course. Not all courses are offered each semester.</li> <li>2. Requiring ECE 101 will provide a foundation of knowledge to the Early Childhood Education field and make the School Age Certificate consistent with the Associate Degree Program . This will allow for a smoother transfer to the degree program should the student continue his/her education.</li> <li>3. Requiring PSY 101 Introduction to Psychology provides an introduction to understanding human behavior. This change also allows for a smooth transfer into the degree program, should the student elect to continue.</li> <li>4. Offering PSY 123 or ECE 102 opens more transfer possibilities for the certificated participant and is consistent with the degree program and other certificates. ECE 110 should be retired as it will not be used in any of the Early Childhood Education Programs.</li> <li>5. ENG 100 may be removed from the certificate program because all courses in this certificate require ENG as a prerequisite</li> <li>6. Replacing a general elective with and Early Childhood Education elective will give the students more specific coursework content in their specific field and help to make them more employable.</li> <li>7. Remove ECE 110 as a prerequisite for ECE 204.</li> </ol>
Do any of the proposed changes affect another department? No Examples include the deletion or addition of program courses that are offered by other departments. Please confer with the coordinators of affected departments.
Do any of the proposed changes affect articulation agreements? No Consult with the Transfer Coordinator.
For an associate degree program, are there any changes in the number of general education credits that could affect Mass Transfer? No If yes please provide a rationale.

Will any of the following be required:

Additional staff \_\_\_\_ Additional space \_\_\_\_ Additional equipment \_\_\_\_

Provide a rationale for any needs indicated and include approximate cost of equipment

No

#### Course Description – Current

##### **ECE 204 Fieldwork with School-Age Children**

**3 credits**

This course provides on site supervision and consultation to students who work directly with school age children (ages 5-16) in before and after school settings. Students develop individual learning contracts then demonstrate and document competencies necessary for working in quality after school programs. These competencies include skills in behavior management, curriculum development, understanding and support of children and families with special needs, knowledge of community resources and skills in supporting school transitions. In addition to the onsite observations and consultations, students attend group seminars to discuss information and share learning experiences.

**Prerequisites: ENG 100 or higher, ECE 110. S**

#### Course Description – Proposed

##### **ECE 204 Fieldwork with School-Age Children**

**3 credits**

This course provides on site supervision and consultation to students who work directly with school age children (ages 5-16) in before and after school settings. Students develop individual learning contracts then demonstrate and document competencies necessary for working in quality after school programs. These competencies include skills in behavior management, curriculum development, understanding and support of children and families with special needs, knowledge of community resources and skills in supporting school transitions. In addition to the onsite observations and consultations, students attend group seminars to discuss information and share learning experiences.

**Prerequisites: ENG 100 or appropriate placement score. S**

**EARLY CHILDHOOD EDUCATION: Certificate – School Age Certificate**

**CURRENT**

Course Title	Course #	Offered	Plan to Take	Grade	Credits	Prerequisites
Development of the School Age Child	ECE 110				3	ENG 100 or approp place score ENG 100 or approp place score ECE 110, ENG 100 or approp place score ENG 100 or approp place score ENG 091, ENG 096 or approp place score
Family Issues and Dynamics	ECE 112				3	
Curriculum for School-Age Child	ECE 113				3	
Fieldwork with School-Age Children	ECE 204				3	
Discipline: Guiding Children's Behavior	ECE 255				3	
Introduction to English Composition or Higher	ENG 100	F/S/SU			3	
Elective	---				3	
Elective	---				3	
<b>Total credits required</b>					<b>24</b>	

**The Certificate:**  
School Age Certificate

**The Program:**  
Early Childhood Education

**Admission Requirements:**

- High School Diploma or GED (refer to page 9)

**The Next Step:**

Associate in Arts in Early Childhood Education

**Program Coordinator:**

Charlene Mara  
(508) 854-4447  
[cmara@qcc.mass.edu](mailto:cmara@qcc.mass.edu)

**Program Footnotes:**

- All ECE courses must be completed with a grade of "C" or higher to qualify for this certificate.
- Students may not repeat any ECE course more than twice.

**Note:** A CORI/SORI/DSS report may be required of all students taking ECE classes. Please see CORI/SORI in the program introduction.

EARLY CHILDHOOD EDUCATION: Certificate – School Age Certificate

PROPOSED (**Bold type indicates changes**)

Course Title	Course #	Offered	Plan to Take	Grade	Credits	Prerequisites
<b>Semester 1</b>						
<b>Introduction to Early Childhood Education</b>	ECE 101	F/S/SU			3	ENG 100 or approp place score
<b>Introduction to Psychology</b>	PSY 101	F/S/SU			3	Coreq ENG 100 or approp place score
<b>Family Issues and Dynamics</b>	ECE 112	F/S/SU			3	ENG 100 or approp place score
<b>Semester 2</b>						
<b>Early Childhood Education Elective</b>					3	
<b>Growth and Development of the Young Child or Human Development I: Conception to Adolescence **</b>	ECE 102 or PSY 123	F/S/SU F/S			3	ENG 100 or approp place score PSY 101
<b>Curriculum Planning for School Age Children</b>	ECE 113	S			3	ENG 100 or approp place score
<b>Discipline: Guiding Children's Behavior</b>	ECE 255	F/S			3	ENG 100 or approp place score
<b>Fieldwork with School-Age Children</b>	ECE 204	S			3	ENG 100 or approp place score
<b>Total</b>					<b>24</b>	

**The Certificate:**  
School Age Certificate

**The Program:**  
Early Childhood Education

**Admission Requirements:**

- High School Diploma or GED (refer to page 9)

**The Next Step:**

Associate in Arts in Early Childhood Education

**Program Coordinator:**

Charlene Mara  
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**Program Footnotes:**

- All ECE courses must be completed with a grade of “C” or higher to qualify for this certificate.
- Students may not repeat any ECE course more than twice.

**Note:** A CORI/SORI/DSS report may be required of all students taking ECE classes. Please see CORI/SORI info in the program introduction.

\*\* students who may wish to transfer should take PSY 123

QUINSIGAMOND COMMUNITY COLLEGE

**COURSE REVISION PROPOSAL**

1. **Course Name & Number : PSY 121, A Survey of Life Span Development: Conception to Death**

2. **Originator: Maura Stickles** **Date: 3/10/2011**

3. **Division Dean: James Brown** **Date: 4/21/11**

4. **Brief Description of the Proposal:**

PSY 121 is currently not a Social Science elective. The Psychology Department requests and recommends Social Science elective status for this course.

5. **Effective Date: Fall 2011**

6. **Division Recommendation: The Math and Social Sciences Division approved this proposal at the April 21, 2011 meeting.**

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

**Recommended:** \_\_\_\_\_ **Not Recommended:** \_\_\_\_\_  
**Comments:**

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

**Recommended:** \_\_\_\_\_ **Not Recommended:** \_\_\_\_\_  
**Comments:**

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

**Recommended:** \_\_\_\_\_ **Not Recommended:** \_\_\_\_\_  
**Comments:**

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

**Approved:** \_\_\_\_\_ **Not Approved:** \_\_\_\_\_  
**Comments:**

Quinsigamond Community College

# Course Revision Proposal

Type of Revision: <input type="checkbox"/> Description <input type="checkbox"/> Prerequisite <input type="checkbox"/> Co requisite <input type="checkbox"/> Number <input type="checkbox"/> Title <input type="checkbox"/> #credits <input checked="" type="checkbox"/> Elective Type <input type="checkbox"/> other (explain)	
Course Discipline or Department: Psychology	Division: Math and Social Sciences
Current Course Title: A Survey of Life Span Development: Conception to Death	
Current Course Number: PSY 121	
Current Course Description (as it appears in the college catalog):  This course examines the span of human development from conception to death. Students explore the processes that occur throughout the life stages, the continuity of the life span, and general development and its surrounding issues and events. Students acquire accepted vocabulary for this area of study and relate course topics to their own lives.  Prerequisite: PSY 101 Co requisite: ENG 100 or appropriate placement score. F/S/SU	
Proposed Description: No change to course description  Rationale for the change of elective status.  After examining course curriculum, the Psychology Department voted unanimously to recommend Social Science elective status for PSY 121. PSY 121 does fit the description of social science elective requirements as noted in the College Catalog. PSY 121 is also a transferable course to 4 year Colleges and Universities as a Psychology Elective.  For change in the number of credits, provide a description of the change in course content. Not applicable	
Does the proposed change affect another department? Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	
If yes, explain and please confer with the coordinator of the affected department. If this change affects a program grid, please submit a Program Revision Proposal.	

**Current:**

**Social Science Elective**

All the social sciences are concerned with the study of people and their behavior, both individually and as a member of groups, nations, cultures and societies. Courses with the following designations are considered Social Science Electives:

Anthropology (ANT)	Political Science (PSC)
Economics (ECO)	Psychology (PSY)
Geography (GEO)	Social Science (SOS)
History(HST)	Sociology (SOC)

**Behavioral Science Elective**

Behavioral sciences involve seeking to discover general truths about human social behavior. Courses with the following designations are considered Behavioral Science Electives (PSY 121 is not a behavioral science course or a social science elective and not a Liberal Arts Elective):

Anthropology (ANT)  
Psychology (PSY)  
Sociology (SOC)

**Proposed:**

All the social sciences are concerned with the study of people and their behavior, both individually and as a member of groups, nations, cultures and societies. Courses with the following designations are considered Social Science Electives:

Anthropology (ANT)	Political Science (PSC)
Economics (ECO)	Psychology (PSY)
Geography (GEO)	Social Science (SOS)
History(HST)	Sociology (SOC)

**Behavioral Science Elective**

Behavioral sciences involve seeking to discover general truths about human social behavior. Courses with the following designations are considered Behavioral Science Elective

Anthropology (ANT)  
Psychology (PSY)  
Sociology (SOC)