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**TO:** The College Community  
**FROM:** Dr. James M. Keane, Vice President of Academic Affairs  
**SUBJECT:** Academic Matters - November 14, 2023  
**DATE:** November 20, 2023

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Emergency approval is being given to the following academic matters presented at the November 14, 2023 meeting of the Learning Council.

School of Healthcare

1. New Course: NUR 185 Fundamentals Bridge Topics

a. Effective date: Fall 2023

b. Course description (as it will appear in catalog):

**NUR 185 Fundamentals Bridge Topics**

This course provides an introduction to the role of the nurse in the health care system. Nursing Theory, Maslow's Hierarchy of Needs, and Erikson's Stages of Psychosocial Development are introduced and utilized as organizing frameworks. Students also learn the concept of therapeutic self-care demands. Students participate in nursing laboratory and clinical/simulation experiences to review nursing skills. Students develop basic communication skills to promote effective relationships with diverse patients, families, and members of the health team. Successful completion of this one-credit course with a "C+" or higher is required.

**Credits: 1**

**Prerequisite: Equivalent fundamentals of nursing course or appropriate credentialing, BIO 111 with a grade of "C" or higher, BIO 112 with a grade of "C" or higher, ENG 101, PSY 101**

**Semester Offered: F/IN/SU**

2. Course Revision: DAS 153 Dental Assisting Clinical Practicum

a. Effective date: Fall 2024

b. Change to prerequisite

c. See grids on pages: 27, 29

d. Course description (as it will appear in catalog):

**DAS 153 Dental Assisting Clinical Practicum**

In the setting of a general dental office, during hours of rotation, students will apply the skills and knowledge acquired in the classroom by competently performing dental assisting functions including participating in four-handed chairside techniques and related dental assisting procedures. Students are responsible for recruiting patients to participate in full-mouth radiographic series.

**Credits: 2**

**Prerequisite: DAS 101 with a grade of "C" or higher, DAS 102 with a grade of "C" or higher, DAS 151 with a grade of "C" or higher, DHY 125 with a grade of "C" or higher, DHY 131 with a grade of "C" or higher, DHY 241 with a grade of "C" or higher**

**Semester Offered: IN**

School of Business, Engineering & Technology

3. Course Revision: ELM 260 Industrial Robotics

- a. Effective date: Fall 2024
- b. Revision to prerequisite
- c. See grids on pages: 34, 36
- d. Course description (as it will appear in catalog):

**ELM 260 Industrial Robotics**

This course is an introduction to robotics as used in modern industry. Students explore coordinate systems, control systems, drive systems, and various methods of programming. In the laboratory, students complete a series of projects that require them to program robots to perform a variety of work cell tasks. Students practice industrial robot safety at all times. Students completing this course receive Fanuc CERT Certification, an internationally recognized robotics certification.

**Credits: 4**

**Prerequisite: ELT 121 or MNT 115**

**Semester Offered: F/S**

**Note: Three hours lecture, three hours laboratory**

4. Course Revision: CST 231 Internetworking Principles and Protocols

- a. Effective date: Fall 2024
- b. Revision to course description wording, prerequisite, and semester offered
- c. See grids on pages: 41, 43, 45, 47, 48,49,50
- d. Course description (as it will appear in catalog):

**CST 231 Internetworking Principles and Protocols**

This course presents a detailed overview of the implementation of the Transmission Control Protocol/Internet Protocol (TCP/IP) suite, including security protocols. It prepares students with the necessary concepts and skills needed to configure, manage, and troubleshoot the TCP/IP environment. Upon completion of the course, students are able to configure TCP/IP clients and resources, configure and manage TCP/IP services, and troubleshoot network problems using TCP/IP utilities.

**Credits: 3**

**Corequisite: CSC 234**

**Semester Offered: F/S**

**Note: Two hours lecture, three hours laboratory**

5. Course Revision: CSC 101 Introduction to Programming Using Python

- a. Effective date: Fall 2023
- b. Revision to prerequisite
- c. See grids on pages: 54,56,58,60,61
- d. Course description (as it will appear in catalog):

**CSC 101 Introduction to Programming Using Python**

This course introduces analytical thinking and problem solving using the Python programming language. Python is a modern language popular in many scientific and engineering disciplines. Students learn key concepts that help them learn how to work with data in their disciplines. This course covers basic logic operations, creating reusable and generic functions, and the use of data structures to represent the components of a problem. Topics include control structures, iterators, functions, and basic data structures, such as list, dictionary, file, etc., which are common in many programming languages. Students implement, comment, test, and debug programs through class assignments.

**Credits: 3**

**Prerequisite: MAT 095 with a grade of "C" or higher or appropriate placement score**

**Semester Offered: F**

6. Course Revision: IMD 121 Graphic Design I

- a. Effective date: Fall 2024
- b. Revision to course description wording

c. Course description (as it will appear in catalog):

**IMD 121 Graphic Design I**

This course introduces fundamentals of design and use of design principles to create forms of graphic communication. It emphasizes problem solving by design, visualization of problems and their solutions, and correlation between forms and their content, function, and context. Students study advertising and related interactive media and create solutions to design problems.

**Credits: 3**

**Prerequisite: Placement into college level English**

**Semester Offered: F**

7. Course Revision: IMD 122 Graphic Design II

a. Effective date: Fall 2024

b. Revision to course description wording

c. Course description (as it will appear in catalog):

**IMD 122 Graphic Design II**

This course builds on the foundation of IMD 121. Topics include effective branding techniques using innovative layout and typography effectively in design; visualizing communication problems and solutions; and the correlation between type forms and content, function, and context. Students expand their understanding of the relationship between formal design and the components of layout, photography, illustration, 3D package design and presentation.

**Credits: 3**

**Prerequisite: IMD 121**

**Semester Offered: S**

8. Course Revision: IMD 161 Digital Photography

a. Effective date: Fall 2024

b. Revision to course description wording

c. Course description (as it will appear in catalog):

**IMD 161 Digital Photography**

This course covers the digital camera, including the artistic, theoretical, technical, and career aspects of photography. Students learn the relationship between the key features of light, composition, film usage, computer manipulation, scanning, resolution, and the final digital print. Students learn how to use the controls of any digital camera; use computer technology to scan, digitize, and manipulate images; and prepare images for professional display.

**Credits: 3**

**Prerequisite: Placement into college level English**

**Semester Offered: F**

9. Course Revision: IMD 222 Publication Design

a. Effective date: Fall 2024

b. Revision to course description wording

c. Course description (as it will appear in catalog):

**IMD 222 Publication Design**

This course examines the fundamentals of publication design with emphasis on the maintenance of visual continuity for publication. It covers the research, development, organization, and visual presentation of complex printed documents. Comprehensive aspects of design, content and image are addressed.

**Credits: 3**

**Prerequisite: IMD 115, IMD 122**

**Semester Offered: F**

10. Course Revision: IMD 286 Interactive Media Processes Portfolio

a. Effective date: Fall 2024

b. Revision to course description wording

c. Course description (as it will appear in catalog):

**IMD 286 Interactive Media Processes Portfolio**

This capstone course provides an opportunity for students to apply knowledge and demonstrate skills acquired throughout their time in the IMD program, and covers advanced concepts and processes of UI and UX. Students will design and present a professional quality portfolio using interactive media applications based on industry standards. Emphasis is placed on the relationship between technical, creative, and critical thinking skills. Each student prepares a body of his/her/their best work for final evaluation via website, video, PDF, and mobile app.

**Credits: 4**

**Prerequisite: IMD 275**

**Semester Offered: S**

**Note: Four hours lecture**

11. Course Revision: ELT 120 Introduction to Photonics

- a. Effective date: Fall 2023
- b. Revision to prerequisite
- c. See grids on pages: 80,82
- d. Course description (as it will appear in catalog):

**ELT 120 Introduction to Photonics**

This course provides students with an introduction to the fundamentals of optics, including the nature of light, light sources, and light propagation and interaction with matter in terms of geometrical optics and physical (wave) optics. This course gives students the opportunity to learn how to apply the principles of optics in a laboratory setting to conduct experiments and solve real world problems.

**Credits: 4**

**Prerequisite: Placement into college level English, MAT 095 with a grade of “C” or higher or appropriate placement score**

**Semester Offered: F**

**Note: Three hours lecture, three hours laboratory**

12. Course Revisions: IMG 100 Drawing the Human Form / IMG 101 Fundamentals of Game Design and Development / IMG 102 Introduction to Game Design

- a. Effective date: Fall 2024
- b. Revision to prerequisite
- c. Revision to semester offered (IMG 100 only)
- d. See grid on page: \_\_\_\_
- e. Course descriptions (as they will appear in catalog):

**IMG 100 Drawing the Human Form**

This course provides the student with specific drawing media experiences to build basic perceptual skills in terms of drawing from the human figure. Students review basic knowledge of the elements of art: line, value, shape/volume, texture and color to lead to manipulation for different types of spatial illusion and expressive meaning including the study of proportion, light, shade and simple anatomy to develop an understanding of the human figure. A variety of traditional and digital imaging tools and materials are explored. Digital assignments are completed using industry-standard software and hardware.

**Credits: 3**

**Prerequisite: Placement into college level English**

**Semester Offered: F/S**

**Note: Due to the use of live models, students enrolled in this course must be 18 years of age or older; a release form is available for those under 18 years who plan to enroll**

**IMG 101 Fundamentals of Game Design and Development**

This course introduces the fundamentals of electronic game design and development. It covers the history and evolution of games, the production process and current issues and practices in the game development industry including business and technical perspectives. Topics include the design process, marketing, and the application of interactive communication.

**Credits: 3**

**Prerequisite: Placement into college level English**

**Semester Offered: F**

**IMG 102 Introduction to Game Design**

This course provides students an overview of the theoretical, aesthetic, and practical elements of game design pre-production. Through a series of creative exercises, lectures, and classroom critiques, students will gain an understanding of the fundamental skills required in character development, storyboarding, scripting, creation strategies, camera angles, lighting, and editing game design pre-production for a variety of purposes and audiences. Assignments are completed using industry-standard software and hardware.

**Credits: 3**

**Prerequisite: Placement into college level English**

**Semester Offered: S/SU**

13. Course Revision: IMG 272 3D Modeling for Game Design

- a. Effective date: Fall 2024
- b. Revision to prerequisite
- c. See grid on page: \_\_\_\_
- d. Course description (as it will appear in catalog):

**IMG 272 3D Modeling for Game Design**

This course covers the principles and techniques involved in creating three-dimensional media for Game Design. Students will learn the step-by-step processes of 3D modeling including NURBS, polygons, subdivisions, environments, and character development using sophisticated industry-level 3D modeling software. Students acquire skills in texture design, mapping, cameras, lighting, scene set up and rendering.

**Credits: 3**

**Prerequisite: Placement into college level English**

**Semester Offered: F**

14. Course Revision: ACC 101 Financial Accounting I

- a. Effective date: Fall 2023
- b. Revision to prerequisite
- c. See grids on pages: \_\_\_\_
- d. Course description (as it will appear in catalog):

**ACC 101 Financial Accounting I**

This course focuses on the relationships between business activities and events and the impact they have on financial statements from a preparer perspective. Students study financial transactions for both service and merchandising businesses and relate the transactions to a company's assets, liabilities, owners' equity, revenues, and expenses. Areas of study include the basic accounting model, the process of the accounting cycle, accounting principles and terminology, financial statement preparation, analytics, and computerized accounting applications.

**Credits: 3**

**Prerequisite: Placement into college level English**

**Semester Offered: F/S/SU**

15. Course Revision: ACC 225 Volunteer Income Tax Assistance, VITA Practicum

- a. Effective date: Fall 2023
- b. Revision to prerequisite
- c. Course description (as it will appear in catalog):

**ACC 225 Volunteer Income Tax Assistance, VITA Practicum**

This course introduces students to concepts and language of IRS and taxation while preparing federal and state taxes within their community for low-income individuals.

**Credits: 4**

**Prerequisite: CIS 111, Placement into college level English**

**Semester Offered: S**

16. Course Revision: FIN 111 Personal Financing Planning

- a. Effective date: Fall 2023

- b. Revision to prerequisite
- c. See grid on page: \_\_\_\_
- d. Course description (as it will appear in catalog):

**FIN 111 Personal Financing Planning**

This course examines the tools, terminology, and applications necessary to successfully manage financial matters in our daily lives. Topics include the personal financial planning process, career strategies, money management, personal taxation, financial institution services, and consumer credit. Evaluation techniques related to housing, transportation, insurance, investments, real estate, and retirement planning are also covered.

**Credits: 3**

**Prerequisite: Placement into college level English**

**Semester Offered: F/S**

17. Course Revision: FIN 221 The Stock Market and Investments

- a. Effective date: Fall 2023
- b. Revision to prerequisite
- c. Course description (as it will appear in catalog):

**FIN 221 The Stock Market and Investments**

This course provides an introduction to financial investments and the stock markets. Students study the purposes and history of the stock markets and the primary investments they control including stocks, bonds, and mutual funds.

**Credits: 3**

**Prerequisite: Placement into college level English**

**Semester Offered: S**

18. Course Revision: FIN 250 Principles of Finance

- a. Effective date: Fall 2023
- b. Revision to prerequisite
- c. Course description (as it will appear in catalog):

**FIN 250 Principles of Finance**

This course covers the principles and practices of financial management that are used in business. Topics examined include acquisition of funds, cash flow, financial analysis, capital budgeting, working capital requirements, and capital structure.

**Credits: 3**

**Prerequisite: ACC 101, Placement into college level English, MAT 095 with a grade of "C" or higher or appropriate placement score**

**Semester Offered: F/S**

19. Course Revision: LOG 105 Introduction to Business Logistics

- a. Effective date: Fall 2023
- b. Revision to prerequisite
- c. See grid on page: \_\_\_\_
- d. Course description (as it will appear in catalog):

**LOG 105 Introduction to Business Logistics**

This course provides students with an understanding of the key functional areas of logistics, including transportation, distribution, warehousing, and inventory management. The course explores how these functions interact, their importance to the overall organization, and the major cost components within each area. The course introduces many potential career opportunities available in this field.

**Credits: 3**

**Prerequisite: Placement into college level English**

**Semester Offered: F**

20. Course Revision: LOG 106 Transportation Management

- a. Effective date: Fall 2023
- b. Revision to prerequisite
- c. Course description (as it will appear in catalog):

**LOG 106 Transportation Management**

This course provides students with an understanding of the field of transportation management, which is responsible for the movement of raw materials and finished products throughout the supply chain. The course explores the various modes of freight transportation, the economic fundamentals underlying each, and how each mode might fit into a company's overall logistics strategy. During the course, students are introduced to the many potential career opportunities available in transportation management.

**Credits: 3**

**Prerequisite: Placement into college level English**

**Semester Offered: S**

21. Course Revision: LOG 107 Warehouse and Inventory Management

- a. Effective date: Fall 2023
- b. Revision to prerequisite
- c. Course description (as it will appear in catalog):

**LOG 107 Warehouse and Inventory Management**

This course provides students with a practical understanding of warehousing and inventory management, including the important role that these functions perform within the supply chain. The course explores topics including warehouse design, storage and material handling processes, performance management and inventory control techniques. The course also examines the interaction between warehousing/inventory management and other facets of the supply chain, including transportation and customer service.

**Credits: 3**

**Prerequisite: Placement into college level English**

**Semester Offered: S**

22. Course Revision: LOG 208 Purchasing and Supply Management

- a. Effective date: Fall 2023
- b. Revision to prerequisite
- c. Course description (as it will appear in catalog):

**LOG 208 Purchasing and Supply Management**

This course provides students with an understanding of purchasing and supply management, which is an essential part of most supply chains. The course explores the sourcing and bidding process, the legal and contractual aspects of procurement, and how the purchasing function is an integral part of an organization. During the course, students are introduced to the many potential career opportunities available in purchasing and supply management.

**Credits: 3**

**Prerequisite: Placement into college level English**

**Semester Offered: S**

23. Degree Revision: Interactive Media Digital Design (Program Code: IMDD)

- a. Effective date: Fall 2024
- b. Revision to curriculum
  - In Semester 2, remove IMD 171, and replace with IMD 105
  - In Semester 4, remove IMD 287 (4 credits), and replace with IMD Strategic Elective (3 credits)
  - In Semester 4, update Semester Milestones, accordingly, with list of specific Elective options for IMD Strategic Elective
  - Update Total Semester Credits in Semester 4, and update Total Credits Required, accordingly
- c. See grid on page: \_\_\_\_

24. Degree Revision: Business Administration Career - Administrative Professional Option (Program Code: BBAP)

- a. Effective date: Fall 2024
- b. Revision to curriculum

- In Semester 2, remove Mathematics Elective, and replace with MAT 103
  - Update Semester 2 Milestones, accordingly
  - c. See grid on page: \_\_\_\_
25. Certificate Revision: Culinary Arts Certificate (Program Code: CAC)
- a. Effective date: Spring 2024 (by emergency approval); Fall 2024 in catalog
  - b. Revision to curriculum
    - In Semester 2, add HRM 111 as an alternative option to CUL 111 and CUL 112, and update Semester Milestones, accordingly
    - In Semester 3, add HRM 112 as an alternative option to CUL 113 and CUL 114, and update Semester Milestones, accordingly
  - c. See grid on page: \_\_\_\_
26. Certificate Revision: Manufacturing Technology Certificate (Program Code: MPC)
- a. Effective date: Effective immediately (change was already reflected in the 2023-2024 Catalog but was previously missed in the formal governance approval process)
  - b. Revision to curriculum
    - In Semester 2, remove MAT 108 (course is retired) as the alternative option to MAT 100
    - In Semester 2, add MAT 147 as the alternative option to MAT 100
  - c. See grid on page: \_\_\_\_



**2023 - 2024**  
**Quinsigamond Community College**  
**Proposal Form for New Course**

1. Course Number and Name: NUR 185 Fundamentals Bridge Topics
2. Originator: Professor Patricia Creelman, Chair of Nurse Education Date: 10/05/2023
3. School Dean: Pat Schmohl Date: 10/05/2023
4. Effective Date: Fall 2023 (Emergency Approval Needed)
5. Reviewed by Program and Process (if applicable): NA Date: \_\_\_\_\_
6. Recommended by the School of: Healthcare Date: \_\_\_\_\_  
Comments: \_\_\_\_\_
7. AA Leadership Team: \_\_\_\_\_ Date: \_\_\_\_\_  
Recommended: \_\_\_\_\_ Not Recommended: \_\_\_\_\_  
Comments: \_\_\_\_\_
8. VP/Academic Affairs: \_\_\_\_\_ Date: \_\_\_\_\_  
Recommended: \_\_\_\_\_ Not Recommended: \_\_\_\_\_  
Comments: \_\_\_\_\_
9. Learning Council: \_\_\_\_\_ Date: \_\_\_\_\_  
Recommended: \_\_\_\_\_ Not Recommended: \_\_\_\_\_  
Comments: \_\_\_\_\_
10. VP/Academic Affairs: \_\_\_\_\_ Date: \_\_\_\_\_  
Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_  
Comments: \_\_\_\_\_

**2023 - 2024**  
**Quinsigamond Community College**  
**Proposal Form for New Course**

Course Discipline/Department: NUR	School: Healthcare
Course Number: NUR 185	
Course Name: Fundamentals Bridge Topics	
Prerequisites and/or corequisites (confer with affected department coordinator):	
Prerequisite: Equivalent fundamentals of nursing course or appropriate credentialing, BIO 111 with a grade of "C" or higher, BIO 112 with a grade of "C" or higher, ENG 101, PSY 101	
Co-requisites: none	
CIP code (check with IRaP Office):	
Effective Term/year: Fall 2023 (needed for students to be readmitted into nursing evening program. Classes start on January 2, 2024)	
<p>Give a rationale for the new course. Be sure to indicate whether this course replaces another course. Is the course transferable?</p> <p>Because of the approved governance change to the Nursing program curriculum, the revised first semester Nursing Fundamentals course (NUR 107) carries 8 credits. This is an additional credit from the former Nursing Fundamentals course (NUR 104) which carried 7 credits. Students who reenter our program into the new curriculum plan, who had taken the previous NUR 104 course will be short one program credit. This bridge course will be required to make up for that one credit shortfall.</p>	
<p>Is the course content similar to other courses now offered? Yes ___ No <u>x</u></p> <p>If yes, attach a statement from the coordinator of the department offering the similar course.</p>	
<p>Please indicate if this course will serve as any of the following types of electives.</p> <p>___ Elective (any college level course can serve as an elective)</p> <p>___ Specific Type (indicate Business, Multiple Perspectives*, Liberal Arts, Humanities, Foreign Language, Social Science, Behavioral Science, Mathematics, Science, Lab Science, Social Science Foundational*, Literature, Philosophy or Language*, Creative Arts*)</p> <p><u>x</u> Program specific (name the program) Nursing</p> <p>*confer with the Liberal Arts Coordinator</p>	
<p>Is this course required for a program? If yes, submit a separate DEGREE OR CERTIFICATE REVISION PROPOSAL. If the course is required for a new program, submit a separate NEW DEGREE, OPTION OR CERTIFICATE PROPOSAL. Please list all affected programs here.</p> <p>This revised curriculum plan has already been approved by the governance process and is published in the current 2023-2024 catalog. An articulation agreement will be created to reflect the equivalency of the former NUR 104 course and the new NUR 185 bridge course to equal our new NUR 107 course.</p>	
Expected enrollment per term: limited to those students reentering our program into the second semester courses 5-10 students.	Expected enrollment per year: 5-10 students. Will only be necessary for the next year until all students are under the revised curriculum plan.
<p>Will any of the following be required:</p> <p>Additional staff: <u>Yes</u> Additional space: <u>Yes</u> Additional equipment: <u>Yes</u> Additional library resources: <u>No</u></p> <p>Provide a rationale for any needs indicated above and include approximate cost of equipment.</p> <p>Minimal space and equipment (nursing laboratory) will be needed for the offering of this course. DCE LOA payment will be offered to faculty who teach this course.</p>	

## Course Materials

General course description and prerequisites as it will appear in the college catalog (including **course three letter designation and number, title, credits, semesters offered and prerequisites/corequisites**):

### **NUR 185 Fundamentals Bridge Topics**

This course provides an introduction to the role of the nurse in the health care system. Nursing Theory, Maslow's Hierarchy of Needs, and Erikson's Stages of Psychosocial Development are introduced and utilized as organizing frameworks. Students also learn the concept of therapeutic self-care demands. Students participate in nursing laboratory and clinical/simulation experiences to review nursing skills. Students develop basic communication skills to promote effective relationships with diverse patients, families, and members of the health team. Successful completion of this one-credit course with a "C+" or higher is required.

**Credits: 1**

**Prerequisite: Equivalent fundamentals of nursing course or appropriate credentialing, BIO 111 with a grade of "C" or higher, BIO 112 with a grade of "C" or higher, ENG 101, PSY 101**

**Semester Offered: F/IN/SU**

Lecture Hours: 4.5 student contact lecture hours	Lab Hours: 7.5 student contact lab hours	Clinic Hours: 24 student contact clinical simulation
Didactic Credit to contact hour ratio: 1:15	Lab/Clinical Credit to contact hour ratio: 1:45	Lab/Clinical Credit to contact hour ratio: 1:45
Lecture Credits: 0.30 credits	Lab Credits: 0.17 credits	Clinical Credits: 0.53 credits

Purpose of the course:

This course is designed to bridge the gap between the former NUR 104 Fundamentals of Nursing course and the revised NUR 107 Fundamentals of Nursing course for students entering the second semester NUR 108 course.

Provide the following course information selected from the E-2 checklist for course materials. Provide your dean with a syllabus that includes all of the checklist course materials.

- All required course readings (whether written or electronic), including information on publisher and edition used or website address or link
- Student Learning Outcomes (list)
- Teaching procedures (briefly describe)
- Course topics and/or assignments and/or required and/or supplemental reading
- Tentative test schedule/assignment(s) schedule
- Basis for student grading and calculation of final grade as well as criteria for evaluating student performance

How does the course support general education? Using the chart below, indicate the degree or level of connection between the course and outcome as indicated here.

**I** – Introductory/Background: There is an indirect relationship between the course and the outcome. The outcome itself is not the focus of the course but at least one element of the course serves as a building block to the achievement of the final outcome. For example, course elements may provide the knowledge, skills or attitudes necessary for the ultimate achievement of the outcome.

**M** – Intermediate/Transitional: There is more of a direct relationship between the course and the outcome than Introductory. A mixture of course elements supports the final achievement of the outcome, but the final integration of knowledge, skills and attitudes necessary for its achievement is not accomplished in this course. For example, knowledge, skills and/or attitudes (at least 2 of the 3) required for achievement of the outcome may be the focus of the course or course element, but the integration of all three is not.

**E** – Emphasized: There is a direct relationship between the course and the outcome. At least one element of the course focuses specifically on the complex integration of knowledge, skills and attitudes necessary to perform the outcome.

**NA** – Not Applicable: This is not a learning outcome for this course.

CONNECTION TO GENERAL EDUCATION STUDENT LEARNING OUTCOMES	I, M, E, NA
<b>Civic Learning &amp; Engagement:</b> Students will develop civic knowledge, skills and dispositions through learning and practice.	N/A
<b>Communication Skills:</b> Students will read, write, and speak effectively to build knowledge and convey meaning.	M
<b>Information and Digital Literacy:</b> Students will engage in a reflective process of information discovery, use information responsibly and employ digital technologies to learn, communicate and collaborate.	M
<b>Intercultural Knowledge and Competence:</b> Students will demonstrate intercultural knowledge within a variety of cultural contexts and with culturally different ideas and individuals..	M
<b>Quantitative and Scientific Reasoning:</b> Students will apply concepts and methods of mathematics and science to acquire knowledge and solve problems.	M

(Gen. Ed. Goals adopted 2022).

## **\*\*CIVIC LITERACY**

If civic learning or civic literacy is a component of this course (within the course description, course topics and/or student learning outcomes), please consult the “Guide for Designating Civic Learning Courses” from the Department of Higher Education, available on Frequently Used Forms (with the other Academic Governance Forms). Utilizing the DHE definitions, please indicate whether this course can be designated as one of the following:

☐ Civic Learning (CL)

☐ Civic Learning with Engagement Required (CLER)

☐ Civic Learning with Engagement Optional (CLEO)

☒ Civic Learning is not a component of this course (NA)

# QUINSIGAMOND COMMUNITY COLLEGE

## Nurse Education Department

### ***NUR 185***

### ***Fundamentals Bridge Topics***

### **Syllabus**

**2023-2024**

**Academic Calendar Link:** <http://www.qcc.edu/calendar>

*You are advised to retain a copy of this syllabus in your personal files for use when applying for future degrees, certifications, or transfer of credit.*

# QUINSIGAMOND COMMUNITY COLLEGE

## NURSE EDUCATION PROGRAM

### NUR 185

#### I. Course Description

**1 credit**

This course provides an introduction to the role of the nurse in the health care system. Nursing Theory, Maslow's Hierarchy of Needs, and Erikson's Stages of Psychosocial Development are introduced and utilized as organizing frameworks. Students also learn the concept of therapeutic self-care demands. Students participate in nursing laboratory and clinical/simulation experiences to review nursing skills. Students develop basic communication skills to promote effective relationships with diverse patients, families, and members of the health team. Successful completion of this one-credit course with a "C+" or higher is required.

**Prerequisite:** Equivalent fundamentals of nursing course or appropriate credentialing, BIO 111 with a grade of "C" or higher, BIO 112 with a grade of "C" or higher, ENG 101, PSY 101

Co requisites: none

Purpose of the course: This course is designed to bridge the gap between the former NUR 104 Fundamentals of Nursing course and the revised NUR 107 Fundamentals of Nursing course for students entering the second semester NUR 108 course.

#### II. Course Outcomes

*At the completion of the course the student will:*

1. Identify Orem's self-care model when describing the physical, emotional, and social influences that affect selected individual patients, families, and groups. (Nursing process/Theory).
2. Describe Erikson's developmental theory as applied to delivery of patient care (Nursing process/Theory).
3. Utilize clinical judgment guided by evidence-based practice and its influence on health care delivery (Nursing Judgment/Quality and Safety)
4. Use information technology for basic communication and documentation skills to interact effectively with patients and members of the health team. (Teamwork/Collaboration, Communication)
5. Demonstrate basic lab skills that integrate nursing science based on current evidence when providing safe, quality care, and promoting health in patients and families. (Nursing Judgment)
6. Coordinate care to identify caring interventions for assigned patients in the clinical setting that are compassionate, nurturing, protective, therapeutic, and respectful. (Caring)
7. Employ relationship centered care that considers diversity, equity and inclusion. (Relationship centered care/Human Flourishing and Diversity)

### III. Curriculum Design

Unit I: Intro to QCC Nursing, Theoretical Foundations, and Evidence-Based Practice

Unit II Orem Requisite: Prevention of Hazards to Life Function and Well Being

- Medication Administration and Dosage Calculations

**Total Course Hours:** Lecture 4.5 hours, lab 7.5 hours, clinical/simulation 24 hours

Didactic Credit to Contact Ratio: 1:1

Lab/Clinical Credit to Contact Ratio: 1:3

**Placement:** 2023-2024

### IV. Course Requirements

1. Students are held accountable to all policies identified in the QCC Nursing Student Handbook and the QCC Student Handbook. Students are to complete and submit the required signature page in the QCC Nursing Student Handbook.
2. Complete assigned readings and written assignments as designated by faculty
3. Attend and participate in class, lab, and clinical experiences.
4. Take all tests as assigned
5. Must pass Math Competency test within 3 attempts (math with 80% or better).
6. At the completion of the course, **receive a minimum course grade of 77.**
7. Review information posted on Blackboard at least three times a week.
8. Complete course and lab evaluations

### V. Methods of Instruction

Lecture, discussion, critical thinking exercises, case study assignments, discussion posts, laboratory demonstration and practice, textbook/handbooks as applicable. These educational modalities will be delivered in person. Faculty encourages the use of supplemental study tools available online. \*Please see student handbook regarding modalities of instruction.

## VI. Methods of Evaluation

Achievement of course objectives is measured by written examinations, written assignment, competency testing and clinical evaluation.

Math Competency Test (must obtain 80% or better within three attempts)	5% (first attempt grade)
Written Assignment: Discussion post as assigned 2 posts at 15% each	30%
Final Examination	50%
Safe Medicate assignment	15%
*Lab Performance	Pass/Fail
Clinical performance	Pass/Fail

**\*Students must first pass math competency to have their course grade calculated.**

Nursing Math Competencies: Must be completed and passed by the designated deadline dates. Each student will be given three (3) attempts to pass math competency. Failure to pass on the third attempt will result in a course failure. Regardless of a student's achievement level on written tests and exams, failure in competencies results in a course grade of "F".

### Clinical Performance

Refer to student handbook for clinical policies.

Must complete all assigned work and clinical assignments, including:

- 2 Concept maps
- 1 Clinical exercise

Regardless of a student's achievement level on written tests and exams, failure in clinical results in a course grade of "F".

### Coursework Difficulties

Please discuss any issues that you are having in completing the coursework on time with faculty, who are available to talk this over with you by appointment. If you are unable to complete the coursework during the semester due to some catastrophic issue, you must contact faculty immediately to discuss your options.



## **VII. Other Policies**

### **A. Student (Disabilities) Accessibility Statement**

Quinsigamond Community College is committed to providing access and inclusion for all persons with disabilities. Students who require an accommodation in this course should notify the professor as soon as possible. Students are responsible for forwarding the Accommodation Letter to the professor (via email or hard copy). Students may request accommodations at any time during the semester, which begin upon receipt (accommodations are not retroactive). Please discuss any barriers which may arise during the semester with your Professor or Coordinator in the Student Accessibility Services office.

#### **Contact Information for Student Accessibility Services and Assistive Technology:**

Refer to the Associate Degree Program Nursing Student Handbook and QCC Student Handbook

Call: 508-854-4471

Sorenson Video Phone: 508-502-7647

Email: [disabilityservices@qcc.mass.edu](mailto:disabilityservices@qcc.mass.edu)

### **Religious Accommodations**

Students who are requesting religious accommodations must notify the faculty prior to the start of classes/clinical of any potential scheduling conflicts. The faculty will make efforts to provide a reasonable accommodation of a student's sincerely-held religious belief.

### **B. Guidelines for Taking Examinations**

See policy in Nurse Education student handbook

### **C. Computerized testing through Black Board Learn**

See policy in Nurse Education student handbook

### **D. Exam Reviews**

See policy in Nurse Education student handbook

### **E. Attendance Policy**

Refer to the Nursing Department Student Handbook and the Quinsigamond Community College Student Handbook for policies regarding attendance, snow days, and other pertinent information.

## **F. Grading System**

The college grading system will be used in computing grades.

A	=	95-100	C	=	73-76
A-	=	90-94	C-	=	70-72
B+	=	87-89	D+	=	67-69
B	=	83-86	D	=	63-66
B-	=	80-82	D-	=	60-62
C+	=	77-79	F	=	less than 60

**H. Unofficial grades** for exams and final may be posted on the Q. Please note that official grades are issued by the Registrar.

## **I. Classroom Etiquette**

It is expected that all members of the class are respectful of each other and the learning environment. The QCC Task Force developed the following classroom etiquette guidelines in order to provide faculty and students with a positive and respectful learning environment and to foster teaching and learning. The faculty believes the implementation of these guidelines will create a positive atmosphere and promote honesty and integrity in the classroom. Students are expected to:

1. Attend scheduled classes on time and prepared.
2. Remain alert throughout the entire instructional period.
4. Be respectful of opposing opinions; use respectful language throughout the instructional period.
5. Do not interrupt a faculty member or other students when they are speaking.
6. Address student specific concerns prior to or after the instructional period.
7. Receive the faculty's permission prior to using cell phones, laptops, or other electronic equipment.

## **J. Academic Honesty and Plagiarism**

Our purpose in the classroom is to seek the truth; this work requires trust and honesty between teacher and student. If we are not honest about what we know and don't know, our learning will always be impaired. Because our teaching and learning depends on this honest communication, we expect all students to understand what plagiarism is and why it is unacceptable.

Plagiarism means taking someone else's ideas or words and presenting them as one's own. The offense can take many forms including cheating on a test, passing in a paper taken from the Internet or from another student, or failing to properly use and credit sources in an essay. Additionally, any re-submission of one's own work or recycling of previous published materials is defined as self-plagiarism and is unacceptable. Sometimes the issue is subtle, involving getting too much help on an assignment from someone else. In every instance, plagiarism means cheating both oneself and the owner of the source. Since the cheating sabotages a student's learning experience, consequences range from no credit for the assignment to failure for the course and possible expulsion from the college.

Any student considering plagiarism should recognize the consequences and consider alternatives. Students uncertain about what constitutes plagiarism may request help from faculty or from appropriate college services.

## **Student Code of Conduct**

Students are required to adhere to the Student Code of Conduct delineated in the Quinsigamond Community College website and Student Handbook. <http://www.qcc.edu/handbook>

## **K. Student Support Services**

QCC offers a range of student support services including Academic Advising, Student Success Center, Math Center, Health & Wellness, Library, and Writing Center. Visit the QCC website for more information:

<http://www.qcc.edu/services>

QCC is proud to support veterans. If you are a veteran of the armed forces, please visit the Veteran Affairs Office located in 125A (Administration Building) or contact them at [veteranaffairs@qcc.mass.edu](mailto:veteranaffairs@qcc.mass.edu) or call 508-854-4290.

## **VIII. Teaching Personnel**

Faculty	Office	Phone	Email
Faculty TBA			

**Full Time Faculty Office Hours** are posted outside their offices and faculty request that students honor Faculty Office hours and make appointments during those times. Upon request, appointment times may be negotiated.

Communication: Throughout the semester, faculty will communicate with you via either Blackboard Announcements and/or your Qmail account. Please review the following link for assistance on using your email account: <http://www.qcc.edu/help/email>. Faculty will try to respond to emails within 48 business hours.

## **IX. Textbooks and Technology Requirements**

**Technology Requirements:** see AD Nursing Student Handbook

### **Required Books:**

#### **\*Required:**

**SafeMedicate** for dosage calculations – see attached handout for purchasing instructions through the SafeMedicate.net website

Taylor, C., Lynn, P., & Bartlett, J.L. (2022). *Skill checklists for fundamentals of nursing: The art and science of person-centered nursing care* (10th ed.). Wolters Kluwer.

## CLASS and LAB SCHEDULE

Class/ Lab	Date	Topics
Class 1 2 hours TBA	???	<p>Syllabus review and intro to course Intro to Blackboard and technology review</p> <p>Unit I Fundamental Principles promoting Normalcy I A Nursing process I B Assessment</p> <p>-Nursing process review -Care coordination -Diversity, Equity and Inclusion</p> <p>Discussion post</p>
Lab 1 4 hours	???	<p>Safe medicate exercises Physical Assessment and Vital Signs review</p>
Class 2 1 hours TBA	???	<p>Unit I Fundamental Principles promoting Normalcy I C Teaching and Learning -Health Literacy I D Teaching and Learning -Information Literacy and documentation</p> <p>Discussion post</p>
Lab 2 3.5 hours	????	<p>Unit II Orem Requisite: Prevention of Hazards to Life Function and Well Being</p> <ul style="list-style-type: none"> <li>- <i>Medication Administration and Dosage Calculations</i></li> <li>- Taylor Lab Skills: 29-1, 29-2, 29-3, 29-4, 29-5, 29-6, 29-7</li> </ul> <p>Medication performance Sterile Technique performance Math competency test</p> <p>Content review as needed</p>
Clinical / Simulation experience 24 hours	????	<p>Clinical simulation and math competency re-test</p> <p>Clinical at long term care facility</p>
Class 3 1.5 hours	??	<p>Final exam Completion of course evaluations</p>

**Unit I: OREM REQUISITE I:  
FUNDAMENTAL PRINCIPLES PROMOTING NORMALCY**

***OREM NURSING PROCESS***

A. Learning Outcomes: At the conclusion of this unit, the student will:

1. Describe skills and attitudes of a critical thinker.
2. Discuss the relationship between critical thinking, clinical judgment, nursing process, and decision making.
3. Describe the steps of the nursing process.
4. Identify major activities occurring within each step of the nursing process.
5. Describe the role of the nurse in providing continuity of care
6. Discuss examples of how diversity affects health and illness care for patients
7. Explain the concepts of equity and inclusion

CONTENT	LEARNING ACTIVITY	EVALUATION
The Nursing Process. Subjective and Objective data. Formulation of plan of care/outcome criteria. Implementation of plan of care. Methods of Assisting/Nursing interventions. Evaluation/re-planning. Clinical judgment Care coordination Diversity, equity and inclusion	Lecture/discussion Assigned readings Video Case study Clinical assignment Lab practice  Discussion posts	Unit exam Clinical assignment Clinical Performance Evaluation

***OREM ASSESSMENT***

B. Learning Outcomes: At the conclusion of this unit, the student will:

1. Identify key terms and medical terminology related to health assessment.
2. Identify components of a nursing health history.
3. Identify expected outcomes of health assessment.
4. Identify the steps in selected examination procedures.
5. Consider the impact of age, cultural beliefs and practices when performing assessment.

CONTENT	LEARNING ACTIVITY	EVALUATION
History taking Physical assessment Health promotion	Assigned videos Computer- assisted learning activities Lab practice	Unit exam Clinical Performance Evaluation Skills Performance

## ***OREM TEACHING AND LEARNING***

C. Learning Outcomes: At the conclusion of this unit, the student will:

1. Identify nursing diagnoses, outcomes, and interventions that reflect the learning needs of patients.
2. List the essential aspects of a teaching plan.
3. Discuss guidelines for effective teaching.
4. Identify methods to evaluate learning.
5. Discuss essential actions to promote health literacy

<b>CONTENT</b>	<b>LEARNING ACTIVITY</b>	<b>EVALUATION</b>
Teaching/Learning Nursing Management for Patient Teaching Documenting Recording and reporting Health literacy	Lecture/Discussion Patient assessment Clinical assignment Handouts  Discussion post	Unit Exam Clinical Performance Evaluation

## ***OREM DOCUMENTATION***

D. Learning Outcomes: At the conclusion of this unit, the student will:

1. Identify and discuss guidelines for effective recording that meets legal and ethical standards.
2. Review abbreviations and symbols commonly used in charting.
3. Describe the nurse's role in reporting, conferring, and making referrals.
4. Compare and contrast different documentation methods.
5. Identify essential guidelines for reporting patient data.

<b>CONTENT</b>	<b>LEARNING ACTIVITY</b>	<b>EVALUATION</b>
Documentation Systems Documenting Nursing Activities Long Term Care Documentation Information literacy and technology General Guidelines for Documentation and Reporting Guidelines effective recording	Lecture/Discussion Nursing notes Flow sheets Clinical activities	Unit Exam Clinical assignment Clinical Performance Evaluation

**Unit II Orem Requisite: Prevention of Hazards to Life Function and Well Being**  
***Medication Administration and Dosage Calculations***

Learning Outcomes: At the conclusion of this unit, the student will:

1. Identify information essential for safe medication administration.
2. Utilize the nursing process in administering medications safely.
3. Calculate medication dosages.
4. Administer medications safely by various routes in the laboratory setting.

<b>CONTENT</b>	<b>LEARNING ACTIVITY</b>	<b>EVALUATION</b>
Dosage calculations  Administration of Medications – all routes except IV	<ul style="list-style-type: none"><li>• Assigned readings</li><li>• Safe medicate assignment</li><li>• Dosage calculation exercises</li><li>• Lab skill practice</li></ul>	Test Questions Safe medicate assignment Math competency test

**2023 - 2024**  
**Quinsigamond Community College**  
**Proposal Form for Course Revision**

1. Course Designation and Course Number: DAS 153  
(from current AY 23/24 catalog)
2. Course Name/Title: Dental Assisting Clinical Practicum  
(from current AY 23/24 catalog)
3. Originator: Professor Jennifer McKeon, Coordinatoor Dental Assisiting Date: 10/16/2023
4. School Dean: C. Pat Schmohl, Jr. Date: 10/17/2023
5. Effective Date: Fall 2024 (Catalog AY24-25)
6. Reviewed by Program and Process (if applicable): N/A Date: \_\_\_\_\_
7. Recommended by the School of: Healthcare Date: \_\_\_\_\_  
Comments: \_\_\_\_\_
8. AA Leadership Team: \_\_\_\_\_ Date: \_\_\_\_\_  
Recommended: \_\_\_\_\_ Not Recommended: \_\_\_\_\_  
Comments: \_\_\_\_\_
9. VP/Academic Affairs: \_\_\_\_\_ Date: \_\_\_\_\_  
Recommended: \_\_\_\_\_ Not Recommended: \_\_\_\_\_  
Comments: \_\_\_\_\_
10. Learning Council: \_\_\_\_\_ Date: \_\_\_\_\_  
Recommended: \_\_\_\_\_ Not Recommended: \_\_\_\_\_  
Comments: \_\_\_\_\_
11. VP/Academic Affairs: \_\_\_\_\_ Date: \_\_\_\_\_  
Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_  
Comments: \_\_\_\_\_



**2023 - 2024**  
**Quinsigamond Community College**  
**Proposal Form for Course Revision**

Type of Revision (check all that apply): <input type="checkbox"/> Course Designation <input type="checkbox"/> Course Number <input type="checkbox"/> Course Name/Title <input type="checkbox"/> Description Wording <input type="checkbox"/> Credits <input checked="" type="checkbox"/> Prerequisites <input type="checkbox"/> Corequisites <input type="checkbox"/> Elective Type <input type="checkbox"/> Semester Offered <input type="checkbox"/> Other (explain):	
Course Discipline/Department: Dental Assisting	School: Healthcare
Current Course Designation and Course Number: DAS 153	
Current Course Name/Title: Dental Assisting Clinical Practicum	
Current Course Description (as it appears in College catalog - include course designation and course number, course name/title, description wording, credits, prerequisites/corequisites, and semesters offered):  <b>DAS 153 Dental Assisting Clinical Practicum</b> In the setting of a general dental office, during hours of rotation, students will apply the skills and knowledge acquired in the classroom by competently performing dental assisting functions including participating in four-handed chairside techniques and related dental assisting procedures. Students are responsible for recruiting patients to participate in full-mouth radiographic series. <b>Credits: 2</b> <b>Prerequisite: DAS 101 with a grade of "C" or higher, DAS 102 with a grade of "C" or higher, DAS 151 with a grade of "C" or higher, DHY 131 with a grade of "C" or higher, DHY 241 with a grade of "C" or higher</b> <b>Semester Offered: IN</b>	
Proposed Course Description (as it will appear in College catalog - include course designation and course number, course name/title, description wording, credits, prerequisites/corequisites, and semesters offered - include all proposed changes):  <b>DAS 153 Dental Assisting Clinical Practicum</b> In the setting of a general dental office, during hours of rotation, students will apply the skills and knowledge acquired in the classroom by competently performing dental assisting functions including participating in four-handed chairside techniques and related dental assisting procedures. Students are responsible for recruiting patients to participate in full-mouth radiographic series. <b>Credits: 2</b> <b>Prerequisite: DAS 101 with a grade of "C" or higher, DAS 102 with a grade of "C" or higher, DAS 151 with a grade of "C" or higher, DHY 125 with a grade of "C" or higher, DHY 131 with a grade of "C" or higher, DHY 241 with a grade of "C" or higher</b> <b>Semester Offered: IN</b>	
Rationale for the change:  Adding summer course in case student petitions to re-take course in fall semester. Need to make sure that all of these courses have been completed before this course.	
Provide a description of any change in course content: None	
List all programs that are affected by this change (list program names and program codes as they appear in the College catalog). Confer with coordinator(s) of affected department(s):  <ul style="list-style-type: none"> <li>• Dental Assisting Certificate (Program Code: DA)</li> <li>• Dental Assisting Certificate - Weekend Option (Program Code: DAWO)</li> </ul>	
Attach current and proposed academic maps (with changes highlighted in yellow) for all affected programs (obtain current academic maps from Barbara Zabka and Erica Merrill): Attached	
Submit generic syllabus to School Dean with all revisions included: Done 10/16/24 to Dean Schmohl	

**Healthcare**  
**Dental Assisting Certificate (Program Code: DA)**

**CURRENT**

Course Title	Course #	Offered	Credits	Prerequisites	Milestones
<b>Semester 1 (Summer I &amp; II)</b>					Apply and get accepted to this program (Program Code: DA).
Principles of Human Biology <b>OR</b>	BIO 100	F/S/SU	4	Placement into college level English	Register for and successfully complete all courses to graduate in four semesters.
Anatomy & Physiology II	BIO 112			BIO 111	Contact Career Services ( <a href="http://www.QCC.edu/APexams">www.QCC.edu/APexams</a> ) to receive credit for High School (HS) Advanced Placement (AP) Exams. QCC School Code: 3714.
Dental Anatomy (Summer II)	DHY 125	SU	1	DA or DH students only, BIO 100 or BIO 111 and BIO 112 with grades of "C" or higher, Placement into college level English	Complete BIO 100 or BIO 111 and BIO 112 (Summer I) with grades of "C" or higher.
Composition I	ENG 101	F/S/SU	3	Placement into college level English	Complete DHY 125 (Summer II) with a grade of "C" or higher.
					Complete ENG 101; or AP English/ Language and Composition, with AP Exam grade of "3" or higher, to count as ENG 101.
		<b>Total</b>	<b>8</b>		Complete all program admissions requirements for DH program, if applying to "Bridge" Semester 4.
<b>Semester 2 (Fall)</b>					Meet with Academic Advisor to discuss associate degree (e.g., Program Code: DH, HCDH, etc.); or create an account on the QCC job board to search for internships, co-ops and jobs.
Clinical Science I	DAS 101	F	3	DA students only, BIO 100 or BIO 111 and BIO 112 with grades of "C" or higher, DHY 125 with a grade of "C" or higher, ENG 101, Coreq: DAS 102, DAS 151, DHY 131, DHY 241	Complete all DAS and DHY courses each semester with grades of "C" or higher.
Dental Sciences	DAS 102	F	3	DA students only, BIO 100 or BIO 111 and BIO 112 with grades of "C" or higher, DHY 125 with a grade of "C" or higher, ENG 101, Coreq: DAS 101, DAS 151, DHY 131, DHY 241	
Dental Assisting I	DAS 151	F	4	DA students only, BIO 100 or BIO 111 and BIO 112 with grades of "C" or higher, DHY 125 with a grade of "C" or higher, ENG 101, Coreq: DAS 101, DAS 102, DHY 131, DHY 241	
Dental Radiology	DHY 131	F	3	BIO 100 or BIO 111 and BIO 112 with grades of "C" or higher, DHY 125 with a grade of "C" or higher, ENG 101	
Dental Materials	DHY 241	F	2	BIO 100 or BIO 111 and BIO 112 with grades of "C" or higher, DHY 125 with a grade of "C" or higher	
		<b>Total</b>	<b>15</b>		
<b>Semester 3 (Intersession)</b>					
Dental Assisting Clinical Practicum	DAS 153	IN	2	DAS 101 and DAS 102 and DAS 151 and DHY 131 and DHY 241 with grades of "C" or higher	
		<b>Total</b>	<b>2</b>		
<b>Semester 4 (Spring)</b>					Submit a "Bridge to DH" application, or apply to associate degree (e.g., Program Code: HCDH, etc.); or if seeking employment, meet with Career Services for career readiness preparation and to learn more about QCC's job board.
Clinical Science II	DAS 105	S	4	DAS 153 with a grade of "C" or higher, Coreq: DAS 111, DAS 124, DAS 155	Submit an Intent to Graduate Form, located on <i>The Q</i> .
Practice Management	DAS 111	S	3	DAS 153 with a grade of "C" or higher, Coreq: DAS 105, DAS 124, DAS 155	
Introduction to Oral Pathology	DAS 124	S	1	DAS 153 with a grade of "C" or higher, Coreq: DAS 105, DAS 111, DAS 155	
Dental Assisting II	DAS 155	S	6	DAS 153 with a grade of "C" or higher, Coreq: DAS 105, DAS 111, DAS 124	
		<b>Total</b>	<b>14</b>		
<b>Total Credits Required</b>			<b>39</b>		

**Healthcare**  
**Dental Assisting Certificate (Program Code: DA)**

**PROPOSED**

Course Title	Course #	Offered	Credits	Prerequisites	Milestones
<b>Semester 1 (Summer I &amp; II)</b>					Apply and get accepted to this program (Program Code: DA).
Principles of Human Biology <b>OR</b>	BIO 100	F/S/SU	4	Placement into college level English	Register for and successfully complete all courses to graduate in four semesters.
Anatomy & Physiology II	BIO 112			BIO 111	Contact Career Services ( <a href="http://www.QCC.edu/APexams">www.QCC.edu/APexams</a> ) to receive credit for High School (HS) Advanced Placement (AP) Exams. QCC School Code: 3714.
Dental Anatomy (Summer II)	DHY 125	SU	1	DA or DH students only, BIO 100 or BIO 111 and BIO 112 with grades of "C" or higher, Placement into college level English	Complete BIO 100 or BIO 111 and BIO 112 (Summer I) with grades of "C" or higher.
Composition I	ENG 101	F/S/SU	3	Placement into college level English	Complete DHY 125 (Summer II) with a grade of "C" or higher.
					Complete ENG 101; or AP English/ Language and Composition, with AP Exam grade of "3" or higher, to count as ENG 101.
		<b>Total</b>	<b>8</b>		Complete all program admissions requirements for DH program, if applying to "Bridge" Semester 4.
<b>Semester 2 (Fall)</b>					Meet with Academic Advisor to discuss associate degree (e.g., Program Code: DH, HCDH, etc.); or create an account on the QCC job board to search for internships, co-ops and jobs.
Clinical Science I	DAS 101	F	3	DA students only, BIO 100 or BIO 111 and BIO 112 with grades of "C" or higher, DHY 125 with a grade of "C" or higher, ENG 101, Coreq: DAS 102, DAS 151, DHY 131, DHY 241	Complete all DAS and DHY courses each semester with grades of "C" or higher.
Dental Sciences	DAS 102	F	3	DA students only, BIO 100 or BIO 111 and BIO 112 with grades of "C" or higher, DHY 125 with a grade of "C" or higher, ENG 101, Coreq: DAS 101, DAS 151, DHY 131, DHY 241	
Dental Assisting I	DAS 151	F	4	DA students only, BIO 100 or BIO 111 and BIO 112 with grades of "C" or higher, DHY 125 with a grade of "C" or higher, ENG 101, Coreq: DAS 101, DAS 102, DHY 131, DHY 241	
Dental Radiology	DHY 131	F	3	BIO 100 or BIO 111 and BIO 112 with grades of "C" or higher, DHY 125 with a grade of "C" or higher, ENG 101	
Dental Materials	DHY 241	F	2	BIO 100 or BIO 111 and BIO 112 with grades of "C" or higher, DHY 125 with a grade of "C" or higher	
		<b>Total</b>	<b>15</b>		
<b>Semester 3 (Intersession)</b>					
Dental Assisting Clinical Practicum	DAS 153	IN	2	DAS 101 and DAS 102 and DAS 151 and DHY 125 and DHY 131 and DHY 241 with grades of "C" or higher	
		<b>Total</b>	<b>2</b>		
<b>Semester 4 (Spring)</b>					Submit a "Bridge to DH" application, or apply to associate degree (e.g., Program Code: HCDH, etc.); or if seeking employment, meet with Career Services for career readiness preparation and to learn more about QCC's job board.
Clinical Science II	DAS 105	S	4	DAS 153 with a grade of "C" or higher, Coreq: DAS 111, DAS 124, DAS 155	Submit an Intent to Graduate Form, located on <i>The Q</i> .
Practice Management	DAS 111	S	3	DAS 153 with a grade of "C" or higher, Coreq: DAS 105, DAS 124, DAS 155	
Introduction to Oral Pathology	DAS 124	S	1	DAS 153 with a grade of "C" or higher, Coreq: DAS 105, DAS 111, DAS 155	
Dental Assisting II	DAS 155	S	6	DAS 153 with a grade of "C" or higher, Coreq: DAS 105, DAS 111, DAS 124	
		<b>Total</b>	<b>14</b>		
<b>Total Credits Required</b>			<b>39</b>		

**Healthcare****Dental Assisting Certificate - Weekend Option (Program Code: DAWO)****CURRENT**

Course Title	Course #	Offered	Credits	Prerequisites	Milestones
<b>Semester 1 (Summer I &amp; II)</b>					Apply and get accepted to this program (Program Code: DAWO).
Principles of Human Biology <b>OR</b>	BIO 100	F/S/SU	4	Placement into college level English	Register for and successfully complete all courses to graduate in four semesters.
Anatomy & Physiology II	BIO 112			BIO 111	Contact Career Services ( <a href="http://www.QCC.edu/APexams">www.QCC.edu/APexams</a> ) to receive credit for High School (HS) Advanced Placement (AP) Exams. QCC School Code: 3714.
Dental Anatomy (Summer II)	DHY 125	SU	1	DA or DH students only, BIO 100 or BIO 111 and BIO 112 with grades of "C" or higher, Placement into college level English	Complete BIO 100 or BIO 111 and BIO 112 (Summer I) with grades of "C" or higher.
Composition I	ENG 101	F/S/SU	3	Placement into college level English	Complete DHY 125 (Summer II) with a grade of "C" or higher.
					Complete ENG 101; or AP English/ Language and Composition, with AP Exam grade of "3" or higher, to count as ENG 101.
		<b>Total</b>	<b>8</b>		Complete all program admissions requirements for DH program, if applying to "Bridge" Semester 4.
<b>Semester 2 (Fall)</b>					Meet with Academic Advisor to discuss associate degree (e.g., Program Code: DH, HCDH, etc.); or create an account on the QCC job board to search for internships, co-ops and jobs.
Clinical Science I	DAS 101	F	3	DA students only, BIO 100 or BIO 111 and BIO 112 with grades of "C" or higher, DHY 125 with a grade of "C" or higher, ENG 101, Coreq: DAS 102, DAS 151, DHY 131, DHY 241	Complete all DAS and DHY courses each semester with grades of "C" or higher.
Dental Sciences	DAS 102	F	3	DA students only, BIO 100 or BIO 111 and BIO 112 with grades of "C" or higher, DHY 125 with a grade of "C" or higher, ENG 101, Coreq: DAS 101, DAS 151, DHY 131, DHY 241	
Dental Assisting I	DAS 151	F	4	DA students only, BIO 100 or BIO 111 and BIO 112 with grades of "C" or higher, DHY 125 with a grade of "C" or higher, ENG 101, Coreq: DAS 101, DAS 102, DHY 131, DHY 241	
Dental Radiology	DHY 131	F	3	BIO 100 or BIO 111 and BIO 112 with grades of "C" or higher, DHY 125 with a grade of "C" or higher, ENG 101	
Dental Materials	DHY 241	F	2	BIO 100 or BIO 111 and BIO 112 with grades of "C" or higher, DHY 125 with a grade of "C" or higher	
		<b>Total</b>	<b>15</b>		
<b>Semester 3 (Intersession)</b>					
Dental Assisting Clinical Practicum	DAS 153	IN	2	DAS 101 and DAS 102 and DAS 151 and DHY 131 and DHY 241 with grades of "C" or higher	
		<b>Total</b>	<b>2</b>		
<b>Semester 4 (Spring)</b>					Submit a "Bridge to DH" application, or apply to associate degree (e.g., Program Code: HCDH, etc.); or if seeking employment, meet with Career Services for career readiness preparation and to learn more about QCC's job board.
Clinical Science II	DAS 105	S	4	DAS 153 with a grade of "C" or higher, Coreq: DAS 111, DAS 124, DAS 155	Submit an Intent to Graduate Form, located on <i>The Q</i> .
Practice Management	DAS 111	S	3	DAS 153 with a grade of "C" or higher, Coreq: DAS 105, DAS 124, DAS 155	
Introduction to Oral Pathology	DAS 124	S	1	DAS 153 with a grade of "C" or higher, Coreq: DAS 105, DAS 111, DAS 155	
Dental Assisting II	DAS 155	S	6	DAS 153 with a grade of "C" or higher, Coreq: DAS 105, DAS 111, DAS 124	
		<b>Total</b>	<b>14</b>		
<b>Total Credits Required</b>			<b>39</b>		

## Healthcare

### Dental Assisting Certificate - Weekend Option (Program Code: DAWO)

### PROPOSED

Course Title	Course #	Offered	Credits	Prerequisites	Milestones
<b>Semester 1 (Summer I &amp; II)</b>					Apply and get accepted to this program (Program Code: DAWO).
Principles of Human Biology <b>OR</b>	BIO 100	F/S/SU	4	Placement into college level English	Register for and successfully complete all courses to graduate in four semesters.
Anatomy & Physiology II	BIO 112			BIO 111	Contact Career Services ( <a href="http://www.QCC.edu/APexams">www.QCC.edu/APexams</a> ) to receive credit for High School (HS) Advanced Placement (AP) Exams. QCC School Code: 3714.
Dental Anatomy (Summer II)	DHY 125	SU	1	DA or DH students only, BIO 100 or BIO 111 and BIO 112 with grades of "C" or higher, Placement into college level English	Complete BIO 100 or BIO 111 and BIO 112 (Summer I) with grades of "C" or higher.
Composition I	ENG 101	F/S/SU	3	Placement into college level English	Complete DHY 125 (Summer II) with a grade of "C" or higher.
					Complete ENG 101; or AP English/ Language and Composition, with AP Exam grade of "3" or higher, to count as ENG 101.
		<b>Total</b>	<b>8</b>		Complete all program admissions requirements for DH program, if applying to "Bridge" Semester 4.
<b>Semester 2 (Fall)</b>					Meet with Academic Advisor to discuss associate degree (e.g., Program Code: DH, HCDH, etc.); or create an account on the QCC job board to search for internships, co-ops and jobs.
Clinical Science I	DAS 101	F	3	DA students only, BIO 100 or BIO 111 and BIO 112 with grades of "C" or higher, DHY 125 with a grade of "C" or higher, ENG 101, Coreq: DAS 102, DAS 151, DHY 131, DHY 241	Complete all DAS and DHY courses each semester with grades of "C" or higher.
Dental Sciences	DAS 102	F	3	DA students only, BIO 100 or BIO 111 and BIO 112 with grades of "C" or higher, DHY 125 with a grade of "C" or higher, ENG 101, Coreq: DAS 101, DAS 151, DHY 131, DHY 241	
Dental Assisting I	DAS 151	F	4	DA students only, BIO 100 or BIO 111 and BIO 112 with grades of "C" or higher, DHY 125 with a grade of "C" or higher, ENG 101, Coreq: DAS 101, DAS 102, DHY 131, DHY 241	
Dental Radiology	DHY 131	F	3	BIO 100 or BIO 111 and BIO 112 with grades of "C" or higher, DHY 125 with a grade of "C" or higher, ENG 101	
Dental Materials	DHY 241	F	2	BIO 100 or BIO 111 and BIO 112 with grades of "C" or higher, DHY 125 with a grade of "C" or higher	
		<b>Total</b>	<b>15</b>		
<b>Semester 3 (Intersession)</b>					
Dental Assisting Clinical Practicum	DAS 153	IN	2	DAS 101 and DAS 102 and DAS 151 and DHY 125 and DHY 131 and DHY 241 with grades of "C" or higher	
		<b>Total</b>	<b>2</b>		
<b>Semester 4 (Spring)</b>					Submit a "Bridge to DH" application, or apply to associate degree (e.g., Program Code: HCDH, etc.); or if seeking employment, meet with Career Services for career readiness preparation and to learn more about QCC's job board.
Clinical Science II	DAS 105	S	4	DAS 153 with a grade of "C" or higher, Coreq: DAS 111, DAS 124, DAS 155	Submit an Intent to Graduate Form, located on <i>The Q</i> .
Practice Management	DAS 111	S	3	DAS 153 with a grade of "C" or higher, Coreq: DAS 105, DAS 124, DAS 155	
Introduction to Oral Pathology	DAS 124	S	1	DAS 153 with a grade of "C" or higher, Coreq: DAS 105, DAS 111, DAS 155	
Dental Assisting II	DAS 155	S	6	DAS 153 with a grade of "C" or higher, Coreq: DAS 105, DAS 111, DAS 124	
		<b>Total</b>	<b>14</b>		
<b>Total Credits Required</b>			<b>39</b>		

# COURSE REVISION PROPOSAL

**2022 - 2023**  
**QUINSIGAMOND COMMUNITY COLLEGE**

## COURSE REVISION PROPOSAL

Type of Revision: ____Description <input checked="" type="checkbox"/> Prerequisite    ____Corequisite    ____Number ____Name ____# Credits ____Elective Type ____Other (explain)	
Course Discipline or Department: <b>Electronics Engineering Technology</b>	School: <b>BET</b>
Current Course Number: <b>ELM 260</b>	
Current Course Name: <b>Industrial Robotics</b>	
Current Course Description (as it appears in the college catalog including course three letter designation and number, title, credits, semesters offered and prerequisites/corequisites):  <b>ELM 260 Industrial Robotics</b> This course is an introduction to robotics as used in modern industry. Students explore coordinate systems, control systems, drive systems, and various methods of programming. In the laboratory, students complete a series of projects that require them to program robots to perform a variety of work cell tasks. Students practice industrial robot safety at all times. Students completing this course receive Fanuc CERT Certification, an internationally recognized robotics certification. <b>Credits: 4</b> <b>Prerequisite: ELT 130 or MNT 115</b> <b>Semester Offered: F/S</b> <b>Note: Three hours lecture, three hours laboratory</b>	
Proposed Description (include all proposed changes):  <b>ELM 260 Industrial Robotics</b> This course is an introduction to robotics as used in modern industry. Students explore coordinate systems, control systems, drive systems, and various methods of programming. In the laboratory, students complete a series of projects that require them to program robots to perform a variety of work cell tasks. Students practice industrial robot safety at all times. Students completing this course receive Fanuc CERT Certification, an internationally recognized robotics certification. <b>Credits: 4</b> <b>Prerequisite: ELT 121 or MNT 115</b> <b>Semester Offered: F/S</b> <b>Note: Three hours lecture, three hours laboratory</b>	
Rationale for the change:  <b>Prerequisite change: The prerequisite of ELT 130 Embedded Microcontrollers has been changed to ELT 121 Digital Circuits in order to make the course accessible to more students. It is not necessary to have a background in microcontrollers in order to learn industrial robot programming. Knowledge of either digital circuits (ELT 121) or basic manufacturing equipment (MNT 115) is adequate for success in this course.</b>	
Provide a description of any change in course content.  <b>N/A</b>	
List the programs that are affected by this change (list program names and program codes as they appear in the college catalog):  <ul style="list-style-type: none"> <li>• <b>Electronics Engineering Technology - Mechatronics Option - Associate in Science (Program Code: EEMO)</b></li> <li>• <b>Manufacturing Technology - Associate in Science (Program Code: MP)</b></li> <li>• <b>New Certificate (proposed): Robotics Certificate (Program Code: RC) - see separate New Certificate Proposal</b></li> </ul>	
Please confer with the coordinator of the affected department.	

<b>Done.</b>
Attach current and proposed academic maps ( <u>with changes in <b>bold</b></u> ) for all affected programs. You can obtain academic maps from Barb Zabka.
<b>Attached.</b>
Please submit a generic syllabus to your dean with all of the revisions included.
<b>Done.</b>



**Engineering & Engineering Technology****CURRENT****Electronics Engineering Technology - Mechatronics Option - Associate in Science (Program Code: EEMO)**

Course Title	Course #	Offered	Credits	Prerequisites	Milestones
Semester 1					Apply and get accepted to this program (Program Code: EEMO).  Register for and successfully complete all courses to graduate in four semesters.  Complete ELT 103 and ELT 121.  Complete ENG 101.  MAT 147 and MAT 148 recommended if primary goal is employment; MAT 123 and MAT 124 recommended for transfer.
Electronics I	ELT 103	F/S	4	Placement into college level English, MAT 095 with a grade of “C” or higher or approp place score	
Digital Circuits	ELT 121	F/S	4	Placement into college level English, MAT 095 with a grade of “C” or higher or approp place score	
Composition I	ENG 101	F/S/SU	3	Placement into college level English	
College Mathematics I: Pre-Calculus <b>OR</b>	MAT 123	F/S/SU	3-4	MAT 100 or approp place score	
Mathematics for Technicians I	MAT 147			MAT 095 with a grade of “C” or higher or approp place score	
		<b>Total</b>	<b>14-15</b>		
Semester 2					Meet with Career Services to discuss the co-op process and leads for co-op placements.  If considering transfer, meet with a Transfer Services Advisor. See <a href="http://www.QCC.edu/transfer">www.QCC.edu/transfer</a> .  Complete ELT 104 and ELT 130.  Complete ENG 102 or ENG 105; ENG 105 recommended if primary goal is employment after graduation.
Windows Client Operating Systems	CSC 141	F/S/SU	4		
Electronics II	ELT 104	F/S	4	ELT 103	
Embedded Microcontrollers	ELT 130	F/S	4	ELT 103, ELT 121	
Composition II <b>OR</b>	ENG 102	F/S/SU	3	ENG 101	
Technical Writing	ENG 105	F/S			
College Mathematics II: Trigonometry <b>OR</b>	MAT 124	F/S/SU	3-4	MAT 123 or approp place score	
Mathematics for Technicians II	MAT 148			MAT 147	
		<b>Total</b>	<b>18-19</b>		
Semester 3					For the Lab Science Elective, PHY 101 recommended for students intending to transfer.  Meet with Program Coordinator to discuss readiness for EET 299.  Contact Career Services to complete all requirements of CPS 298 (required prior to registration for EET 299). See <a href="http://www.QCC.edu/career-services">www.QCC.edu/career-services</a> .  If considering transfer, meet with representatives of four-year schools to discuss/begin the transfer application process; or create an account on the QCC job board to search for internships, co-ops and jobs.
Pre Cooperative Education Seminar	CPS 298	F/S	0		
Networking Technologies	CSC 234	F/S/SU	4	Coreq: CSC 141	
Instrumentation and Control Technology	ELM 251	F/S	4	ELT 104, ELT 130	
Introduction to Programmable Logic Controllers	ELM 257	F/S	4	ELT 103, ELT 121	
Lab Science Elective	---	F/S/SU	4		
		<b>Total</b>	<b>16</b>		
Semester 4					For the Liberal Arts Elective, SPH 101 recommended.  For the Social Science Elective, PSY 118 recommended.  Continue with/complete the transfer application process; or if seeking employment, meet with Career Services for career readiness preparation and to learn more about QCC’s job board.  Complete EET 299 (with Program Coordinator approval).  Submit an Intent to Graduate Form, located on <i>The Q</i> .
Cooperative Work Experience	EET 299	F/S/SU	3	CPS 298, ELT 104, ELT 130	
Mechatronic Systems	ELM 258	F/S	4	ELT 130	
<b>Industrial Robotics</b>	<b>ELM 260</b>	<b>F/S</b>	<b>4</b>	<b>ELT 130 or MNT 115</b>	
Liberal Arts Elective	---	F/S/SU	3-4		
Social Science Elective	---	F/S/SU	3		
		<b>Total</b>	<b>17-18</b>		
<b>Total Credits Required</b>			<b>65-68</b>		

**Engineering & Engineering Technology****PROPOSED****Electronics Engineering Technology - Mechatronics Option - Associate in Science (Program Code: EEMO)**

Course Title	Course #	Offered	Credits	Prerequisites	Milestones
Semester 1					Apply and get accepted to this program (Program Code: EEMO).  Register for and successfully complete all courses to graduate in four semesters.  Complete ELT 103 and ELT 121.  Complete ENG 101.  MAT 147 and MAT 148 recommended if primary goal is employment; MAT 123 and MAT 124 recommended for transfer.
Electronics I	ELT 103	F/S	4	Placement into college level English, MAT 095 with a grade of “C” or higher or approp place score	
Digital Circuits	ELT 121	F/S	4	Placement into college level English, MAT 095 with a grade of “C” or higher or approp place score	
Composition I	ENG 101	F/S/SU	3	Placement into college level English	
College Mathematics I: Pre-Calculus <b>OR</b>	MAT 123	F/S/SU	3-4	MAT 100 or approp place score	
Mathematics for Technicians I	MAT 147			MAT 095 with a grade of “C” or higher or approp place score	
		<b>Total</b>	<b>14-15</b>		
Semester 2					Meet with Career Services to discuss the co-op process and leads for co-op placements.  If considering transfer, meet with a Transfer Services Advisor. See <a href="http://www.QCC.edu/transfer">www.QCC.edu/transfer</a> .  Complete ELT 104 and ELT 130.  Complete ENG 102 or ENG 105; ENG 105 recommended if primary goal is employment after graduation.
Windows Client Operating Systems	CSC 141	F/S/SU	4		
Electronics II	ELT 104	F/S	4	ELT 103	
Embedded Microcontrollers	ELT 130	F/S	4	ELT 103, ELT 121	
Composition II <b>OR</b>	ENG 102	F/S/SU	3	ENG 101	
Technical Writing	ENG 105	F/S			
College Mathematics II: Trigonometry <b>OR</b>	MAT 124	F/S/SU	3-4	MAT 123 or approp place score	
Mathematics for Technicians II	MAT 148			MAT 147	
		<b>Total</b>	<b>18-19</b>		
Semester 3					For the Lab Science Elective, PHY 101 recommended for students intending to transfer.  Meet with Program Coordinator to discuss readiness for EET 299.  Contact Career Services to complete all requirements of CPS 298 (required prior to registration for EET 299). See <a href="http://www.QCC.edu/career-services">www.QCC.edu/career-services</a> .  If considering transfer, meet with representatives of four-year schools to discuss/begin the transfer application process; or create an account on the QCC job board to search for internships, co-ops and jobs.
Pre Cooperative Education Seminar	CPS 298	F/S	0		
Networking Technologies	CSC 234	F/S/SU	4	Coreq: CSC 141	
Instrumentation and Control Technology	ELM 251	F/S	4	ELT 104, ELT 130	
Introduction to Programmable Logic Controllers	ELM 257	F/S	4	ELT 103, ELT 121	
Lab Science Elective	---	F/S/SU	4		
		<b>Total</b>	<b>16</b>		
Semester 4					For the Liberal Arts Elective, SPH 101 recommended.  For the Social Science Elective, PSY 118 recommended.  Continue with/complete the transfer application process; or if seeking employment, meet with Career Services for career readiness preparation and to learn more about QCC’s job board.  Complete EET 299 (with Program Coordinator approval).  Submit an Intent to Graduate Form, located on <i>The Q</i> .
Cooperative Work Experience	EET 299	F/S/SU	3	CPS 298, ELT 104, ELT 130	
Mechatronic Systems	ELM 258	F/S	4	ELT 130	
<b>Industrial Robotics</b>	<b>ELM 260</b>	<b>F/S</b>	<b>4</b>	<b>ELT 121 or MNT 115</b>	
Liberal Arts Elective	---	F/S/SU	3-4		
Social Science Elective	---	F/S/SU	3		
		<b>Total</b>	<b>17-18</b>		
<b>Total Credits Required</b>			<b>65-68</b>		

**Manufacturing Technology - Associate in Science (Program Code: MP)**
**CURRENT**

Course Title	Course #	Offered	Credits	Prerequisites	Milestones
Semester 1					Apply and get accepted to this program (Program Code: MP).
Introduction to Microcomputer Applications	CIS 111	F/S/SU	3		Register for and successfully complete all courses to graduate in four semesters.
College Mathematics I: Pre-Calculus <b>OR</b>	MAT 123	F/S/SU	3-4	MAT 100 or approp place score	
Mathematics for Technicians I	MAT 147			MAT 095 with a grade of "C" or higher or approp place score	Complete MAT 123 and MAT 124 for transfer goal; Complete MAT 147 and MAT 148 for employment goal.
Manufacturing Safety	MNT 100	F/S	3	Placement into college level English, MAT 095 with a grade of "C" or higher or approp place score	
Mechanical CAD I	MNT 101	F/S	3	MAT 095 with a grade of "C" or higher or approp place score	
Basic Machine Operation	MNT 108	F/S	3	MAT 095 with a grade of "C" or higher or approp place score	Complete MNT 101.
		Total	15-16		
Semester 2					Meet with Career Services to discuss the co-op process and leads for co-op placements.
Composition I	ENG 101	F/S/SU	3	Placement into college level English	If considering transfer, meet with a Transfer Services Advisor. See <a href="http://www.QCC.edu/transfer">www.QCC.edu/transfer</a> .
College Mathematics II: Trigonometry <b>OR</b>	MAT 124	F/S/SU	3-4	MAT 123 or approp place score	
Mathematics for Technicians II	MAT 148			MAT 147	Complete ENG 101, MNT 106 and MNT 115.
Quality	MNT 106	S	3		
Manufacturing Materials and Processes	MNT 110	S	3	MAT 095 with a grade of "C" or higher or approp place score	
Maintenance and Instrumentation in Manufacturing	MNT 115	S	3		
		Total	15-16		
Semester 3					If choosing MNT 299 (Semester 4), meet with Program Coordinator to discuss readiness for MNT 299.
Pre Cooperative Education Seminar	CPS 298	F/S	0		Contact Career Services to complete all requirements of CPS 298 (required prior to registration for MNT 299). See <a href="http://www.QCC.edu/career-services">www.QCC.edu/career-services</a> .
Industrial Robotics	ELM 260	F/S	4	ELT 130 or MNT 115	
Composition II <b>OR</b>	ENG 102	F/S/SU	3	ENG 101	If considering transfer, meet with representatives of four-year schools to discuss/begin the transfer application process; or create an account on the QCC job board to search for internships, co-ops and jobs.
Technical Writing	ENG 105	F/S			
Solid Modeling	MNT 103	F/S	3	ERG 101 or MNT 101	Complete MNT 103 and MNT 210 (both courses include certification exams).
CNC Programming	MNT 210	F	4	Coreq: MNT 101, MNT 108	
Physics I	PHY 101	F/SU	4	MAT 148 or Coreq: MAT 124	Complete PHY 101.
		Total	18		
Semester 4					Continue with/complete the transfer application process; or if seeking employment, meet with Career Services for career readiness preparation and to learn more about QCC's job board.
Computer-Aided Manufacturing	MNT 215	S	4	MNT 101, MNT 210	Complete MNT 215.
Manufacturing Capstone Project <b>OR</b>	MNT 216	S	3-4	MNT 102 or MNT 103, MNT 210	
Cooperative Work Experience & Seminar <b>OR</b>	MNT 299	F/S/SU		CPS 298, Approval of Program Coordinator	Complete MNT 216, which offers SME CMfgT exam; or complete MNT 299 (with Program Coordinator approval), which introduces students to employers; or complete Program Elective (must choose from ACC, BUS, HUM, LOG, MGT, SOC, or MAT 122, or any MAT 200-level course), which provides an alternative professional option.
Program Elective	---				
Lean Manufacturing and Six Sigma	MNT 218	S	3	MNT 106	Complete MNT 218 (includes certification exam).
Physics II	PHY 102	S/SU	4	PHY 101	
		Total	14-15		Submit an Intent to Graduate Form, located on <i>The Q</i> .
Total Credits Required			62-65		

**Manufacturing Technology - Associate in Science (Program Code: MP)**
**PROPOSED**

Course Title	Course #	Offered	Credits	Prerequisites	Milestones
Semester 1					Apply and get accepted to this program (Program Code: MP).
Introduction to Microcomputer Applications	CIS 111	F/S/SU	3		Register for and successfully complete all courses to graduate in four semesters.
College Mathematics I: Pre-Calculus <b>OR</b>	MAT 123	F/S/SU	3-4	MAT 100 or approp place score	
Mathematics for Technicians I	MAT 147			MAT 095 with a grade of "C" or higher or approp place score	
Manufacturing Safety	MNT 100	F/S	3	Placement into college level English, MAT 095 with a grade of "C" or higher or approp place score	Complete MAT 123 and MAT 124 for transfer goal; Complete MAT 147 and MAT 148 for employment goal.
Mechanical CAD I	MNT 101	F/S	3	MAT 095 with a grade of "C" or higher or approp place score	Complete MNT 100 and MNT 108 (both courses include certification exams).
Basic Machine Operation	MNT 108	F/S	3	MAT 095 with a grade of "C" or higher or approp place score	Complete MNT 101.
		Total	15-16		
Semester 2					Meet with Career Services to discuss the co-op process and leads for co-op placements.
Composition I	ENG 101	F/S/SU	3	Placement into college level English	If considering transfer, meet with a Transfer Services Advisor. See <a href="http://www.QCC.edu/transfer">www.QCC.edu/transfer</a> .
College Mathematics II: Trigonometry <b>OR</b>	MAT 124	F/S/SU	3-4	MAT 123 or approp place score	
Mathematics for Technicians II	MAT 148			MAT 147	
Quality	MNT 106	S	3		Complete ENG 101, MNT 106 and MNT 115.
Manufacturing Materials and Processes	MNT 110	S	3	MAT 095 with a grade of "C" or higher or approp place score	
Maintenance and Instrumentation in Manufacturing	MNT 115	S	3		
		Total	15-16		
Semester 3					If choosing MNT 299 (Semester 4), meet with Program Coordinator to discuss readiness for MNT 299.
Pre Cooperative Education Seminar	CPS 298	F/S	0		Contact Career Services to complete all requirements of CPS 298 (required prior to registration for MNT 299). See <a href="http://www.QCC.edu/career-services">www.QCC.edu/career-services</a> .
Industrial Robotics	ELM 260	F/S	4	ELT 121 or MNT 115	
Composition II <b>OR</b>	ENG 102	F/S/SU	3	ENG 101	If considering transfer, meet with representatives of four-year schools to discuss/begin the transfer application process; or create an account on the QCC job board to search for internships, co-ops and jobs.
Technical Writing	ENG 105	F/S			
Solid Modeling	MNT 103	F/S	3	ERG 101 or MNT 101	Complete MNT 103 and MNT 210 (both courses include certification exams).
CNC Programming	MNT 210	F	4	Coreq: MNT 101, MNT 108	
Physics I	PHY 101	F/SU	4	MAT 148 or Coreq: MAT 124	Complete PHY 101.
		Total	18		
Semester 4					Continue with/complete the transfer application process; or if seeking employment, meet with Career Services for career readiness preparation and to learn more about QCC's job board.
Computer-Aided Manufacturing	MNT 215	S	4	MNT 101, MNT 210	Complete MNT 215.
Manufacturing Capstone Project <b>OR</b>	MNT 216	S	3-4	MNT 102 or MNT 103, MNT 210	
Cooperative Work Experience & Seminar <b>OR</b>	MNT 299	F/S/SU		CPS 298, Approval of Program Coordinator	Complete MNT 216, which offers SME CMfgT exam; or complete MNT 299 (with Program Coordinator approval), which introduces students to employers; or complete Program Elective (must choose from ACC, BUS, HUM, LOG, MGT, SOC, or MAT 122, or any MAT 200-level course), which provides an alternative professional option.
Program Elective	---				
Lean Manufacturing and Six Sigma	MNT 218	S	3	MNT 106	Complete MNT 218 (includes certification exam).
Physics II	PHY 102	S/SU	4	PHY 101	Submit an Intent to Graduate Form, located on <i>The Q</i> .
		Total	14-15		
Total Credits Required			62-65		

**2022 - 2023**  
**QUINSIGAMOND COMMUNITY COLLEGE**

**COURSE REVISION PROPOSAL**

1. **Course Number and Name:** CST 231 Internetworking Principles and Protocols  
(from current AY22/23 catalog)

2. **Originator:** \_\_\_\_\_ **Date:** \_\_\_\_\_

3. **School Dean:** Betty Lauer **Date:** April 19, 2023

4. **Effective Date:** **Fall 2024**

5. **Reviewed by Program and Process (if applicable)** \_\_\_\_\_ **Date:** \_\_\_\_\_

6. **Recommended by the** School of Business, Engineering & Technology **Date:** 5/18/2023

**Comments:** Unanimously approved.

7. **AA Leadership Team:** Kevin Li **Date:** 09/19/23

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

**Comments:**

8. **VP/Academic Affairs:** James Keane **Date:** 09/19/23

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

**Comments:**

9. **Learning Council:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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

**Comments:**

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

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

**Comments:**

**2022 - 2023**  
**QUINSIGAMOND COMMUNITY COLLEGE**

## COURSE REVISION PROPOSAL

Type of Revision: <input checked="" type="checkbox"/> Description <input checked="" type="checkbox"/> Prerequisite <input type="checkbox"/> Corequisite <input type="checkbox"/> Number <input type="checkbox"/> Name <input type="checkbox"/> # Credits <input type="checkbox"/> Elective Type <input checked="" type="checkbox"/> Other (explain): <b>Semester Offered</b>	
Course Discipline or Department: <b>CSET</b>	School: <b>BET</b>
Current Course Number: <b>CST 231</b>	
Current Course Name: <b>Internetworking Principles and Protocols</b>	
Current Course Description (as it appears in the college catalog including course three letter designation and number, title, credits, semesters offered and prerequisites/corequisites):  <b>CST 231 Internetworking Principles and Protocols</b> This course presents a detailed overview of the implementation of the Transmission Control Protocol/Internet Protocol (TCP/IP) suite. It prepares students with the necessary concepts and skills needed to configure, manage, and troubleshoot the TCP/IP environment. Upon completion of the course, students are able to configure TCP/IP clients and resources, configure and manage TCP/IP services, and troubleshoot network problems using TCP/IP utilities. <b>Credits: 3</b> <b>Prerequisite: MAT 100 or appropriate placement score</b> <b>Corequisite: CSC 234</b> <b>Semester Offered: F/S/SU</b> <b>Note: Two hours lecture, three hours laboratory</b>	
Proposed Description (include all proposed changes):  <b>CST 231 Internetworking Principles and Protocols</b> This course presents a detailed overview of the implementation of the Transmission Control Protocol/Internet Protocol (TCP/IP) suite, <b>including security protocols</b> . It prepares students with the necessary concepts and skills needed to configure, manage, and troubleshoot the TCP/IP environment. Upon completion of the course, students are able to configure TCP/IP clients and resources, configure and manage TCP/IP services, and troubleshoot network problems using TCP/IP utilities. <b>Credits: 3</b> <b>Corequisite: CSC 234</b> <b>Semester Offered: F/S</b> <b>Note: Two hours lecture, three hours laboratory</b>	
Rationale for the change:  <b>Course enrollment is not currently offered over Summer semesters. Math prerequisite no longer necessary.</b>	
Provide a description of any change in course content.  <b>Adding newer TCP/IP security protocol topics for the purpose of keeping course current.</b>	
List the programs that are affected by this change (list program names and program codes as they appear in the college catalog):  <ul style="list-style-type: none"> <li>• <b>Computer Systems Engineering Technology - Computer Support Option - Associate in Science (Program Code: SECS)</b></li> <li>• <b>Computer Systems Engineering Technology - Cybersecurity Option - Associate in Science (Program Code: SECY)</b></li> </ul>	

- **Computer Systems Engineering Technology - Enterprise Information Technology (IT) Option - Associate in Science (Program Code: SEIT)**
- **Computer Systems Engineering Technology - Forensics Option - Associate in Science (Program Code: SEF)**
- **Cyber Security Certificate (Program Code: CBS)**
- **Network Associate Certificate (Program Code: NAC)**
- **Network Technician Certificate (Program Code: NTC)**

Please confer with the coordinator of the affected department.

Attach current and proposed academic maps (with changes in **bold**) for all affected programs. You can obtain academic maps from Barb Zabka.

**Attached.**

Please submit a generic syllabus to your dean with all of the revisions included.



**Computer & Information Technology****CURRENT****Computer Systems Engineering Technology - Computer Support Option - Associate in Science (Program Code: SECS)**

Course Title	Course #	Offered	Credits	Prerequisites	Milestones
<b>Semester 1</b>					Apply and get accepted to this program (Program Code: SECS).
Windows Client Operating Systems	CSC 141	F/S/SU	4		Register for and successfully complete all courses to graduate in four semesters.  Meet with Academic Advisor about co-enrolling in CSET certificate.
Networking Technologies	CSC 234	F/S/SU	4	Coreq: CSC 141	
Composition I	ENG 101	F/S/SU	3	Placement into college level English	
Speech Communication Skills	SPH 101	F/S/SU	3	Placement into college level English	
Mathematics Elective	---	F/S/SU	3		
		<b>Total</b>	<b>17</b>		Complete CSC 141, CSC 234, ENG 101, and the Mathematics Elective.
<b>Semester 2</b>					Meet with Career Services to discuss the co-op process and leads for co-op placements.
Introduction to Microcomputer Applications	CIS 111	F/S/SU	3		If considering transfer, meet with a Transfer Services Advisor. See <a href="http://www.QCC.edu/transfer">www.QCC.edu/transfer</a> .  Complete CIS 111 and ENG 102.
IT Help Desk Concepts	CSC 105	F/S	2		
Computer Hardware and Support	CSC 233	F/S	4	Coreq: CSC 141	
Windows Server Operating Systems	CSC 241	F/S	3	CSC 141	
Composition II	ENG 102	F/S/SU	3	ENG 101	
		<b>Total</b>	<b>15</b>		
<b>Semester 3</b>					Meet with Program Coordinator to discuss readiness for CST 299.
Advanced Microcomputer Applications	CIS 112	F/S/SU	3	CIS 111, Placement into college level English, MAT 095 with a grade of "C" or higher or approp place score	Contact Career Services to complete all requirements of CPS 298 (required prior to registration for CST 299). See <a href="http://www.QCC.edu/career-services">www.QCC.edu/career-services</a> .  If considering transfer, meet with representatives of four-year schools to discuss/begin the transfer application process; or create an account on the QCC job board to search for internships, co-ops and jobs.
Introduction to Programming with C++ <b>OR</b>	CIS 121	F/S	3	Placement into college level English, MAT 095 with a grade of "C" or higher or approp place score, Coreq: CIS 105 or CIS 111	
Introduction to Programming Using Python <b>OR</b>	CSC 101			MAT 099 with a grade of "C" or higher or approp place score	
Systems Programming and Scripting	CSC 201			CSC 141, Coreq: CST 245	
Pre Cooperative Education Seminar	CPS 298	F/S	0		
Internetworking Principles and Protocols	CST 231	F/S/SU	3	MAT 100 or approp place score, Coreq: CSC 234	Continue with/complete the transfer application process; or if seeking employment, meet with Career Services for career readiness preparation and to learn more about QCC's job board and to review industry certification requirements and opportunities.  Submit an Intent to Graduate Form, located on <i>The Q</i> .
UNIX Operating Systems I	CST 245	F/S/SU	4	Coreq: CSC 141	
Social Science Elective	---	F/S/SU	3		
		<b>Total</b>	<b>16</b>		
<b>Semester 4</b>					
Mobile Operating Systems	CSC 140	F/S	3		
IT Security Foundations	CST 205	S/SU	3	Placement into college level English	
Cooperative Work Experience & Seminar	CST 299	F/S/SU	3	CPS 298, Approval of Program Coordinator	
Technical and Workplace Writing	ENG 205	F/S/SU	3	ENG 102, Computer Literacy	
Liberal Arts Elective	---	F/S/SU	3		
		<b>Total</b>	<b>15</b>		
<b>Total Credits Required</b>			<b>63</b>		



**Computer & Information Technology****PROPOSED****Computer Systems Engineering Technology - Computer Support Option - Associate in Science (Program Code: SECS)**

Course Title	Course #	Offered	Credits	Prerequisites	Milestones
<b>Semester 1</b>					Apply and get accepted to this program (Program Code: SECS).
Windows Client Operating Systems	CSC 141	F/S/SU	4		Register for and successfully complete all courses to graduate in four semesters.  Meet with Academic Advisor about co-enrolling in CSET certificate.
Networking Technologies	CSC 234	F/S/SU	4	Coreq: CSC 141	
Composition I	ENG 101	F/S/SU	3	Placement into college level English	
Speech Communication Skills	SPH 101	F/S/SU	3	Placement into college level English	
Mathematics Elective	---	F/S/SU	3		
		<b>Total</b>	<b>17</b>		Complete CSC 141, CSC 234, ENG 101, and the Mathematics Elective.
<b>Semester 2</b>					Meet with Career Services to discuss the co-op process and leads for co-op placements.
Introduction to Microcomputer Applications	CIS 111	F/S/SU	3		If considering transfer, meet with a Transfer Services Advisor. See <a href="http://www.QCC.edu/transfer">www.QCC.edu/transfer</a> .  Complete CIS 111 and ENG 102.
IT Help Desk Concepts	CSC 105	F/S	2		
Computer Hardware and Support	CSC 233	F/S	4	Coreq: CSC 141	
Windows Server Operating Systems	CSC 241	F/S	3	CSC 141	
Composition II	ENG 102	F/S/SU	3	ENG 101	
		<b>Total</b>	<b>15</b>		
<b>Semester 3</b>					Meet with Program Coordinator to discuss readiness for CST 299.
Advanced Microcomputer Applications	CIS 112	F/S/SU	3	CIS 111, Placement into college level English, MAT 095 with a grade of "C" or higher or approp place score	Contact Career Services to complete all requirements of CPS 298 (required prior to registration for CST 299). See <a href="http://www.QCC.edu/career-services">www.QCC.edu/career-services</a> .  If considering transfer, meet with representatives of four-year schools to discuss/begin the transfer application process; or create an account on the QCC job board to search for internships, co-ops and jobs.
Introduction to Programming with C++ <b>OR</b>	CIS 121	F/S	3	Placement into college level English, MAT 095 with a grade of "C" or higher or approp place score, Coreq: CIS 105 or CIS 111	
Introduction to Programming Using Python <b>OR</b>	CSC 101			MAT 099 with a grade of "C" or higher or approp place score	
Systems Programming and Scripting	CSC 201			CSC 141, Coreq: CST 245	
Pre Cooperative Education Seminar	CPS 298	F/S	0		
Internetworking Principles and Protocols	CST 231	F/S	3	Coreq: CSC 234	Continue with/complete the transfer application process; or if seeking employment, meet with Career Services for career readiness preparation and to learn more about QCC's job board and to review industry certification requirements and opportunities.  Submit an Intent to Graduate Form, located on <i>The Q</i> .
UNIX Operating Systems I	CST 245	F/S/SU	4	Coreq: CSC 141	
Social Science Elective	---	F/S/SU	3		
		<b>Total</b>	<b>16</b>		
<b>Semester 4</b>					
Mobile Operating Systems	CSC 140	F/S	3		
IT Security Foundations	CST 205	S/SU	3	Placement into college level English	
Cooperative Work Experience & Seminar	CST 299	F/S/SU	3	CPS 298, Approval of Program Coordinator	
Technical and Workplace Writing	ENG 205	F/S/SU	3	ENG 102, Computer Literacy	
Liberal Arts Elective	---	F/S/SU	3		
		<b>Total</b>	<b>15</b>		
<b>Total Credits Required</b>			<b>63</b>		

**Computer & Information Technology****CURRENT****Computer Systems Engineering Technology - Cybersecurity Option - Associate in Science (Program Code: SECY)**

Course Title	Course #	Offered	Credits	Prerequisites	Milestones
<b>Semester 1</b>					Apply and get accepted to this program (Program Code: SECY).
Windows Client Operating Systems	CSC 141	F/S/SU	4		Register for and successfully complete all courses to graduate in four semesters.
Networking Technologies	CSC 234	F/S/SU	4	Coreq: CSC 141	
Composition I	ENG 101	F/S/SU	3	Placement into college level English	Meet with Academic Advisor about co-enrolling in CSET certificate.
Speech Communication Skills	SPH 101	F/S/SU	3	Placement into college level English	
Mathematics Elective	---	F/S/SU	3		Complete CSC 141, CSC 234, ENG 101, and the Mathematics Elective.
		<b>Total</b>	<b>17</b>		
<b>Semester 2</b>					Meet with Career Services to discuss the co-op process and leads for co-op placements.
Computer Hardware and Support	CSC 233	F/S	4	Coreq: CSC 141	If considering transfer, meet with a Transfer Services Advisor. See <a href="http://www.QCC.edu/transfer">www.QCC.edu/transfer</a> .
Windows Server Operating Systems	CSC 241	F/S	3	CSC 141	
IT Security Foundations	CST 205	S/SU	3	Placement into college level English	Complete CSC 241, CST 205, and ENG 102.
Enterprise IT Systems Security	CST 208	S	3	CSC 141	
Composition II	ENG 102	F/S/SU	3	ENG 101	
		<b>Total</b>	<b>16</b>		
<b>Semester 3</b>					Meet with Program Coordinator to discuss readiness for CST 299.
Introduction to Programming with C++ <b>OR</b>	CIS 121	F/S	3	Placement into college level English, MAT 095 with a grade of "C" or higher or approp place score, Coreq: CIS 105 or CIS 111	Contact Career Services to complete all requirements of CPS 298 (required prior to registration for CST 299). See <a href="http://www.QCC.edu/career-services">www.QCC.edu/career-services</a> .
Introduction to Programming Using Python <b>OR</b>	CSC 101			MAT 099 with a grade of "C" or higher or approp place score	
Systems Programming and Scripting	CSC 201			CSC 141, Coreq: CST 245	If considering transfer, meet with representatives of four-year schools to discuss/begin the transfer application process; or create an account on the QCC job board to search for internships, co-ops and jobs.
Pre Cooperative Education Seminar	CPS 298	F/S	0		
Computer Forensics	CST 206	F/S	3	CSC 141	Complete CIS 121 or CSC 101 or CSC 201.
Advanced Topics in Security	CST 211	F/S	3	CST 205	
Internetworking Principles and Protocols	CST 231	F/S/SU	3	MAT 100 or approp place score, Coreq: CSC 234	Complete CST 231.
UNIX Operating Systems I	CST 245	F/S/SU	4	Coreq: CSC 141	
Technical and Workplace Writing	ENG 205	F/S/SU	3	ENG 102, Computer Literacy	Continue with/complete the transfer application process; or if seeking employment, meet with Career Services for career readiness preparation and to learn more about QCC's job board and to review industry certification requirements and opportunities.
		<b>Total</b>	<b>19</b>		
<b>Semester 4</b>					Complete CST 209 and CST 240.
Ethical Hacking	CST 209	S	3	CSC 201, CST 205	
Routing Technologies	CST 240	S	3	Coreq: CST 231	Submit an Intent to Graduate Form, located on <i>The Q</i> .
Cooperative Work Experience & Seminar	CST 299	F/S/SU	3	CPS 298, Approval of Program Coordinator	
Liberal Arts Elective	---	F/S/SU	3		
Social Science Elective	---	F/S/SU	3		
		<b>Total</b>	<b>15</b>		
<b>Total Credits Required</b>			<b>67</b>		

**Computer & Information Technology****PROPOSED****Computer Systems Engineering Technology - Cybersecurity Option - Associate in Science (Program Code: SECY)**

Course Title	Course #	Offered	Credits	Prerequisites	Milestones
Semester 1					Apply and get accepted to this program (Program Code: SECY).  Register for and successfully complete all courses to graduate in four semesters.  Meet with Academic Advisor about co-enrolling in CSET certificate.  Complete CSC 141, CSC 234, ENG 101, and the Mathematics Elective.
Windows Client Operating Systems	CSC 141	F/S/SU	4		
Networking Technologies	CSC 234	F/S/SU	4	Coreq: CSC 141	
Composition I	ENG 101	F/S/SU	3	Placement into college level English	
Speech Communication Skills	SPH 101	F/S/SU	3	Placement into college level English	
Mathematics Elective	---	F/S/SU	3		
		Total	17		
Semester 2					Meet with Career Services to discuss the co-op process and leads for co-op placements.  If considering transfer, meet with a Transfer Services Advisor. See <a href="http://www.QCC.edu/transfer">www.QCC.edu/transfer</a> .  Complete CSC 241, CST 205, and ENG 102.
Computer Hardware and Support	CSC 233	F/S	4	Coreq: CSC 141	
Windows Server Operating Systems	CSC 241	F/S	3	CSC 141	
IT Security Foundations	CST 205	S/SU	3	Placement into college level English	
Enterprise IT Systems Security	CST 208	S	3	CSC 141	
Composition II	ENG 102	F/S/SU	3	ENG 101	
		Total	16		
Semester 3					Meet with Program Coordinator to discuss readiness for CST 299.  Contact Career Services to complete all requirements of CPS 298 (required prior to registration for CST 299). See <a href="http://www.QCC.edu/career-services">www.QCC.edu/career-services</a> .  If considering transfer, meet with representatives of four-year schools to discuss/begin the transfer application process; or create an account on the QCC job board to search for internships, co-ops and jobs.  Complete CIS 121 or CSC 101 or CSC 201.  Complete CST 231.
Introduction to Programming with C++ <b>OR</b>	CIS 121	F/S	3	Placement into college level English, MAT 095 with a grade of "C" or higher or approp place score, Coreq: CIS 105 or CIS 111	
Introduction to Programming Using Python <b>OR</b>	CSC 101			MAT 099 with a grade of "C" or higher or approp place score	
Systems Programming and Scripting	CSC 201			CSC 141, Coreq: CST 245	
Pre Cooperative Education Seminar	CPS 298	F/S	0		
Computer Forensics	CST 206	F/S	3	CSC 141	
Advanced Topics in Security	CST 211	F/S	3	CST 205	
Internetworking Principles and Protocols	CST 231	F/S	3	Coreq: CSC 234	
UNIX Operating Systems I	CST 245	F/S/SU	4	Coreq: CSC 141	
Technical and Workplace Writing	ENG 205	F/S/SU	3	ENG 102, Computer Literacy	
		Total	19		
Semester 4					
Ethical Hacking	CST 209	S	3	CSC 201, CST 205	
Routing Technologies	CST 240	S	3	Coreq: CST 231	
Cooperative Work Experience & Seminar	CST 299	F/S/SU	3	CPS 298, Approval of Program Coordinator	
Liberal Arts Elective	---	F/S/SU	3		
Social Science Elective	---	F/S/SU	3		
		Total	15		
Total Credits Required			67		

**Computer & Information Technology****CURRENT****Computer Systems Engineering Technology - Enterprise Information Technology (IT) Option - Associate in Science (Program Code: SEIT)**

Course Title	Course #	Offered	Credits	Prerequisites	Milestones
<b>Semester 1</b>					Apply and get accepted to this program (Program Code: SEIT).
IT Help Desk Concepts	CSC 105	F/S	2		Register for and successfully complete all courses to graduate in four semesters.
Windows Client Operating Systems	CSC 141	F/S/SU	4		
Networking Technologies	CSC 234	F/S/SU	4	Coreq: CSC 141	
Composition I	ENG 101	F/S/SU	3	Placement into college level English	Meet with Academic Advisor about co-enrolling in CSET certificate.
Speech Communication Skills	SPH 101	F/S/SU	3	Placement into college level English	Complete CSC 141, CSC 234, ENG 101, and the Mathematics Elective.
Mathematics Elective	---	F/S/SU	3		
		<b>Total</b>	<b>19</b>		
<b>Semester 2</b>					Meet with Career Services to discuss the co-op process and leads for co-op placements.
Storage Technologies	CSC 210	S/SU	3	Placement into college level English	If considering transfer, meet with a Transfer Services Advisor. See <a href="http://www.QCC.edu/transfer">www.QCC.edu/transfer</a> .
Computer Hardware and Support	CSC 233	F/S	4	Coreq: CSC 141	
Windows Server Operating Systems	CSC 241	F/S	3	CSC 141	
IT Security Foundations	CST 205	S/SU	3	Placement into college level English	Complete CSC 241 and ENG 102.
Composition II	ENG 102	F/S/SU	3	ENG 101	
Project Management	MGT 205	F/S	3	ENG 101	
		<b>Total</b>	<b>19</b>		
<b>Semester 3</b>					For the Technology Career Elective, choose one technical course from CIS, CSC, CST, ELM, ELT, IMD, or IMG course designations.
Introduction to Programming with C++ <b>OR</b>	CIS 121	F/S	3	Placement into college level English, MAT 095 with a grade of "C" or higher or approp place score, Coreq: CIS 105 or CIS 111	Meet with Program Coordinator to discuss readiness for CST 299.
Introduction to Programming Using Python <b>OR</b>	CSC 101			MAT 099 with a grade of "C" or higher or approp place score	
Systems Programming and Scripting	CSC 201			CSC 141, Coreq: CST 245	
Pre Cooperative Education Seminar	CPS 298	F/S	0		Contact Career Services to complete all requirements of CPS 298 (required prior to registration for CST 299). See <a href="http://www.QCC.edu/career-services">www.QCC.edu/career-services</a> .
Internetworking Principles and Protocols	CST 231	F/S/SU	3	MAT 100 or approp place score, Coreq: CSC 234	If considering transfer, meet with representatives of four-year schools to discuss/begin the transfer application process; or create an account on the QCC job board to search for internships, co-ops and jobs.
Network Infrastructure Management	CST 235	S	3	CSC 234, Coreq: CST 231	
UNIX Operating Systems I	CST 245	F/S/SU	4	Coreq: CSC 141	
Liberal Arts Elective	---	F/S/SU	3		Complete CST 231.
Technology Career Elective	---	S/SU	3		
		<b>Total</b>	<b>19</b>		
<b>Semester 4</b>					Continue with/complete the transfer application process; or if seeking employment, meet with Career Services for career readiness preparation and to learn more about QCC's job board and to review industry certification requirements and opportunities.
Telecommunications in Business	CST 207	F/S	3	Placement into college level English	Complete CST 238 and CST 240.
Enterprise Application Infrastructure	CST 238	S/SU	3	Coreq: CSC 241	
Routing Technologies	CST 240	S	3	Coreq: CST 231	
Cooperative Work Experience & Seminar	CST 299	F/S/SU	3	CPS 298, Approval of Program Coordinator	Submit an Intent to Graduate Form, located on <i>The Q</i> .
Liberal Arts Elective	---	F/S/SU	3		
Social Science Elective	---	F/S/SU	3		
		<b>Total</b>	<b>18</b>		
<b>Total Credits Required</b>			<b>75</b>		

**Computer & Information Technology****PROPOSED****Computer Systems Engineering Technology - Enterprise Information Technology (IT) Option - Associate in Science (Program Code: SEIT)**

Course Title	Course #	Offered	Credits	Prerequisites	Milestones
<b>Semester 1</b>					Apply and get accepted to this program (Program Code: SEIT).
IT Help Desk Concepts	CSC 105	F/S	2		Register for and successfully complete all courses to graduate in four semesters.
Windows Client Operating Systems	CSC 141	F/S/SU	4		
Networking Technologies	CSC 234	F/S/SU	4	Coreq: CSC 141	
Composition I	ENG 101	F/S/SU	3	Placement into college level English	Meet with Academic Advisor about co-enrolling in CSET certificate.
Speech Communication Skills	SPH 101	F/S/SU	3	Placement into college level English	
Mathematics Elective	---	F/S/SU	3		Complete CSC 141, CSC 234, ENG 101, and the Mathematics Elective.
		<b>Total</b>	<b>19</b>		
<b>Semester 2</b>					Meet with Career Services to discuss the co-op process and leads for co-op placements.
Storage Technologies	CSC 210	S/SU	3	Placement into college level English	If considering transfer, meet with a Transfer Services Advisor. See <a href="http://www.QCC.edu/transfer">www.QCC.edu/transfer</a> .
Computer Hardware and Support	CSC 233	F/S	4	Coreq: CSC 141	
Windows Server Operating Systems	CSC 241	F/S	3	CSC 141	
IT Security Foundations	CST 205	S/SU	3	Placement into college level English	Complete CSC 241 and ENG 102.
Composition II	ENG 102	F/S/SU	3	ENG 101	
Project Management	MGT 205	F/S	3	ENG 101	
		<b>Total</b>	<b>19</b>		
<b>Semester 3</b>					For the Technology Career Elective, choose one technical course from CIS, CSC, CST, ELM, ELT, IMD, or IMG course designations.
Introduction to Programming with C++ <b>OR</b>	CIS 121	F/S	3	Placement into college level English, MAT 095 with a grade of "C" or higher or approp place score, Coreq: CIS 105 or CIS 111	Meet with Program Coordinator to discuss readiness for CST 299.
Introduction to Programming Using Python <b>OR</b>	CSC 101			MAT 099 with a grade of "C" or higher or approp place score	
Systems Programming and Scripting	CSC 201			CSC 141, Coreq: CST 245	
Pre Cooperative Education Seminar	CPS 298	F/S	0		Contact Career Services to complete all requirements of CPS 298 (required prior to registration for CST 299). See <a href="http://www.QCC.edu/career-services">www.QCC.edu/career-services</a> .
Internetworking Principles and Protocols	CST 231	F/S	3	Coreq: CSC 234	If considering transfer, meet with representatives of four-year schools to discuss/begin the transfer application process; or create an account on the QCC job board to search for internships, co-ops and jobs.
Network Infrastructure Management	CST 235	S	3	CSC 234, Coreq: CST 231	
UNIX Operating Systems I	CST 245	F/S/SU	4	Coreq: CSC 141	
Liberal Arts Elective	---	F/S/SU	3		
Technology Career Elective	---	S/SU	3		
		<b>Total</b>	<b>19</b>		Complete CST 231.
<b>Semester 4</b>					Continue with/complete the transfer application process; or if seeking employment, meet with Career Services for career readiness preparation and to learn more about QCC's job board and to review industry certification requirements and opportunities.
Telecommunications in Business	CST 207	F/S	3	Placement into college level English	Complete CST 238 and CST 240.
Enterprise Application Infrastructure	CST 238	S/SU	3	Coreq: CSC 241	
Routing Technologies	CST 240	S	3	Coreq: CST 231	
Cooperative Work Experience & Seminar	CST 299	F/S/SU	3	CPS 298, Approval of Program Coordinator	Submit an Intent to Graduate Form, located on <i>The Q</i> .
Liberal Arts Elective	---	F/S/SU	3		
Social Science Elective	---	F/S/SU	3		
		<b>Total</b>	<b>18</b>		
<b>Total Credits Required</b>			<b>75</b>		

**Computer & Information Technology****CURRENT****Computer Systems Engineering Technology - Forensics Option - Associate in Science (Program Code: SEF)**

Course Title	Course #	Offered	Credits	Prerequisites	Milestones
<b>Semester 1</b>					Apply and get accepted to this program (Program Code: SEF).
E-Business Law & Ethics	BSL 103	F/S	3	Coreq: CIS 111	Register for and successfully complete all courses to graduate in four semesters.
Introduction to Criminal Justice	CRJ 101	F/S/SU	3	Placement into college level English	
Windows Client Operating Systems	CSC 141	F/S/SU	4		
Composition I	ENG 101	F/S/SU	3	Placement into college level English	Meet with Academic Advisor about co-enrolling in CSET certificate.
Mathematics Elective	---	F/S/SU	3		Complete CSC 141, ENG 101, and the Mathematics Elective.
		<b>Total</b>	<b>16</b>		
<b>Semester 2</b>					Meet with Career Services to discuss the co-op process and leads for co-op placements.
Criminal Investigation	CRJ 207	F	3	ENG 101	If considering transfer, meet with a Transfer Services Advisor. See <a href="http://www.QCC.edu/transfer">www.QCC.edu/transfer</a> .
Networking Technologies	CSC 234	F/S/SU	4	Coreq: CSC 141	
Windows Server Operating Systems	CSC 241	F/S	3	CSC 141	
Composition II	ENG 102	F/S/SU	3	ENG 101	Complete CSC 234 and ENG 102.
Social Science Elective	---	F/S/SU	3		
		<b>Total</b>	<b>16</b>		
<b>Semester 3</b>					Meet with Program Coordinator to discuss readiness for CST 299.
Pre Cooperative Education Seminar	CPS 298	F/S	0		Contact Career Services to complete all requirements of CPS 298 (required prior to registration for CST 299). See <a href="http://www.QCC.edu/career-services">www.QCC.edu/career-services</a> .
Evidence & Court Procedure	CRJ 211	F/S/SU	3	ENG 101	
Internetworking Principles and Protocols	CST 231	F/S/SU	3	MAT 100 or approp place score, Coreq: CSC 234	
UNIX Operating Systems I	CST 245	F/S/SU	4	Coreq: CSC 141	If considering transfer, meet with representatives of four-year schools to discuss/begin the transfer application process; or create an account on the QCC job board to search for internships, co-ops and jobs.
Liberal Arts Elective	---	F/S/SU	3		
Liberal Arts Elective	---	F/S/SU	3		
		<b>Total</b>	<b>16</b>		Complete CST 231.
<b>Semester 4</b>					Continue with/complete the transfer application process; or if seeking employment, meet with Career Services for career readiness preparation and to learn more about QCC's job board and to review industry certification requirements and opportunities.
Computer Hardware and Support	CSC 233	F/S	4	Coreq: CSC 141	Complete CST 205 and CST 206.
IT Security Foundations	CST 205	S/SU	3	Placement into college level English	
Computer Forensics	CST 206	F/S	3	CSC 141	
Cooperative Work Experience & Seminar	CST 299	F/S/SU	3	CPS 298, Approval of Program Coordinator	Complete CST 299 (with Program Coordinator approval).
Speech Communication Skills	SPH 101	F/S/SU	3	Placement into college level English	Submit an Intent to Graduate Form, located on <i>The Q</i> .
		<b>Total</b>	<b>16</b>		
<b>Total Credits Required</b>			<b>64</b>		



**Computer & Information Technology****PROPOSED****Computer Systems Engineering Technology - Forensics Option - Associate in Science (Program Code: SEF)**

Course Title	Course #	Offered	Credits	Prerequisites	Milestones
<b>Semester 1</b>					Apply and get accepted to this program (Program Code: SEF).
E-Business Law & Ethics	BSL 103	F/S	3	Coreq: CIS 111	Register for and successfully complete all courses to graduate in four semesters.  Meet with Academic Advisor about co-enrolling in CSET certificate.
Introduction to Criminal Justice	CRJ 101	F/S/SU	3	Placement into college level English	
Windows Client Operating Systems	CSC 141	F/S/SU	4		
Composition I	ENG 101	F/S/SU	3	Placement into college level English	
Mathematics Elective	---	F/S/SU	3		
		<b>Total</b>	<b>16</b>		Complete CSC 141, ENG 101, and the Mathematics Elective.
<b>Semester 2</b>					Meet with Career Services to discuss the co-op process and leads for co-op placements.
Criminal Investigation	CRJ 207	F	3	ENG 101	If considering transfer, meet with a Transfer Services Advisor. See <a href="http://www.QCC.edu/transfer">www.QCC.edu/transfer</a> .
Networking Technologies	CSC 234	F/S/SU	4	Coreq: CSC 141	
Windows Server Operating Systems	CSC 241	F/S	3	CSC 141	
Composition II	ENG 102	F/S/SU	3	ENG 101	
Social Science Elective	---	F/S/SU	3		
		<b>Total</b>	<b>16</b>		Complete CSC 234 and ENG 102.
<b>Semester 3</b>					Meet with Program Coordinator to discuss readiness for CST 299.
Pre Cooperative Education Seminar	CPS 298	F/S	0		Contact Career Services to complete all requirements of CPS 298 (required prior to registration for CST 299). See <a href="http://www.QCC.edu/career-services">www.QCC.edu/career-services</a> .  If considering transfer, meet with representatives of four-year schools to discuss/begin the transfer application process; or create an account on the QCC job board to search for internships, co-ops and jobs.
Evidence & Court Procedure	CRJ 211	F/S/SU	3	ENG 101	
Internetworking Principles and Protocols	CST 231	F/S	3	Coreq: CSC 234	
UNIX Operating Systems I	CST 245	F/S/SU	4	Coreq: CSC 141	
Liberal Arts Elective	---	F/S/SU	3		
Liberal Arts Elective	---	F/S/SU	3		Complete CST 231.
		<b>Total</b>	<b>16</b>		
<b>Semester 4</b>					Continue with/complete the transfer application process; or if seeking employment, meet with Career Services for career readiness preparation and to learn more about QCC's job board and to review industry certification requirements and opportunities.
Computer Hardware and Support	CSC 233	F/S	4	Coreq: CSC 141	Complete CST 205 and CST 206.  Complete CST 299 (with Program Coordinator approval).  Submit an Intent to Graduate Form, located on <i>The Q</i> .
IT Security Foundations	CST 205	S/SU	3	Placement into college level English	
Computer Forensics	CST 206	F/S	3	CSC 141	
Cooperative Work Experience & Seminar	CST 299	F/S/SU	3	CPS 298, Approval of Program Coordinator	
Speech Communication Skills	SPH 101	F/S/SU	3	Placement into college level English	
		<b>Total</b>	<b>16</b>		
<b>Total Credits Required</b>			<b>64</b>		

**Computer & Information Technology** **CURRENT**  
**Cyber Security Certificate (Program Code: CBS)**

Course Title	Course #	Offered	Credits	Prerequisites	Milestones
<b>Semester 1</b>					Apply and get accepted to this program (Program Code: CBS).  Register for and successfully complete all courses to graduate in two semesters.  Meet with Academic Advisor about co-enrolling in CSET associate degree.
E-Business Law & Ethics	BSL 103	F/S	3	Coreq: CIS 111	
Windows Client Operating Systems	CSC 141	F/S/SU	4		
Networking Technologies	CSC 234	F/S/SU	4	Coreq: CSC 141	
UNIX Operating Systems I	CST 245	F/S/SU	4	Coreq: CSC 141	
		<b>Total</b>	<b>15</b>		
<b>Semester 2</b>					If seeking employment, meet with Career Services for career readiness preparation and to learn more about QCC's job board and to review industry certification requirements and opportunities.  Submit an Intent to Graduate Form, located on <i>The Q</i> .
IT Security Foundations	CST 205	S/SU	3	Placement into college level English	
Computer Forensics	CST 206	F/S	3	CSC 141	
Enterprise IT Systems Security	CST 208	S	3	CSC 141	
Internetworking Principles and Protocols	CST 231	F/S/SU	3	MAT 100 or approp place score, Coreq: CSC 234	
		<b>Total</b>	<b>12</b>		
<b>Total Credits Required</b>			<b>27</b>		

**Computer & Information Technology** **PROPOSED**  
**Cyber Security Certificate (Program Code: CBS)**

Course Title	Course #	Offered	Credits	Prerequisites	Milestones
<b>Semester 1</b>					Apply and get accepted to this program (Program Code: CBS).  Register for and successfully complete all courses to graduate in two semesters.  Meet with Academic Advisor about co-enrolling in CSET associate degree.
E-Business Law & Ethics	BSL 103	F/S	3	Coreq: CIS 111	
Windows Client Operating Systems	CSC 141	F/S/SU	4		
Networking Technologies	CSC 234	F/S/SU	4	Coreq: CSC 141	
UNIX Operating Systems I	CST 245	F/S/SU	4	Coreq: CSC 141	
		<b>Total</b>	<b>15</b>		
<b>Semester 2</b>					If seeking employment, meet with Career Services for career readiness preparation and to learn more about QCC's job board and to review industry certification requirements and opportunities.  Submit an Intent to Graduate Form, located on <i>The Q</i> .
IT Security Foundations	CST 205	S/SU	3	Placement into college level English	
Computer Forensics	CST 206	F/S	3	CSC 141	
Enterprise IT Systems Security	CST 208	S	3	CSC 141	
Internetworking Principles and Protocols	CST 231	F/S	3	Coreq: CSC 234	
		<b>Total</b>	<b>12</b>		
<b>Total Credits Required</b>			<b>27</b>		



**Computer & Information Technology** **CURRENT**  
**Network Associate Certificate (Program Code: NAC)**

Course Title	Course #	Offered	Credits	Prerequisites	Milestones
<b>Semester 1</b>					Apply and get accepted to this program (Program Code: NAC).  Register for and successfully complete all courses to graduate in two semesters.  Meet with Academic Advisor about co-enrolling in CSET associate degree.
Windows Client Operating Systems	CSC 141	F/S/SU	4		
Networking Technologies	CSC 234	F/S/SU	4	Coreq: CSC 141	
Telecommunications in Business	CST 207	F/S	3	Placement into college level English	
UNIX Operating Systems I	CST 245	F/S/SU	4	Coreq: CSC 141	
		<b>Total</b>	<b>15</b>		
<b>Semester 2</b>					If seeking employment, meet with Career Services for career readiness preparation and to learn more about QCC's job board and to review industry certification requirements and opportunities.  Submit an Intent to Graduate Form, located on <i>The Q</i> .
Storage Technologies	CSC 210	S/SU	3	Placement into college level English	
Internetworking Principles and Protocols	CST 231	F/S/SU	3	MAT 100 or approp place score, Coreq: CSC 234	
Network Infrastructure Management	CST 235	S	3	CSC 234, Coreq: CST 231	
Routing Technologies	CST 240	S	3	Coreq: CST 231	
Unified Communications	CST 253	S	1	CSC 141, CSC 234, Coreq: CST 231	
		<b>Total</b>	<b>13</b>		
<b>Total Credits Required</b>			<b>28</b>		

**Computer & Information Technology** **PROPOSED**  
**Network Associate Certificate (Program Code: NAC)**

Course Title	Course #	Offered	Credits	Prerequisites	Milestones
<b>Semester 1</b>					Apply and get accepted to this program (Program Code: NAC).  Register for and successfully complete all courses to graduate in two semesters.  Meet with Academic Advisor about co-enrolling in CSET associate degree.
Windows Client Operating Systems	CSC 141	F/S/SU	4		
Networking Technologies	CSC 234	F/S/SU	4	Coreq: CSC 141	
Telecommunications in Business	CST 207	F/S	3	Placement into college level English	
UNIX Operating Systems I	CST 245	F/S/SU	4	Coreq: CSC 141	
		<b>Total</b>	<b>15</b>		
<b>Semester 2</b>					If seeking employment, meet with Career Services for career readiness preparation and to learn more about QCC's job board and to review industry certification requirements and opportunities.  Submit an Intent to Graduate Form, located on <i>The Q</i> .
Storage Technologies	CSC 210	S/SU	3	Placement into college level English	
Internetworking Principles and Protocols	CST 231	F/S	3	Coreq: CSC 234	
Network Infrastructure Management	CST 235	S	3	CSC 234, Coreq: CST 231	
Routing Technologies	CST 240	S	3	Coreq: CST 231	
Unified Communications	CST 253	S	1	CSC 141, CSC 234, Coreq: CST 231	
		<b>Total</b>	<b>13</b>		
<b>Total Credits Required</b>			<b>28</b>		

**Computer & Information Technology** **CURRENT**  
**Network Technician Certificate (Program Code: NTC)**

Course Title	Course #	Offered	Credits	Prerequisites	Milestones
<b>Semester 1</b>					<p>Apply and get accepted to this program (Program Code: NTC).</p> <p>Register for and successfully complete all courses to graduate in one semester. This program can be completed in Fall or Spring, except CSC 210 (Spring or Summer only).</p> <p>Meet with Academic Advisor about co-enrolling in CSET associate degree.</p> <p>If seeking employment, meet with Career Services for career readiness preparation and to learn more about QCC's job board and to review industry certification requirements and opportunities.</p> <p>Submit an Intent to Graduate Form, located on <i>The Q</i>.</p>
Windows Client Operating Systems	CSC 141	F/S/SU	4		
Storage Technologies	CSC 210	S/SU	3	Placement into college level English	
Networking Technologies	CSC 234	F/S/SU	4	Coreq: CSC 141	
Telecommunications in Business	CST 207	F/S	3	Placement into college level English	
Internetworking Principles and Protocols	CST 231	F/S/SU	3	MAT 100 or approp place score, Coreq: CSC 234	
<b>Total Credits Required</b>			<b>17</b>		

**Computer & Information Technology** **PROPOSED**  
**Network Technician Certificate (Program Code: NTC)**

Course Title	Course #	Offered	Credits	Prerequisites	Milestones
<b>Semester 1</b>					<p>Apply and get accepted to this program (Program Code: NTC).</p> <p>Register for and successfully complete all courses to graduate in one semester. This program can be completed in Fall or Spring, except CSC 210 (Spring or Summer only).</p> <p>Meet with Academic Advisor about co-enrolling in CSET associate degree.</p> <p>If seeking employment, meet with Career Services for career readiness preparation and to learn more about QCC's job board and to review industry certification requirements and opportunities.</p> <p>Submit an Intent to Graduate Form, located on <i>The Q</i>.</p>
Windows Client Operating Systems	CSC 141	F/S/SU	4		
Storage Technologies	CSC 210	S/SU	3	Placement into college level English	
Networking Technologies	CSC 234	F/S/SU	4	Coreq: CSC 141	
Telecommunications in Business	CST 207	F/S	3	Placement into college level English	
Internetworking Principles and Protocols	CST 231	F/S	3	Coreq: CSC 234	
<b>Total Credits Required</b>			<b>17</b>		



**2022 - 2023**  
**QUINSIGAMOND COMMUNITY COLLEGE**

## COURSE REVISION PROPOSAL

Type of Revision: ____Description <input checked="" type="checkbox"/> Prerequisite    ____Corequisite    ____Number    ____Name    ____# Credits ____Elective Type    ____Other (explain)	
Course Discipline or Department: <b>CIS</b>	School: <b>BET</b>
Current Course Number: <b>CSC 101</b>	
Current Course Name: <b>Introduction to Programming Using Python</b>	
Current Course Description (as it appears in the college catalog including course three letter designation and number, title, credits, semesters offered and prerequisites/corequisites):  <b>CSC 101 Introduction to Programming Using Python</b> This course introduces analytical thinking and problem solving using the Python programming language. Python is a modern language popular in many scientific and engineering disciplines. Students learn key concepts that help them learn how to work with data in their disciplines. This course covers basic logic operations, creating reusable and generic functions, and the use of data structures to represent the components of a problem. Topics include control structures, iterators, functions, and basic data structures, such as list, dictionary, file, etc., which are common in many programming languages. Students implement, comment, test, and debug programs through class assignments. <b>Credits: 3</b> <b>Prerequisite: MAT 099 with a grade of "C" or higher or appropriate placement score</b> <b>Semester Offered: F</b>	
Proposed Description (include all proposed changes):  <b>CSC 101 Introduction to Programming Using Python</b> This course introduces analytical thinking and problem solving using the Python programming language. Python is a modern language popular in many scientific and engineering disciplines. Students learn key concepts that help them learn how to work with data in their disciplines. This course covers basic logic operations, creating reusable and generic functions, and the use of data structures to represent the components of a problem. Topics include control structures, iterators, functions, and basic data structures, such as list, dictionary, file, etc., which are common in many programming languages. Students implement, comment, test, and debug programs through class assignments. <b>Credits: 3</b> <b>Prerequisite: MAT 095 with a grade of "C" or higher or appropriate placement score</b> <b>Semester Offered: F</b>	
Rationale for the change:  <b>Requirement of Math Department - MAT 099 is no longer being offered.</b>	
Provide a description of any change in course content.  <b>None.</b>	
List the programs that are affected by this change (list program names and program codes as they appear in the college catalog):  <ul style="list-style-type: none"> <li>• <b>Data Science Certificate (Program Code: DS)</b></li> <li>• <b>Computer Systems Engineering Technology - Computer Support Option - Associate in Science (Program Code: SECS)</b></li> <li>• <b>Computer Systems Engineering Technology - Cybersecurity Option - Associate in Science (Program Code: SECY)</b></li> </ul>	

- **Computer Systems Engineering Technology - Enterprise Information Technology (IT) Option - Associate in Science (Program Code: SEIT)**
- **Engineering - Pre-Engineering and Engineering Technology Certificate (Program Code: PET)**

Please confer with the coordinator of the affected department.

Attach current and proposed academic maps (with changes in **bold**) for all affected programs. You can obtain academic maps from Barb Zabka.

**Attached.**

Please submit a generic syllabus to your dean with all of the revisions included.

**Computer & Information Technology**  
**Data Science Certificate (Program Code: DS)**

**CURRENT**

Course Title	Course #	Offered	Credits	Prerequisites	Milestones
<b>Semester 1</b>					Apply and get accepted to this program (Program Code: DS).
Introduction to Microcomputer Applications	CIS 111	F/S/SU	3		Register for and successfully complete all courses to graduate in two semesters.  Complete CIS 111 and CIS 121.
Introduction to Programming with C++	CIS 121	F/S	3	Placement into college level English, MAT 095 with a grade of "C" or higher or approp place score, Coreq: CIS 105 or CIS 111	
Introduction to Programming Using Python	CSC 101	F/S	3	MAT 099 with a grade of "C" or higher or approp place score	
Statistics	MAT 122	F/S/SU	3	College level math course or QMAT place score > 21 or Coreq: MAT 052	
		<b>Total</b>	<b>12</b>		
<b>Semester 2</b>					If seeking employment, meet with Career Services for career readiness preparation and to learn more about QCC's job board.
Advanced Microcomputer Applications	CIS 112	F/S/SU	3	CIS 111, Placement into college level English, MAT 095 with a grade of "C" or higher or approp place score	Submit an Intent to Graduate Form, located on <i>The Q</i> .
Management of Data Analytics	CIS 206	F	3	CIS 105 or CIS 111 or CIS 243, MAT 122	
.NET Programming I	CIS 223	S	3	CIS 105 or CIS 111, CIS 121 or CSC 108	
SQL Programming	CIS 228	S	3	CIS 105 or CIS 111, Placement into college level English, MAT 095 with a grade of "C" or higher or approp place score	
Database Management Concepts	CIS 244	S	3	CIS 105 or CIS 111, Placement into college level English, MAT 095 with a grade of "C" or higher or approp place score	
		<b>Total</b>	<b>15</b>		
<b>Total Credits Required</b>			<b>27</b>		

**Computer & Information Technology**  
**Data Science Certificate (Program Code: DS)**

**PROPOSED**

Course Title	Course #	Offered	Credits	Prerequisites	Milestones
<b>Semester 1</b>					Apply and get accepted to this program (Program Code: DS).
Introduction to Microcomputer Applications	CIS 111	F/S/SU	3		Register for and successfully complete all courses to graduate in two semesters.  Complete CIS 111 and CIS 121.
Introduction to Programming with C++	CIS 121	F/S	3	Placement into college level English, MAT 095 with a grade of "C" or higher or approp place score, Coreq: CIS 105 or CIS 111	
Introduction to Programming Using Python	CSC 101	F/S	3	MAT 095 with a grade of "C" or higher or approp place score	
Statistics	MAT 122	F/S/SU	3	College level math course or QMAT place score > 21 or Coreq: MAT 052	
		<b>Total</b>	<b>12</b>		
<b>Semester 2</b>					If seeking employment, meet with Career Services for career readiness preparation and to learn more about QCC's job board.
Advanced Microcomputer Applications	CIS 112	F/S/SU	3	CIS 111, Placement into college level English, MAT 095 with a grade of "C" or higher or approp place score	Submit an Intent to Graduate Form, located on <i>The Q</i> .
Management of Data Analytics	CIS 206	F	3	CIS 105 or CIS 111 or CIS 243, MAT 122	
.NET Programming I	CIS 223	S	3	CIS 105 or CIS 111, CIS 121 or CSC 108	
SQL Programming	CIS 228	S	3	CIS 105 or CIS 111, Placement into college level English, MAT 095 with a grade of "C" or higher or approp place score	
Database Management Concepts	CIS 244	S	3	CIS 105 or CIS 111, Placement into college level English, MAT 095 with a grade of "C" or higher or approp place score	
		<b>Total</b>	<b>15</b>		
<b>Total Credits Required</b>			<b>27</b>		

**Computer & Information Technology****CURRENT****Computer Systems Engineering Technology - Computer Support Option - Associate in Science (Program Code: SECS)**

Course Title	Course #	Offered	Credits	Prerequisites	Milestones
<b>Semester 1</b>					Apply and get accepted to this program (Program Code: SECS).
Windows Client Operating Systems	CSC 141	F/S/SU	4		Register for and successfully complete all courses to graduate in four semesters.  Meet with Academic Advisor about co-enrolling in CSET certificate.
Networking Technologies	CSC 234	F/S/SU	4	Coreq: CSC 141	
Composition I	ENG 101	F/S/SU	3	Placement into college level English	
Speech Communication Skills	SPH 101	F/S/SU	3	Placement into college level English	
Mathematics Elective	---	F/S/SU	3		
		<b>Total</b>	<b>17</b>		Complete CSC 141, CSC 234, ENG 101, and the Mathematics Elective.
<b>Semester 2</b>					Meet with Career Services to discuss the co-op process and leads for co-op placements.
Introduction to Microcomputer Applications	CIS 111	F/S/SU	3		If considering transfer, meet with a Transfer Services Advisor. See <a href="http://www.QCC.edu/transfer">www.QCC.edu/transfer</a> .  Complete CIS 111 and ENG 102.
IT Help Desk Concepts	CSC 105	F/S	2		
Computer Hardware and Support	CSC 233	F/S	4	Coreq: CSC 141	
Windows Server Operating Systems	CSC 241	F/S	3	CSC 141	
Composition II	ENG 102	F/S/SU	3	ENG 101	
		<b>Total</b>	<b>15</b>		
<b>Semester 3</b>					Meet with Program Coordinator to discuss readiness for CST 299.
Advanced Microcomputer Applications	CIS 112	F/S/SU	3	CIS 111, Placement into college level English, MAT 095 with a grade of "C" or higher or approp place score	Contact Career Services to complete all requirements of CPS 298 (required prior to registration for CST 299). See <a href="http://www.QCC.edu/career-services">www.QCC.edu/career-services</a> .  If considering transfer, meet with representatives of four-year schools to discuss/begin the transfer application process; or create an account on the QCC job board to search for internships, co-ops and jobs.
Introduction to Programming with C++ <b>OR</b>	CIS 121	F/S	3	Placement into college level English, MAT 095 with a grade of "C" or higher or approp place score, Coreq: CIS 105 or CIS 111	
Introduction to Programming Using Python <b>OR</b>	CSC 101			MAT 099 with a grade of "C" or higher or approp place score	
Systems Programming and Scripting	CSC 201			CSC 141, Coreq: CST 245	
Pre Cooperative Education Seminar	CPS 298	F/S	0		
Internetworking Principles and Protocols	CST 231	F/S/SU	3	MAT 100 or approp place score, Coreq: CSC 234	Continue with/complete the transfer application process; or if seeking employment, meet with Career Services for career readiness preparation and to learn more about QCC's job board and to review industry certification requirements and opportunities.  Submit an Intent to Graduate Form, located on <i>The Q</i> .
UNIX Operating Systems I	CST 245	F/S/SU	4	Coreq: CSC 141	
Social Science Elective	---	F/S/SU	3		
		<b>Total</b>	<b>16</b>		
<b>Semester 4</b>					
Mobile Operating Systems	CSC 140	F/S	3		
IT Security Foundations	CST 205	S/SU	3	Placement into college level English	
Cooperative Work Experience & Seminar	CST 299	F/S/SU	3	CPS 298, Approval of Program Coordinator	
Technical and Workplace Writing	ENG 205	F/S/SU	3	ENG 102, Computer Literacy	
Liberal Arts Elective	---	F/S/SU	3		
		<b>Total</b>	<b>15</b>		
<b>Total Credits Required</b>			<b>63</b>		

**Computer & Information Technology****PROPOSED****Computer Systems Engineering Technology - Computer Support Option - Associate in Science (Program Code: SECS)**

Course Title	Course #	Offered	Credits	Prerequisites	Milestones
<b>Semester 1</b>					Apply and get accepted to this program (Program Code: SECS).
Windows Client Operating Systems	CSC 141	F/S/SU	4		Register for and successfully complete all courses to graduate in four semesters.  Meet with Academic Advisor about co-enrolling in CSET certificate.
Networking Technologies	CSC 234	F/S/SU	4	Coreq: CSC 141	
Composition I	ENG 101	F/S/SU	3	Placement into college level English	
Speech Communication Skills	SPH 101	F/S/SU	3	Placement into college level English	
Mathematics Elective	---	F/S/SU	3		
		<b>Total</b>	<b>17</b>		Complete CSC 141, CSC 234, ENG 101, and the Mathematics Elective.
<b>Semester 2</b>					Meet with Career Services to discuss the co-op process and leads for co-op placements.
Introduction to Microcomputer Applications	CIS 111	F/S/SU	3		If considering transfer, meet with a Transfer Services Advisor. See <a href="http://www.QCC.edu/transfer">www.QCC.edu/transfer</a> .  Complete CIS 111 and ENG 102.
IT Help Desk Concepts	CSC 105	F/S	2		
Computer Hardware and Support	CSC 233	F/S	4	Coreq: CSC 141	
Windows Server Operating Systems	CSC 241	F/S	3	CSC 141	
Composition II	ENG 102	F/S/SU	3	ENG 101	
		<b>Total</b>	<b>15</b>		
<b>Semester 3</b>					Meet with Program Coordinator to discuss readiness for CST 299.
Advanced Microcomputer Applications	CIS 112	F/S/SU	3	CIS 111, Placement into college level English, MAT 095 with a grade of "C" or higher or approp place score	Contact Career Services to complete all requirements of CPS 298 (required prior to registration for CST 299). See <a href="http://www.QCC.edu/career-services">www.QCC.edu/career-services</a> .  If considering transfer, meet with representatives of four-year schools to discuss/begin the transfer application process; or create an account on the QCC job board to search for internships, co-ops and jobs.
Introduction to Programming with C++ <b>OR</b>	CIS 121	F/S	3	Placement into college level English, MAT 095 with a grade of "C" or higher or approp place score, Coreq: CIS 105 or CIS 111	
Introduction to Programming Using Python <b>OR</b>	CSC 101			MAT 095 with a grade of "C" or higher or approp place score	
Systems Programming and Scripting	CSC 201			CSC 141, Coreq: CST 245	
Pre Cooperative Education Seminar	CPS 298	F/S	0		
Internetworking Principles and Protocols	CST 231	F/S/SU	3	MAT 100 or approp place score, Coreq: CSC 234	Continue with/complete the transfer application process; or if seeking employment, meet with Career Services for career readiness preparation and to learn more about QCC's job board and to review industry certification requirements and opportunities.  Submit an Intent to Graduate Form, located on <i>The Q</i> .
UNIX Operating Systems I	CST 245	F/S/SU	4	Coreq: CSC 141	
Social Science Elective	---	F/S/SU	3		
		<b>Total</b>	<b>16</b>		
<b>Semester 4</b>					
Mobile Operating Systems	CSC 140	F/S	3		
IT Security Foundations	CST 205	S/SU	3	Placement into college level English	
Cooperative Work Experience & Seminar	CST 299	F/S/SU	3	CPS 298, Approval of Program Coordinator	
Technical and Workplace Writing	ENG 205	F/S/SU	3	ENG 102, Computer Literacy	
Liberal Arts Elective	---	F/S/SU	3		
		<b>Total</b>	<b>15</b>		
<b>Total Credits Required</b>			<b>63</b>		



**Computer & Information Technology****CURRENT****Computer Systems Engineering Technology - Cybersecurity Option - Associate in Science (Program Code: SECY)**

Course Title	Course #	Offered	Credits	Prerequisites	Milestones
<b>Semester 1</b>					Apply and get accepted to this program (Program Code: SECY).
Windows Client Operating Systems	CSC 141	F/S/SU	4		Register for and successfully complete all courses to graduate in four semesters.  Meet with Academic Advisor about co-enrolling in CSET certificate.
Networking Technologies	CSC 234	F/S/SU	4	Coreq: CSC 141	
Composition I	ENG 101	F/S/SU	3	Placement into college level English	
Speech Communication Skills	SPH 101	F/S/SU	3	Placement into college level English	
Mathematics Elective	---	F/S/SU	3		
		<b>Total</b>	<b>17</b>		Complete CSC 141, CSC 234, ENG 101, and the Mathematics Elective.
<b>Semester 2</b>					Meet with Career Services to discuss the co-op process and leads for co-op placements.
Computer Hardware and Support	CSC 233	F/S	4	Coreq: CSC 141	If considering transfer, meet with a Transfer Services Advisor. See <a href="http://www.QCC.edu/transfer">www.QCC.edu/transfer</a> .  Complete CSC 241, CST 205, and ENG 102.
Windows Server Operating Systems	CSC 241	F/S	3	CSC 141	
IT Security Foundations	CST 205	S/SU	3	Placement into college level English	
Enterprise IT Systems Security	CST 208	S	3	CSC 141	
Composition II	ENG 102	F/S/SU	3	ENG 101	
		<b>Total</b>	<b>16</b>		
<b>Semester 3</b>					Meet with Program Coordinator to discuss readiness for CST 299.
Introduction to Programming with C++ <b>OR</b>	CIS 121	<b>F/S</b>	<b>3</b>	Placement into college level English, MAT 095 with a grade of "C" or higher or approp place score, Coreq: CIS 105 or CIS 111	Contact Career Services to complete all requirements of CPS 298 (required prior to registration for CST 299). See <a href="http://www.QCC.edu/career-services">www.QCC.edu/career-services</a> .
Introduction to Programming Using Python <b>OR</b>	CSC 101			MAT 099 with a grade of "C" or higher or approp place score	
Systems Programming and Scripting	CSC 201			CSC 141, Coreq: CST 245	
Pre Cooperative Education Seminar	CPS 298	F/S	0		If considering transfer, meet with representatives of four-year schools to discuss/begin the transfer application process; or create an account on the QCC job board to search for internships, co-ops and jobs.  Complete CIS 121 or CSC 101 or CSC 201.
Computer Forensics	CST 206	F/S	3	CSC 141	
Advanced Topics in Security	CST 211	F/S	3	CST 205	
Internetworking Principles and Protocols	CST 231	F/S/SU	3	MAT 100 or approp place score, Coreq: CSC 234	
UNIX Operating Systems I	CST 245	F/S/SU	4	Coreq: CSC 141	
Technical and Workplace Writing	ENG 205	F/S/SU	3	ENG 102, Computer Literacy	Complete CST 231.
		<b>Total</b>	<b>19</b>		
<b>Semester 4</b>					Continue with/complete the transfer application process; or if seeking employment, meet with Career Services for career readiness preparation and to learn more about QCC's job board and to review industry certification requirements and opportunities.
Ethical Hacking	CST 209	S	3	CSC 201, CST 205	Complete CST 209 and CST 240.  Submit an Intent to Graduate Form, located on <i>The Q</i> .
Routing Technologies	CST 240	S	3	Coreq: CST 231	
Cooperative Work Experience & Seminar	CST 299	F/S/SU	3	CPS 298, Approval of Program Coordinator	
Liberal Arts Elective	---	F/S/SU	3		
Social Science Elective	---	F/S/SU	3		
		<b>Total</b>	<b>15</b>		
<b>Total Credits Required</b>			<b>67</b>		

**Computer & Information Technology****PROPOSED****Computer Systems Engineering Technology - Cybersecurity Option - Associate in Science (Program Code: SECY)**

Course Title	Course #	Offered	Credits	Prerequisites	Milestones
<b>Semester 1</b>					Apply and get accepted to this program (Program Code: SECY).
Windows Client Operating Systems	CSC 141	F/S/SU	4		Register for and successfully complete all courses to graduate in four semesters.  Meet with Academic Advisor about co-enrolling in CSET certificate.
Networking Technologies	CSC 234	F/S/SU	4	Coreq: CSC 141	
Composition I	ENG 101	F/S/SU	3	Placement into college level English	
Speech Communication Skills	SPH 101	F/S/SU	3	Placement into college level English	
Mathematics Elective	---	F/S/SU	3		
		<b>Total</b>	<b>17</b>		Complete CSC 141, CSC 234, ENG 101, and the Mathematics Elective.
<b>Semester 2</b>					Meet with Career Services to discuss the co-op process and leads for co-op placements.
Computer Hardware and Support	CSC 233	F/S	4	Coreq: CSC 141	If considering transfer, meet with a Transfer Services Advisor. See <a href="http://www.QCC.edu/transfer">www.QCC.edu/transfer</a> .  Complete CSC 241, CST 205, and ENG 102.
Windows Server Operating Systems	CSC 241	F/S	3	CSC 141	
IT Security Foundations	CST 205	S/SU	3	Placement into college level English	
Enterprise IT Systems Security	CST 208	S	3	CSC 141	
Composition II	ENG 102	F/S/SU	3	ENG 101	
		<b>Total</b>	<b>16</b>		
<b>Semester 3</b>					Meet with Program Coordinator to discuss readiness for CST 299.
Introduction to Programming with C++ <b>OR</b>	CIS 121	<b>F/S</b>	<b>3</b>	Placement into college level English, MAT 095 with a grade of "C" or higher or approp place score, Coreq: CIS 105 or CIS 111	Contact Career Services to complete all requirements of CPS 298 (required prior to registration for CST 299). See <a href="http://www.QCC.edu/career-services">www.QCC.edu/career-services</a> .
Introduction to Programming Using Python <b>OR</b>	CSC 101			MAT 095 with a grade of "C" or higher or approp place score	
Systems Programming and Scripting	CSC 201			CSC 141, Coreq: CST 245	
Pre Cooperative Education Seminar	CPS 298	F/S	0		If considering transfer, meet with representatives of four-year schools to discuss/begin the transfer application process; or create an account on the QCC job board to search for internships, co-ops and jobs.  Complete CIS 121 or CSC 101 or CSC 201.
Computer Forensics	CST 206	F/S	3	CSC 141	
Advanced Topics in Security	CST 211	F/S	3	CST 205	
Internetworking Principles and Protocols	CST 231	F/S/SU	3	MAT 100 or approp place score, Coreq: CSC 234	
UNIX Operating Systems I	CST 245	F/S/SU	4	Coreq: CSC 141	
Technical and Workplace Writing	ENG 205	F/S/SU	3	ENG 102, Computer Literacy	Complete CST 231.
		<b>Total</b>	<b>19</b>		
<b>Semester 4</b>					Continue with/complete the transfer application process; or if seeking employment, meet with Career Services for career readiness preparation and to learn more about QCC's job board and to review industry certification requirements and opportunities.
Ethical Hacking	CST 209	S	3	CSC 201, CST 205	Complete CST 209 and CST 240.  Submit an Intent to Graduate Form, located on <i>The Q</i> .
Routing Technologies	CST 240	S	3	Coreq: CST 231	
Cooperative Work Experience & Seminar	CST 299	F/S/SU	3	CPS 298, Approval of Program Coordinator	
Liberal Arts Elective	---	F/S/SU	3		
Social Science Elective	---	F/S/SU	3		
		<b>Total</b>	<b>15</b>		
<b>Total Credits Required</b>			<b>67</b>		

**Computer & Information Technology****CURRENT****Computer Systems Engineering Technology - Enterprise Information Technology (IT) Option - Associate in Science (Program Code: SEIT)**

Course Title	Course #	Offered	Credits	Prerequisites	Milestones
<b>Semester 1</b>					Apply and get accepted to this program (Program Code: SEIT).
IT Help Desk Concepts	CSC 105	F/S	2		Register for and successfully complete all courses to graduate in four semesters.
Windows Client Operating Systems	CSC 141	F/S/SU	4		
Networking Technologies	CSC 234	F/S/SU	4	Coreq: CSC 141	
Composition I	ENG 101	F/S/SU	3	Placement into college level English	Meet with Academic Advisor about co-enrolling in CSET certificate.
Speech Communication Skills	SPH 101	F/S/SU	3	Placement into college level English	Complete CSC 141, CSC 234, ENG 101, and the Mathematics Elective.
Mathematics Elective	---	F/S/SU	3		
		<b>Total</b>	<b>19</b>		
<b>Semester 2</b>					Meet with Career Services to discuss the co-op process and leads for co-op placements.
Storage Technologies	CSC 210	S/SU	3	Placement into college level English	If considering transfer, meet with a Transfer Services Advisor. See <a href="http://www.QCC.edu/transfer">www.QCC.edu/transfer</a> .
Computer Hardware and Support	CSC 233	F/S	4	Coreq: CSC 141	
Windows Server Operating Systems	CSC 241	F/S	3	CSC 141	
IT Security Foundations	CST 205	S/SU	3	Placement into college level English	Complete CSC 241 and ENG 102.
Composition II	ENG 102	F/S/SU	3	ENG 101	
Project Management	MGT 205	F/S	3	ENG 101	
		<b>Total</b>	<b>19</b>		
<b>Semester 3</b>					For the Technology Career Elective, choose one technical course from CIS, CSC, CST, ELM, ELT, IMD, or IMG course designations.
Introduction to Programming with C++ <b>OR</b>	CIS 121	F/S	3	Placement into college level English, MAT 095 with a grade of "C" or higher or approp place score, Coreq: CIS 105 or CIS 111	Meet with Program Coordinator to discuss readiness for CST 299.
Introduction to Programming Using Python <b>OR</b>	CSC 101			MAT 099 with a grade of "C" or higher or approp place score	
Systems Programming and Scripting	CSC 201			CSC 141, Coreq: CST 245	
Pre Cooperative Education Seminar	CPS 298	F/S	0		Contact Career Services to complete all requirements of CPS 298 (required prior to registration for CST 299). See <a href="http://www.QCC.edu/career-services">www.QCC.edu/career-services</a> .
Networking Principles and Protocols	CST 231	F/S/SU	3	MAT 100 or approp place score, Coreq: CSC 234	If considering transfer, meet with representatives of four-year schools to discuss/begin the transfer application process; or create an account on the QCC job board to search for internships, co-ops and jobs.
Network Infrastructure Management	CST 235	S	3	CSC 234, Coreq: CST 231	
UNIX Operating Systems I	CST 245	F/S/SU	4	Coreq: CSC 141	
Liberal Arts Elective	---	F/S/SU	3		Complete CST 231.
Technology Career Elective	---	S/SU	3		
		<b>Total</b>	<b>19</b>		
<b>Semester 4</b>					Continue with/complete the transfer application process; or if seeking employment, meet with Career Services for career readiness preparation and to learn more about QCC's job board and to review industry certification requirements and opportunities.
Telecommunications in Business	CST 207	F/S	3	Placement into college level English	Complete CST 238 and CST 240.
Enterprise Application Infrastructure	CST 238	S/SU	3	Coreq: CSC 241	
Routing Technologies	CST 240	S	3	Coreq: CST 231	
Cooperative Work Experience & Seminar	CST 299	F/S/SU	3	CPS 298, Approval of Program Coordinator	Submit an Intent to Graduate Form, located on <i>The Q</i> .
Liberal Arts Elective	---	F/S/SU	3		
Social Science Elective	---	F/S/SU	3		
		<b>Total</b>	<b>18</b>		
<b>Total Credits Required</b>			<b>75</b>		

**Computer & Information Technology****PROPOSED****Computer Systems Engineering Technology - Enterprise Information Technology (IT) Option - Associate in Science (Program Code: SEIT)**

Course Title	Course #	Offered	Credits	Prerequisites	Milestones
<b>Semester 1</b>					Apply and get accepted to this program (Program Code: SEIT).
IT Help Desk Concepts	CSC 105	F/S	2		Register for and successfully complete all courses to graduate in four semesters.
Windows Client Operating Systems	CSC 141	F/S/SU	4		
Networking Technologies	CSC 234	F/S/SU	4	Coreq: CSC 141	
Composition I	ENG 101	F/S/SU	3	Placement into college level English	Meet with Academic Advisor about co-enrolling in CSET certificate.
Speech Communication Skills	SPH 101	F/S/SU	3	Placement into college level English	
Mathematics Elective	---	F/S/SU	3		Complete CSC 141, CSC 234, ENG 101, and the Mathematics Elective.
		<b>Total</b>	<b>19</b>		
<b>Semester 2</b>					Meet with Career Services to discuss the co-op process and leads for co-op placements.
Storage Technologies	CSC 210	S/SU	3	Placement into college level English	If considering transfer, meet with a Transfer Services Advisor. See <a href="http://www.QCC.edu/transfer">www.QCC.edu/transfer</a> .
Computer Hardware and Support	CSC 233	F/S	4	Coreq: CSC 141	
Windows Server Operating Systems	CSC 241	F/S	3	CSC 141	
IT Security Foundations	CST 205	S/SU	3	Placement into college level English	Complete CSC 241 and ENG 102.
Composition II	ENG 102	F/S/SU	3	ENG 101	
Project Management	MGT 205	F/S	3	ENG 101	
		<b>Total</b>	<b>19</b>		
<b>Semester 3</b>					For the Technology Career Elective, choose one technical course from CIS, CSC, CST, ELM, ELT, IMD, or IMG course designations.
Introduction to Programming with C++ <b>OR</b>	CIS 121	F/S	3	Placement into college level English, MAT 095 with a grade of "C" or higher or approp place score, Coreq: CIS 105 or CIS 111	Meet with Program Coordinator to discuss readiness for CST 299.
Introduction to Programming Using Python <b>OR</b>	CSC 101			MAT 095 with a grade of "C" or higher or approp place score	
Systems Programming and Scripting	CSC 201			CSC 141, Coreq: CST 245	
Pre Cooperative Education Seminar	CPS 298	F/S	0		Contact Career Services to complete all requirements of CPS 298 (required prior to registration for CST 299). See <a href="http://www.QCC.edu/career-services">www.QCC.edu/career-services</a> .
Networking Principles and Protocols	CST 231	F/S/SU	3	MAT 100 or approp place score, Coreq: CSC 234	If considering transfer, meet with representatives of four-year schools to discuss/begin the transfer application process; or create an account on the QCC job board to search for internships, co-ops and jobs.
Network Infrastructure Management	CST 235	S	3	CSC 234, Coreq: CST 231	
UNIX Operating Systems I	CST 245	F/S/SU	4	Coreq: CSC 141	
Liberal Arts Elective	---	F/S/SU	3		
Technology Career Elective	---	S/SU	3		
		<b>Total</b>	<b>19</b>		Complete CST 231.
<b>Semester 4</b>					Continue with/complete the transfer application process; or if seeking employment, meet with Career Services for career readiness preparation and to learn more about QCC's job board and to review industry certification requirements and opportunities.
Telecommunications in Business	CST 207	F/S	3	Placement into college level English	Complete CST 238 and CST 240.
Enterprise Application Infrastructure	CST 238	S/SU	3	Coreq: CSC 241	
Routing Technologies	CST 240	S	3	Coreq: CST 231	
Cooperative Work Experience & Seminar	CST 299	F/S/SU	3	CPS 298, Approval of Program Coordinator	Submit an Intent to Graduate Form, located on <i>The Q</i> .
Liberal Arts Elective	---	F/S/SU	3		
Social Science Elective	---	F/S/SU	3		
		<b>Total</b>	<b>18</b>		
<b>Total Credits Required</b>			<b>75</b>		

**Engineering & Engineering Technology****Engineering - Pre-Engineering and Engineering Technology Certificate (Program Code: PET)****CURRENT**

Course Title	Course #	Offered	Credits	Prerequisites	Milestones
Semester 1 (Fall)					Apply and get accepted to this program (Program Code: PET).
Introduction to Programming Using Python	CSC 101	F/S	3	MAT 099 with a grade of "C" or higher or approp place score	
Composition I	ENG 101	F/S/SU	3	Placement into college level English	Register for and successfully complete all courses to graduate in two semesters.
Electronics I <b>OR</b>	ELT 103	F/S	4	Placement into college level English, MAT 095 with a grade of "C" or higher or approp place score	
Digital Circuits	ELT 121				
College Algebra <b>OR</b>	MAT 100	F/S/SU	3	MAT 099 with a grade of "C" or higher or approp place score	Meet with Program Coordinator.
College Mathematics I: Pre-Calculus <b>OR</b>	MAT 123			MAT 100 or approp place score	
College Mathematics II: Trigonometry	MAT 124			MAT 123 or approp place score	
		Total	13		Complete ENG 101 and one college level MAT course.
Semester 2 (Spring)					Apply to associate degree (Program Code: ERG).
Composition II	ENG 102	F/S/SU	3	ENG 101	
College Mathematics I: Pre-Calculus <b>OR</b>	MAT 123	F/S/SU	3-4	MAT 100 or approp place score	Complete ENG 102 and one college level MAT course.
College Mathematics II: Trigonometry <b>OR</b>	MAT 124			MAT 123 or approp place score	
Calculus I	MAT 233			MAT 124 or approp place score	
Mechanical CAD I <b>OR</b>	MNT 101	F/S	3	MAT 095 with a grade of "C" or higher or approp place score	For the Science Elective, take one of the following suggested courses: BIO 100, BIO 107, CHM 101, CHM 123, PHY 101, or SCI 103.
Basic Machine Operation	MNT 108				
Science Elective	---	F/S/SU	3-4		Submit an Intent to Graduate Form, located on <i>The Q</i> .
		Total	12-14		
Total Credits Required			25-27		

**Engineering & Engineering Technology****Engineering - Pre-Engineering and Engineering Technology Certificate (Program Code: PET)****PROPOSED**

Course Title	Course #	Offered	Credits	Prerequisites	Milestones
Semester 1 (Fall)					Apply and get accepted to this program (Program Code: PET).
Introduction to Programming Using Python	CSC 101	F/S	3	MAT 095 with a grade of "C" or higher or approp place score	
Composition I	ENG 101	F/S/SU	3	Placement into college level English	Register for and successfully complete all courses to graduate in two semesters.
Electronics I OR	ELT 103	F/S	4	Placement into college level English, MAT 095 with a grade of "C" or higher or approp place score	
Digital Circuits	ELT 121				
College Algebra OR	MAT 100	F/S/SU	3	MAT 099 with a grade of "C" or higher or approp place score	Meet with Program Coordinator.
College Mathematics I: Pre-Calculus OR	MAT 123			MAT 100 or approp place score	
College Mathematics II: Trigonometry	MAT 124			MAT 123 or approp place score	
		Total	13		Complete ENG 101 and one college level MAT course.
Semester 2 (Spring)					Apply to associate degree (Program Code: ERG).
Composition II	ENG 102	F/S/SU	3	ENG 101	
College Mathematics I: Pre-Calculus OR	MAT 123	F/S/SU	3-4	MAT 100 or approp place score	Complete ENG 102 and one college level MAT course.
College Mathematics II: Trigonometry OR	MAT 124			MAT 123 or approp place score	
Calculus I	MAT 233			MAT 124 or approp place score	
Mechanical CAD I OR	MNT 101	F/S	3	MAT 095 with a grade of "C" or higher or approp place score	For the Science Elective, take one of the following suggested courses: BIO 100, BIO 107, CHM 101, CHM 123, PHY 101, or SCI 103.
Basic Machine Operation	MNT 108				
Science Elective	---	F/S/SU	3-4		Submit an Intent to Graduate Form, located on <i>The Q</i> .
		Total	12-14		
Total Credits Required			25-27		





**2022 - 2023**  
**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"/> Name <input type="checkbox"/> # Credits <input type="checkbox"/> Elective Type <input type="checkbox"/> Other (explain)	
Course Discipline or Department: <b>Interactive Media</b>	School: <b>BET</b>
Current Course Number: <b>IMD 121</b>	
Current Course Name: <b>Graphic Design I</b>	
Current Course Description (as it appears in the college catalog including course three letter designation and number, title, credits, semesters offered and prerequisites/corequisites):  <b>IMD 121 Graphic Design I</b> This course introduces fundamentals of design and use of design principles to create forms of graphic communication. It emphasizes problem solving by design, visualization of problems and their solutions, and correlation between forms and their content, function, and context. Students study advertising and related <b>commercial print</b> media and create solutions to design problems. <b>Credits: 3</b> <b>Prerequisite: Placement into college level English</b> <b>Semester Offered: F</b>	
Proposed Description (include all proposed changes):  <b>IMD 121 Graphic Design I</b> This course introduces fundamentals of design and use of design principles to create forms of graphic communication. It emphasizes problem solving by design, visualization of problems and their solutions, and correlation between forms and their content, function, and context. Students study advertising and related <b>interactive</b> media and create solutions to design problems. <b>Credits: 3</b> <b>Prerequisite: Placement into college level English</b> <b>Semester Offered: F</b>	
Rationale for the change:  <b>Course is not limited to print.</b>	
Provide a description of any change in course content.  <b>None.</b>	
List the programs that are affected by this change (list program names and program codes as they appear in the college catalog):  <b>Change to course description wording only – no program grids affected.</b>	
Please confer with the coordinator of the affected department.	
Attach current and proposed academic maps ( <u>with changes in <b>bold</b></u> ) for all affected programs. You can obtain academic maps from Barb Zabka.  <b>N/A</b>	
Please submit a generic syllabus to your dean with all of the revisions included.  <b>Attached.</b>	

**2022 - 2023**  
**QUINSIGAMOND COMMUNITY COLLEGE**

**COURSE REVISION PROPOSAL**

1. Course Number and Name (current): IMD 122 Graphic Design II
2. Originator: Mary Valentine/Nate Mello Date: 9/28/22
3. School Dean: Betty Lauer Date:
4. Effective Date: **Fall 2024**
5. Reviewed by Program and Process (if applicable) Date:
6. Recommended by the School of Business, Engineering & Technology Date: 5/18/2023  
Comments: Unanimously approved.
7. AA Leadership Team: Kevin Li Date: 09/19/23  
Recommended: x Not Recommended: \_\_\_\_\_  
Comments:
8. VP/Academic Affairs: James Keane Date: 09/19/23  
Recommended: x Not Recommended: \_\_\_\_\_  
Comments:
9. Learning Council: \_\_\_\_\_ Date: \_\_\_\_\_  
Recommended: \_\_\_\_\_ Not Recommended: \_\_\_\_\_  
Comments:
10. VP/Academic Affairs: \_\_\_\_\_ Date: \_\_\_\_\_  
Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_  
Comments:



**2022 - 2023**  
**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"/> Name <input type="checkbox"/> # Credits <input type="checkbox"/> Elective Type <input type="checkbox"/> Other (explain)	
Course Discipline or Department: <b>Interactive Media</b>	School: <b>BET</b>
Current Course Number: <b>IMD 122</b>	
Current Course Name: <b>Graphic Design II</b>	
Current Course Description (as it appears in the college catalog including course three letter designation and number, title, credits, semesters offered and prerequisites/corequisites):  <b>IMD 122 Graphic Design II</b> This course builds on the foundation of IMD 121. Topics include <b>using typography effectively in design</b> ; visualizing communication problems and solutions; and the correlation between type forms and content, function, and context. Students expand their understanding of the relationship between formal design and <b>typography and the components of layout, photography, and illustration.</b> <b>Credits: 3</b> <b>Prerequisite: IMD 121</b> <b>Semester Offered: S</b>	
Proposed Description (include all proposed changes):  <b>IMD 122 Graphic Design II</b> This course builds on the foundation of IMD 121. Topics include <b>effective branding techniques using innovative layout and typography effectively in design</b> ; visualizing communication problems and solutions; and the correlation between type forms and content, function, and context. Students expand their understanding of the relationship between formal design and <b>the components of layout, photography, illustration, 3D package design and presentation.</b> <b>Credits: 3</b> <b>Prerequisite: IMD 121</b> <b>Semester Offered: S</b>	
Rationale for the change:  <b>It is necessary to include topics in branding, package design, and presentation design reflecting industry skills necessary.</b>	
Provide a description of any change in course content.  <b>Course content will include branding package design and presentation design.</b>	
List the programs that are affected by this change (list program names and program codes as they appear in the college catalog):  <b>Change to course description wording only – no program grids affected.</b>	
Please confer with the coordinator of the affected department.	
Attach current and proposed academic maps ( <u>with changes in bold</u> ) for all affected programs. You can obtain academic maps from Barb Zabka.  <b>N/A</b>	
Please submit a generic syllabus to your dean with all of the revisions included.	
<b>Attached.</b>	

**2022 - 2023**  
**QUINSIGAMOND COMMUNITY COLLEGE**

**COURSE REVISION PROPOSAL**

1. Course Number and Name (current): IMD 161 Digital Photography
2. Originator: Mary Valentine/Nate Mello Date: 9/28/22
3. School Dean: Betty Lauer Date:
4. Effective Date: **Fall 2024**
5. Reviewed by Program and Process (if applicable) Date:
6. Recommended by the School of Business, Engineering & Technology Date: 5/18/2023  
Comments: Unanimously approved.
7. AA Leadership Team: \_\_\_\_\_ Date: \_\_\_\_\_  
Recommended: \_\_\_\_\_ Not Recommended: \_\_\_\_\_  
Comments: \_\_\_\_\_
8. VP/Academic Affairs: \_\_\_\_\_ Date: \_\_\_\_\_  
Recommended: \_\_\_\_\_ Not Recommended: \_\_\_\_\_  
Comments: \_\_\_\_\_
9. Learning Council: \_\_\_\_\_ Date: \_\_\_\_\_  
Recommended: \_\_\_\_\_ Not Recommended: \_\_\_\_\_  
Comments: \_\_\_\_\_
10. VP/Academic Affairs: \_\_\_\_\_ Date: \_\_\_\_\_  
Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_  
Comments: \_\_\_\_\_

**2022 - 2023**  
**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"/> Name <input type="checkbox"/> # Credits <input type="checkbox"/> Elective Type <input type="checkbox"/> Other (explain)	
Course Discipline or Department: <b>Interactive Media</b>	School: <b>BET</b>
Current Course Number: <b>IMD 161</b>	
Current Course Name: <b>Digital Photography</b>	
Current Course Description (as it appears in the college catalog including course three letter designation and number, title, credits, semesters offered and prerequisites/corequisites):  <b>IMD 161 Digital Photography</b> This course covers the digital camera, including the artistic, theoretical, technical, and career aspects of photography. Students learn the relationship between the key features of light, composition, film usage, computer manipulation, scanning, resolution, and the final digital print. <b>Students must have access to a medium-to-high resolution digital camera.</b> Students learn how to use the controls of any digital camera; use computer technology to scan, digitize, and manipulate images; and prepare images for professional display. <b>Credits: 3</b> <b>Prerequisite: Placement into college level English</b> <b>Semester Offered: F</b>	
Proposed Description (include all proposed changes):  <b>IMD 161 Digital Photography</b> This course covers the digital camera, including the artistic, theoretical, technical, and career aspects of photography. Students learn the relationship between the key features of light, composition, film usage, computer manipulation, scanning, resolution, and the final digital print. Students learn how to use the controls of any digital camera; use computer technology to scan, digitize, and manipulate images; and prepare images for professional display. <b>Credits: 3</b> <b>Prerequisite: Placement into college level English</b> <b>Semester Offered: F</b>	
Rationale for the change:  <b>Some student populations are unable to have access to or afford a digital camera.</b>	
Provide a description of any change in course content.  <b>None.</b>	
List the programs that are affected by this change (list program names and program codes as they appear in the college catalog):  <b>Change to course description wording only – no program grids affected.</b>	
Please confer with the coordinator of the affected department.	
Attach current and proposed academic maps ( <u>with changes in bold</u> ) for all affected programs. You can obtain academic maps from Barb Zabka.  <b>N/A</b>	
Please submit a generic syllabus to your dean with all of the revisions included.  <b>Attached.</b>	

**2022 - 2023**  
**QUINSIGAMOND COMMUNITY COLLEGE**

**COURSE REVISION PROPOSAL**

1. **Course Number and Name (current):** IMD 222 Publication Design
2. **Originator:** Mary Valentine/Nate Mello **Date:** 9/28/22
3. **School Dean:** Betty Lauer **Date:**
4. **Effective Date:** Fall 2024
5. **Reviewed by Program and Process (if applicable)** **Date:**
6. **Recommended by the** School of Business, Engineering & Technology **Date:** 5/18/2023  
**Comments:** Unanimously approved.
7. **AA Leadership Team:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Recommended:** \_\_\_\_\_ **Not Recommended:** \_\_\_\_\_  
**Comments:** \_\_\_\_\_
8. **VP/Academic Affairs:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Recommended:** \_\_\_\_\_ **Not Recommended:** \_\_\_\_\_  
**Comments:** \_\_\_\_\_
9. **Learning Council:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Recommended:** \_\_\_\_\_ **Not Recommended:** \_\_\_\_\_  
**Comments:** \_\_\_\_\_
10. **VP/Academic Affairs:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Approved:** \_\_\_\_\_ **Not Approved:** \_\_\_\_\_  
**Comments:** \_\_\_\_\_

**2022 - 2023**  
**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"/> Name <input type="checkbox"/> # Credits <input type="checkbox"/> Elective Type <input type="checkbox"/> Other (explain)	
Course Discipline or Department: <b>Interactive Media</b>	School: <b>BET</b>
Current Course Number: <b>IMD 222</b>	
Current Course Name: <b>Publication Design</b>	
Current Course Description (as it appears in the college catalog including course three letter designation and number, title, credits, semesters offered and prerequisites/corequisites):  <b>IMD 222 Publication Design</b> This course examines the fundamentals of publication design with <b>multi-page design concepts</b> . It covers the research, development, organization, and visual presentation of complex printed documents. Comprehensive aspects of design, content and image are addressed. <b>Students complete assignments using industry-standard software and hardware.</b> <b>Credits: 3</b> <b>Prerequisite: IMD 115, IMD 122</b> <b>Semester Offered: F</b>	
Proposed Description (include all proposed changes):  <b>IMD 222 Publication Design</b> This course examines the fundamentals of publication design with <b>emphasis on the maintenance of visual continuity for publication</b> . It covers the research, development, organization, and visual presentation of complex printed documents. Comprehensive aspects of design, content and image are addressed. <b>Credits: 3</b> <b>Prerequisite: IMD 115, IMD 122</b> <b>Semester Offered: F</b>	
Rationale for the change:  <b>Course is not limited to print materials.</b>	
Provide a description of any change in course content.  <b>None.</b>	
List the programs that are affected by this change (list program names and program codes as they appear in the college catalog):  <b>Change to course description wording only – no program grids affected.</b>	
Please confer with the coordinator of the affected department.  Attach current and proposed academic maps ( <u>with changes in <b>bold</b></u> ) for all affected programs. You can obtain academic maps from Barb Zabka.  <b>N/A</b>	
Please submit a generic syllabus to your dean with all of the revisions included.  <b>Attached.</b>	

**2022 - 2023**  
**QUINSIGAMOND COMMUNITY COLLEGE**

**COURSE REVISION PROPOSAL**

1. Course Number and Name (current): IMD 286 Interactive Media Processes Portfolio
2. Originator: Mary Valentine/Carolyn McGrath Date: 4/19/22
3. School Dean: Betty Lauer Date:
4. Effective Date: **Fall 2024**
5. Reviewed by Program and Process (if applicable) Date:
6. Recommended by the School of Business, Engineering & Technology Date: 5/18/2023  
Comments: Unanimously approved.
7. AA Leadership Team: \_\_\_\_\_ Date: \_\_\_\_\_  
Recommended: \_\_\_\_\_ Not Recommended: \_\_\_\_\_  
Comments: \_\_\_\_\_
8. VP/Academic Affairs: \_\_\_\_\_ Date: \_\_\_\_\_  
Recommended: \_\_\_\_\_ Not Recommended: \_\_\_\_\_  
Comments: \_\_\_\_\_
9. Learning Council: \_\_\_\_\_ Date: \_\_\_\_\_  
Recommended: \_\_\_\_\_ Not Recommended: \_\_\_\_\_  
Comments: \_\_\_\_\_
10. VP/Academic Affairs: \_\_\_\_\_ Date: \_\_\_\_\_  
Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_  
Comments: \_\_\_\_\_

**2022 - 2023**  
**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"/> Name <input type="checkbox"/> # Credits <input type="checkbox"/> Elective Type <input type="checkbox"/> Other (explain)	
Course Discipline or Department: <b>Interactive Media</b>	School: <b>BET</b>
Current Course Number: <b>IMD 286</b>	
Current Course Name: <b>Interactive Media Processes Portfolio</b>	
Current Course Description (as it appears in the college catalog including course three letter designation and number, title, credits, semesters offered and prerequisites/corequisites):  <b>IMD 286 Interactive Media Processes Portfolio</b> This capstone course prepares the student to develop a presentation portfolio utilizing the media design processes of an interactive portfolio web/epublishing presense and DVD. It covers digital animation, motion graphics, and multimedia for interactive portfolio preparation. Emphasis is placed on the relationship between technical, creative and critical thinking skills as students plan, design, launch and maintain a complete interactive media environment for final portfolio evaluation. Students complete assignments using industry-standard software and hardware. <b>Credits: 4</b> <b>Prerequisite: IMD 275</b> <b>Semester Offered: S</b> <b>Note: Four hours lecture</b>	
Proposed Description (include all proposed changes):  <b>IMD 286 Interactive Media Processes Portfolio</b> This capstone course provides an opportunity for students to apply knowledge and demonstrate skills acquired throughout their time in the IMD program, and covers advanced concepts and processes of UI and UX. Students will design and present a professional quality portfolio using interactive media applications based on industry standards. Emphasis is placed on the relationship between technical, creative and critical thinking skills. Each student prepares a body of his/her/their best work for final evaluation via website, video, PDF and mobile app. <b>Credits: 4</b> <b>Prerequisite: IMD 275</b> <b>Semester Offered: S</b> <b>Note: Four hours lecture</b>	
Rationale for the change:  <b>The IMDD curriculum currently has two 4 credit capstone classes: IMD 286 Interactive Media Processes portfolio and IMD 287 Graphic Design Processes portfolio. Only one portfolio class is needed. The new program revision will be 1 4-credit portfolio capstone class IMD 286.</b>	
Provide a description of any change in course content:  <b>A majority of GDPP content focuses on modules UI/UX and portfolio development. IMD 286 will address content on prepress and portfolio in the beginning module.</b>	
List the programs that are affected by this change (list program names and program codes as they appear in the college catalog); Please confer with the coordinator of the affected department:  <b>Change to course description wording only – no program grids affected.</b>	
Attach current and proposed academic maps (with changes in <b>bold</b> ) for all affected programs. You can obtain academic maps from Barb Zabka: N/A	
Please submit a generic syllabus to your dean with all of the revisions included: <b>Attached.</b>	

**2022 - 2023**  
**QUINSIGAMOND COMMUNITY COLLEGE**

**COURSE REVISION PROPOSAL**

1. Course Number and Name (current): **IMG 272 3D Modeling for Game Design**
2. Originator: **Mary Valentine/Nate Mello** Date: **9/28/22**
3. School Dean: **Betty Lauer** Date:
4. Effective Date: **Fall 2024**
5. Reviewed by Program and Process (if applicable) Date:
6. Recommended by the School of Business, Engineering & Technology Date: 5/18/2023  
Comments: **Unanimously approved.**
7. AA Leadership Team: \_\_\_\_\_ Date: \_\_\_\_\_  
Recommended: \_\_\_\_\_ Not Recommended: \_\_\_\_\_  
Comments: \_\_\_\_\_
8. VP/Academic Affairs: \_\_\_\_\_ Date: \_\_\_\_\_  
Recommended: \_\_\_\_\_ Not Recommended: \_\_\_\_\_  
Comments: \_\_\_\_\_
9. Learning Council: \_\_\_\_\_ Date: \_\_\_\_\_  
Recommended: \_\_\_\_\_ Not Recommended: \_\_\_\_\_  
Comments: \_\_\_\_\_
10. VP/Academic Affairs: \_\_\_\_\_ Date: \_\_\_\_\_  
Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_  
Comments: \_\_\_\_\_



**2022 - 2023**  
**QUINSIGAMOND COMMUNITY COLLEGE**

## COURSE REVISION PROPOSAL

Type of Revision: ____ Description <input checked="" type="checkbox"/> Prerequisite    ____ Corequisite    ____ Number    ____ Name    ____ # Credits ____ Elective Type    ____ Other (explain)	
Course Discipline or Department: <b>Interactive Media</b>	School: <b>BET</b>
Current Course Number: <b>IMD 272</b>	
Current Course Name: <b>3D Modeling for Game Design</b>	
Current Course Description (as it appears in the college catalog including course three letter designation and number, title, credits, semesters offered and prerequisites/corequisites):  <b>IMG 272 3D Modeling for Game Design</b> This course covers the principles and techniques involved in creating three-dimensional media for Game Design. Students will learn the step-by-step processes of 3D modeling including NURBS, polygons, subdivisions, environments and character development using sophisticated industry-level 3D modeling software. Students acquire skills in texture design, mapping, cameras, lighting, scene set up and rendering. <b>Credits: 3</b> <b>Prerequisite: IMD 155, IMG 100, IMG 102</b> <b>Semester Offered: F</b>	
Proposed Description (include all proposed changes):  <b>IMG 272 3D Modeling for Game Design</b> This course covers the principles and techniques involved in creating three-dimensional media for Game Design. Students will learn the step-by-step processes of 3D modeling including NURBS, polygons, subdivisions, environments and character development using sophisticated industry-level 3D modeling software. Students acquire skills in texture design, mapping, cameras, lighting, scene set up and rendering. <b>Credits: 3</b> <b>Prerequisite: Placement into college level English</b> <b>Semester Offered: F</b>	
Rationale for the change:  <b>No prior Adobe CC software or design skills is required for this course.</b>	
Provide a description of any change in course content.  <b>None.</b>	
List the programs that are affected by this change (list program names and program codes as they appear in the college catalog):  <b>Interactive Media - Game Design Option - Associate in Science (Program Code: IMGD)</b>	
Please confer with the coordinator of the affected department.	
Attach current and proposed academic maps ( <u>with changes in bold</u> ) for all affected programs. You can obtain academic maps from Barb Zabka.  <b>Attached.</b>	
Please submit a generic syllabus to your dean with all of the revisions included.  <b>Attached.</b>	

**Computer & Information Technology****Interactive Media - Game Design Option - Associate in Science (Program Code: IMGD)****CURRENT**

Course Title	Course #	Offered	Credits	Prerequisites	Milestones
<b>Semester 1 (Fall)</b>					Register for and successfully complete all courses to graduate in four semesters.  Complete ENG 101.
Composition I	ENG 101	F/S/SU	3	Placement into college level English	
Digital Design Concepts I	IMD 114	F/SU	3	Placement into college level English	
Digital Imaging and Media	IMD 154	F/SU	3	Placement into college level English	
Drawing the Human Form	IMG 100	F	3	Placement into college level English, Admission to Interactive Media - Game Design Option program	
Fundamentals of Game Design and Development	IMG 101	F	3	Placement into college level English, Admission to Interactive Media - Game Design Option program	
		<b>Total</b>	<b>15</b>		
<b>Semester 2 (Spring)</b>					If considering transfer, meet with a Transfer Services Advisor. See <a href="http://www.QCC.edu/transfer">www.QCC.edu/transfer</a> .
Introduction to Microcomputer Applications	CIS 111	F/S/SU	3		
Composition II	ENG 102	F/S/SU	3	ENG 101	
Digital Design Concepts II	IMD 115	S/SU	3	IMD 114	
Digital Illustration and Animation	IMD 155	S/SU	3	IMD 154	
Introduction to Game Design	IMG 102	S/SU	3	Placement into college level English, Admission to Interactive Media - Game Design Option program	
		<b>Total</b>	<b>15</b>		
<b>Semester 3 (Fall)</b>					If considering transfer, meet with representatives of four-year schools to discuss/begin the transfer application process; or create an account on the QCC job board to search for internships, co-ops and jobs.
Introduction to Programming with C++	CIS 121	F/S	3	Placement into college level English, MAT 095 with a grade of "C" or higher or approp place score, Coreq: CIS 105 or CIS 111	
Motion Graphics	IMD 275	F	3	IMD 154, IMD 155	
Intermediate Game Design	IMG 203	F	3	IMD 155, IMG 100, IMG 101, IMG 102	
3D Modeling for Game Design	IMG 272	F	3	IMD 155, IMG 100, IMG 102	
College Mathematics I: Pre-Calculus	MAT 123	F/S/SU	3	MAT 100 or approp place score	
		<b>Total</b>	<b>15</b>		
<b>Semester 4 (Spring)</b>					Continue with/complete the transfer application process; or if seeking employment, meet with Career Services for career readiness preparation and to learn more about QCC's job board.  Submit an Intent to Graduate Form, located on <i>The Q</i> .
Interactive Game Design Portfolio	IMG 288	S	4	IMG 203, IMG 272	
College Mathematics II: Trigonometry	MAT 124	F/S/SU	3	MAT 123 or approp place score	
Liberal Arts Elective	---	F/S/SU	3		
Liberal Arts Elective	---	F/S/SU	3		
Science Elective or Lab Science Elective	---	F/S/SU	3-4		
		<b>Total</b>	<b>16-17</b>		
<b>Total Credits Required</b>			<b>61-62</b>		

**Computer & Information Technology**
**Interactive Media - Game Design Option - Associate in Science (Program Code: IMGD)**
**PROPOSED**

Course Title	Course #	Offered	Credits	Prerequisites	Milestones
<b>Semester 1 (Fall)</b>					Register for and successfully complete all courses to graduate in four semesters.  Complete ENG 101.
Composition I	ENG 101	F/S/SU	3	Placement into college level English	
Digital Design Concepts I	IMD 114	F/SU	3	Placement into college level English	
Digital Imaging and Media	IMD 154	F/SU	3	Placement into college level English	
Drawing the Human Form	IMG 100	F	3	Placement into college level English, Admission to Interactive Media - Game Design Option program	
Fundamentals of Game Design and Development	IMG 101	F	3	Placement into college level English, Admission to Interactive Media - Game Design Option program	
		<b>Total</b>	<b>15</b>		
<b>Semester 2 (Spring)</b>					If considering transfer, meet with a Transfer Services Advisor. See <a href="http://www.QCC.edu/transfer">www.QCC.edu/transfer</a> .
Introduction to Microcomputer Applications	CIS 111	F/S/SU	3		
Composition II	ENG 102	F/S/SU	3	ENG 101	
Digital Design Concepts II	IMD 115	S/SU	3	IMD 114	
Digital Illustration and Animation	IMD 155	S/SU	3	IMD 154	
Introduction to Game Design	IMG 102	S/SU	3	Placement into college level English, Admission to Interactive Media - Game Design Option program	
		<b>Total</b>	<b>15</b>		
<b>Semester 3 (Fall)</b>					If considering transfer, meet with representatives of four-year schools to discuss/begin the transfer application process; or create an account on the QCC job board to search for internships, co-ops and jobs.
Introduction to Programming with C++	CIS 121	F/S	3	Placement into college level English, MAT 095 with a grade of "C" or higher or approp place score, Coreq: CIS 105 or CIS 111	
Motion Graphics	IMD 275	F	3	IMD 154, IMD 155	
Intermediate Game Design	IMG 203	F	3	IMD 155, IMG 100, IMG 101, IMG 102	
3D Modeling for Game Design	IMG 272	F	3	Placement into college level English	
College Mathematics I: Pre-Calculus	MAT 123	F/S/SU	3	MAT 100 or approp place score	
		<b>Total</b>	<b>15</b>		
<b>Semester 4 (Spring)</b>					Continue with/complete the transfer application process; or if seeking employment, meet with Career Services for career readiness preparation and to learn more about QCC's job board.  Submit an Intent to Graduate Form, located on <i>The Q</i> .
Interactive Game Design Portfolio	IMG 288	S	4	IMG 203, IMG 272	
College Mathematics II: Trigonometry	MAT 124	F/S/SU	3	MAT 123 or approp place score	
Liberal Arts Elective	---	F/S/SU	3		
Liberal Arts Elective	---	F/S/SU	3		
Science Elective or Lab Science Elective	---	F/S/SU	3-4		
		<b>Total</b>	<b>16-17</b>		
<b>Total Credits Required</b>			<b>61-62</b>		

**2022 - 2023**  
**QUINSIGAMOND COMMUNITY COLLEGE**

**COURSE REVISION PROPOSAL**

1. Course Number and Name (current): ELT 120 Introduction to Photonics

2. Originator: James Heffernan Date: April 10, 2023

3. School Dean: Betty Lauer Date: April 10, 2023

4. Effective Date: **Fall 2023**

5. Reviewed by Program and Process (if applicable) Date:

6. Recommended by the School of Business, Engineering & Technology Date: 5/18/2023  
Comments: Unanimously approved.

7. AA Leadership Team: \_\_\_\_\_ Date: \_\_\_\_\_

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

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

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

9. Learning Council: \_\_\_\_\_ Date: \_\_\_\_\_

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

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

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

**2022 - 2023**  
**QUINSIGAMOND COMMUNITY COLLEGE**

## COURSE REVISION PROPOSAL

Type of Revision: ____ Description <u>  X  </u> Prerequisite    ____ Corequisite    ____ Number    ____ Name    ____ # Credits ____ Elective Type    ____ Other (explain)	
Course Discipline or Department: <b>Electronics Engineering Technology</b>	School: <b>BET</b>
Current Course Number: <b>ELT 120</b>	
Current Course Name: <b>Introduction to Photonics</b>	
Current Course Description (as it appears in the college catalog including course three letter designation and number, title, credits, semesters offered and prerequisites/corequisites):  <b>ELT 120 Introduction to Photonics</b> This course provides students with an introduction to the fundamentals of optics, including the nature of light, light sources, and light propagation and interaction with matter in terms of geometrical optics and physical (wave) optics. This course gives students the opportunity to learn how to apply the principles of optics in a laboratory setting to conduct experiments and solve real world problems. <b>Credits: 4</b> <b>Prerequisite: Placement into college level English, MAT 099 with a grade of "C" or higher or appropriate placement score</b> <b>Semester Offered: F</b> <b>Note: Three hours lecture, three hours laboratory</b>	
Proposed Description (include all proposed changes):  <b>ELT 120 Introduction to Photonics</b> This course provides students with an introduction to the fundamentals of optics, including the nature of light, light sources, and light propagation and interaction with matter in terms of geometrical optics and physical (wave) optics. This course gives students the opportunity to learn how to apply the principles of optics in a laboratory setting to conduct experiments and solve real world problems. <b>Credits: 4</b> <b>Prerequisite: Placement into college level English, MAT 095 with a grade of "C" or higher or appropriate placement score</b> <b>Semester Offered: F</b> <b>Note: Three hours lecture, three hours laboratory.</b>	
Rationale for the change:  <b>MAT 099 is no longer being offered.</b>	
Provide a description of any change in course content.  <b>N/A</b>	
List the programs that are affected by this change (list program names and program codes as they appear in the college catalog); Please confer with the coordinator of the affected department: <ul style="list-style-type: none"> <li>• <b>Electronics Engineering Technology - Photonics Option - Associate in Science (Program Code: EEPH)</b></li> <li>• <b>Photonics Certificate (Program Code: CP)</b></li> </ul>	
Attach current and proposed academic maps ( <u>with changes in bold</u> ) for all affected programs. You can obtain academic maps from Barb Zabka.	
Please submit a generic syllabus to your dean with all of the revisions included.	

**Engineering & Engineering Technology****CURRENT****Electronics Engineering Technology - Photonics Option - Associate in Science (Program Code: EEPH)**

Course Title	Course #	Offer d	Credit s	Prerequisites	Milestones
Semester 1					Apply and get accepted to this program (Program Code: EEPH).  Register for and successfully complete all courses to graduate in four semesters.  Complete ELT 103 and ELT 121.  Complete ENG 101.  MAT 147 and MAT 148 recommended if primary goal is employment; MAT 123 and MAT 124 recommended for transfer.
Windows Client Operating Systems	CSC 141	F/S/S U	4		
Electronics I	ELT 103	F/S	4	Placement into college level English, MAT 095 with a grade of "C" or higher or approp place score	
Digital Circuits	ELT 121	F/S	4	Placement into college level English, MAT 095 with a grade of "C" or higher or approp place score	
Composition I	ENG 101	F/S/S U	3	Placement into college level English	
College Mathematics I: Pre-Calculus <b>OR</b>	MAT 123	F/S/S U	3-4	MAT 100 or approp place score	
Mathematics for Technicians I	MAT 147			MAT 095 with a grade of "C" or higher or approp place score	
		<b>Total</b>	<b>18-19</b>		
Semester 2					Meet with Career Services to discuss the co-op process and leads for co-op placements.  If considering transfer, meet with a Transfer Services Advisor. See <a href="http://www.QCC.edu/transfer">www.QCC.edu/transfer</a> .  Complete ELT 104 and ELT 130.
Networking Technologies	CSC 234	F/S/S U	4	Coreq: CSC 141	
Electronics II	ELT 104	F/S	4	ELT 103	
Embedded Microcontrollers	ELT 130	F/S	4	ELT 103, ELT 121	
College Mathematics II: Trigonometry <b>OR</b>	MAT 124	F/S/S U	3-4	MAT 123 or approp place score	
Mathematics for Technicians II	MAT 148			MAT 147	
		<b>Total</b>	<b>15-16</b>		
Semester 3					
Pre Cooperative Education Seminar	CPS 298	F/S	0		
Instrumentation and Control Technology	ELM 251	F/S	4	ELT 104, ELT 130	
Introduction to Photonics	ELT 120	F	4	Placement into college level English, MAT 099 with a grade of "C" or higher or approp place score	
Composition II <b>OR</b>	ENG 102	F/S/S U	3	ENG 101	
Technical Writing	ENG 105	F/S			
Lab Science Elective	---	F/S/S U	4		
		<b>Total</b>	<b>15</b>		
Semester 4					Continue with/complete the transfer application process; or if seeking employment, meet with Career Services for career readiness preparation and to learn more about QCC's job board.  Complete EET 299 (with Program Coordinator approval).
Cooperative Work Experience	EET 299	F/S/S U	3	CPS 298, ELT 104, ELT 130	
Photonics Technology	ELT 222	S	4	ELT 120	
ELT or ELM Program Elective (200-level)	---	F/S/S U	4		
Social Science Elective	---	F/S/S U	3		

		<b>Total</b>	<b>14</b>		Submit an Intent to Graduate Form, located on <i>The Q</i> .
<b>Total Credits Required</b>			<b>62-64</b>		

**Engineering & Engineering Technology****PROPOSED****Electronics Engineering Technology - Photonics Option - Associate in Science (Program Code: EEPH)**

Course Title	Course #	Offered	Credits	Prerequisites	Milestones
Semester 1					Apply and get accepted to this program (Program Code: EEPH).  Register for and successfully complete all courses to graduate in four semesters.  Complete ELT 103 and ELT 121.  Complete ENG 101.  MAT 147 and MAT 148 recommended if primary goal is employment; MAT 123 and MAT 124 recommended for transfer.
Windows Client Operating Systems	CSC 141	F/S/S U	4		
Electronics I	ELT 103	F/S	4	Placement into college level English, MAT 095 with a grade of "C" or higher or approp place score	
Digital Circuits	ELT 121	F/S	4	Placement into college level English, MAT 095 with a grade of "C" or higher or approp place score	
Composition I	ENG 101	F/S/S U	3	Placement into college level English	
College Mathematics I: Pre-Calculus <b>OR</b>	MAT 123	F/S/S U	3-4	MAT 100 or approp place score	
Mathematics for Technicians I	MAT 147			MAT 095 with a grade of "C" or higher or approp place score	
		<b>Total</b>	<b>18-19</b>		
Semester 2					Meet with Career Services to discuss the co-op process and leads for co-op placements.  If considering transfer, meet with a Transfer Services Advisor. See <a href="http://www.QCC.edu/transfer">www.QCC.edu/transfer</a> .  Complete ELT 104 and ELT 130.
Networking Technologies	CSC 234	F/S/S U	4	Coreq: CSC 141	
Electronics II	ELT 104	F/S	4	ELT 103	
Embedded Microcontrollers	ELT 130	F/S	4	ELT 103, ELT 121	
College Mathematics II: Trigonometry <b>OR</b>	MAT 124	F/S/S U	3-4	MAT 123 or approp place score	
Mathematics for Technicians II	MAT 148			MAT 147	
		<b>Total</b>	<b>15-16</b>		
Semester 3					Meet with Program Coordinator to discuss readiness for EET 299.  Contact Career Services to complete all requirements of CPS 298 (required prior to registration for EET 299). See <a href="http://www.QCC.edu/career-services">www.QCC.edu/career-services</a> .  If considering transfer, meet with representatives of four-year schools to discuss/begin the transfer application process; or create an account on the QCC job board to search for internships, co-ops and jobs.  Complete ENG 102 or ENG 105; ENG 105 recommended if primary goal is employment after graduation.
Pre Cooperative Education Seminar	CPS 298	F/S	0		
Instrumentation and Control Technology	ELM 251	F/S	4	ELT 104, ELT 130	
Introduction to Photonics	ELT 120	F	4	Placement into college level English, MAT 095 with a grade of "C" or higher or approp place score	
Composition II <b>OR</b>	ENG 102	F/S/S U	3	ENG 101	
Technical Writing	ENG 105	F/S			
Lab Science Elective	---	F/S/S U	4		
		<b>Total</b>	<b>15</b>		
Semester 4					Continue with/complete the transfer application process; or if seeking employment, meet with Career Services for career readiness preparation and to learn more about QCC's job board.  Complete EET 299 (with Program Coordinator approval).
Cooperative Work Experience	EET 299	F/S/S U	3	CPS 298, ELT 104, ELT 130	
Photonics Technology	ELT 222	S	4	ELT 120	
ELT or ELM Program Elective (200-level)	---	F/S/S U	4		
Social Science Elective	---	F/S/S U	3		



		<b>Total</b>	<b>14</b>		Submit an Intent to Graduate Form, located on <i>The Q</i> .
<b>Total Credits Required</b>			<b>62-64</b>		

**Engineering & Engineering Technology**  
**Photonics Certificate (Program Code: CP)**

**CURRENT**

Course Title	Course #	Offered	Credits	Prerequisites	Milestones
<b>Semester 1</b>					<p>Apply and get accepted to this program (Program Code: CP).</p> <p>Register for and successfully complete all courses to graduate in two semesters.</p> <p>For students wishing to develop CAD skills, MNT 101 recommended.</p> <p>Meet with Academic Advisor to discuss associate degree (Program Code: EEBl, EEMO, EEPH); or create an account on the QCC job board to search for internships, co-ops and jobs.</p>
Electronics I	ELT 103	F/S	4	Placement into college level English, MAT 095 with a grade of "C" or higher or approp place score	
Introduction to Photonics	ELT 120	F	4	Placement into college level English, MAT 099 with a grade of "C" or higher or approp place score	
Digital Circuits	ELT 121	F/S	4	Placement into college level English, MAT 095 with a grade of "C" or higher or approp place score	
College Mathematics I: Pre-Calculus <b>OR</b>	MAT 123	F/S/SU	3-4	MAT 100 or approp place score	
Mathematics for Technicians I <b>OR</b>	MAT 147			MAT 095 with a grade of "C" or higher or approp place score	
Mechanical CAD I	MNT 101	F/S			
		<b>Total</b>	<b>15-16</b>		
<b>Semester 2</b>					<p>Apply to associate degree (Program Code: EEBl, EEMO, EEPH); or if seeking employment, meet with Career Services for career readiness preparation and to learn more about QCC's job board.</p> <p>Submit an Intent to Graduate Form, located on <i>The Q</i>.</p>
Electronics II	ELT 104	F/S	4	ELT 103	
Embedded Microcontrollers	ELT 130	F/S	4	ELT 103, ELT 121	
Photonics Technology	ELT 222	S	4	ELT 120	
		<b>Total</b>	<b>12</b>		
<b>Total Credits Required</b>			<b>27-28</b>		

**Engineering & Engineering Technology**  
**Photonics Certificate (Program Code: CP)**

**PROPOSED**

Course Title	Course #	Offered	Credits	Prerequisites	Milestones
<b>Semester 1</b>					<p>Apply and get accepted to this program (Program Code: CP).</p> <p>Register for and successfully complete all courses to graduate in two semesters.</p> <p>For students wishing to develop CAD skills, MNT 101 recommended.</p> <p>Meet with Academic Advisor to discuss associate degree (Program Code: EEBl, EEMO, EEPH); or create an account on the QCC job board to search for internships, co-ops and jobs.</p>
Electronics I	ELT 103	F/S	4	Placement into college level English, MAT 095 with a grade of "C" or higher or approp place score	
Introduction to Photonics	ELT 120	F	4	Placement into college level English, MAT 095 with a grade of "C" or higher or approp place score	
Digital Circuits	ELT 121	F/S	4	Placement into college level English, MAT 095 with a grade of "C" or higher or approp place score	
College Mathematics I: Pre-Calculus <b>OR</b>	MAT 123	F/S/SU	3-4	MAT 100 or approp place score	
Mathematics for Technicians I <b>OR</b>	MAT 147			MAT 095 with a grade of "C" or higher or approp place score	
Mechanical CAD I	MNT 101	F/S			
		<b>Total</b>	<b>15-16</b>		
<b>Semester 2</b>					<p>Apply to associate degree (Program Code: EEBl, EEMO, EEPH); or if seeking employment, meet with Career Services for career readiness</p>
Electronics II	ELT 104	F/S	4	ELT 103	
Embedded Microcontrollers	ELT 130	F/S	4	ELT 103, ELT 121	

Photonics Technology	ELT 222	S	4	ELT 120	preparation and to learn more about QCC's job board.
		<b>Total</b>	<b>12</b>		Submit an Intent to Graduate Form, located on <i>The Q</i> .
<b>Total Credits Required</b>			<b>27-28</b>		

**2023 - 2024**  
**Quinsigamond Community College**  
**Proposal Form for Course Revision**

**11. Course Designation and Course Number:** IMG 100 / IMG 101 / IMG 102

(from current AY 23/24 catalog)

**12. Course Name/Title:** Drawing the Human Form / Fundamentals of Game Design and Development /  
Introduction to Game Design

(from current AY 23/24 catalog)

**13. Originator:** Nate Mello

**Date:** 09/11/2023

**14. School Dean:** Kathy Rentsch

**Date:**

**15. Effective Date:** Fall 2024

**16. Reviewed by Program and Process (if applicable):**

**Date:**

**17. Recommended by the School of:** Business, Engineering & Technology

**Date:** 9/21/2023

**Comments:** Unanimously approved.

**18. AA Leadership Team:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Recommended:** \_\_\_\_\_

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

**Comments:**

**19. VP/Academic Affairs:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Recommended:** \_\_\_\_\_

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

**Comments:**

**20. Learning Council:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Recommended:** \_\_\_\_\_

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

**Comments:**

**21. VP/Academic Affairs:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Approved:** \_\_\_\_\_

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

**Comments:**

**2023 - 2024**  
**Quinsigamond Community College**  
**Proposal Form for Course Revision**

<b>Type of Revision (check all that apply):</b> ____ Course Designation    ____ Course Number    ____ Course Name/Title    ____ Description Wording ____ Credits <input checked="" type="checkbox"/> Prerequisites    ____ Corequisites    ____ Elective Type <input checked="" type="checkbox"/> Other (explain): Semester Offered for IMG 100	
<b>Course Discipline/Department:</b> Interactive Media	<b>School:</b> BET
<b>Current Course Designation and Course Number:</b> IMG 100 / IMG 101 / IMG 102	
<b>Current Course Name/Title:</b> Drawing the Human Form / Fundamentals of Game Design and Development / Introduction to Game Design	
<b>Current Course Description (as it appears in College catalog - include course designation and course number, course name/title, description wording, credits, prerequisites/corequisites, and semesters offered):</b>  <div style="padding-left: 20px;"> <b>IMG 100 Drawing the Human Form</b>            This course provides the student with specific drawing media experiences to build basic perceptual skills in terms of drawing from the human figure. Students review basic knowledge of the elements of art: line, value, shape/volume, texture and color to lead to manipulation for different types of spatial illusion and expressive meaning including the study of proportion, light, shade and simple anatomy to develop an understanding of the human figure. A variety of traditional and digital imaging tools and materials are explored. Digital assignments are completed using Industry-standard software and hardware.  <b>Credits: 3</b>  <b>Prerequisite: Placement into college level English, Admission to Interactive Media - Game Design Option program</b>  <b>Semester Offered: F</b>  <b>Note: Due to the use of live models, students enrolled in this course must be 18 years of age or older; a release form is available for those under 18 years who plan to enroll</b> </div> <div style="padding-left: 20px; margin-top: 10px;"> <b>IMG 101 Fundamentals of Game Design and Development</b>            This course introduces the fundamentals of electronic game design and development. It covers the history and evolution of games, the production process and current issues and practices in the game development industry including business and technical perspectives. Topics include the design process, marketing and the application of interactive communication.  <b>Credits: 3</b>  <b>Prerequisite: Placement into college level English, Admission to Interactive Media - Game Design Option program</b>  <b>Semester Offered: F</b> </div> <div style="padding-left: 20px; margin-top: 10px;"> <b>IMG 102 Introduction to Game Design</b>            This course provides students an overview of the theoretical, aesthetic, and practical elements of game design pre-production. Through a series of creative exercises, lectures, and classroom critiques, students will gain an understanding of the fundamental skills required in character development, storyboarding, scripting, creation strategies, camera angles, lighting, and editing game design pre-production for a variety of purposes and audiences. Assignments are completed using industry-standard software and hardware.  <b>Credits: 3</b>  <b>Prerequisite: Placement into college level English, Admission to Interactive Media - Game Design Option program</b>  <b>Semester Offered: S/SU</b> </div>	

**Proposed Course Description (as it will appear in College catalog - include course designation and course number, course name/title, description wording, credits, prerequisites/corequisites, and semesters offered - include all proposed changes):**

**IMG 100 Drawing the Human Form**

This course provides the student with specific drawing media experiences to build basic perceptual skills in terms of drawing from the human figure. Students review basic knowledge of the elements of art: line, value, shape/volume, texture and color to lead to manipulation for different types of spatial illusion and expressive meaning including the study of proportion, light, shade and simple anatomy to develop an understanding of the human figure. A variety of traditional and digital imaging tools and materials are explored. Digital assignments are completed using Industry-standard software and hardware.

**Credits: 3**

**Prerequisite: Placement into college level English**

**Semester Offered: F/S**

**Note: Due to the use of live models, students enrolled in this course must be 18 years of age or older; a release form is available for those under 18 years who plan to enroll**

**IMG 101 Fundamentals of Game Design and Development**

This course introduces the fundamentals of electronic game design and development. It covers the history and evolution of games, the production process and current issues and practices in the game development industry including business and technical perspectives. Topics include the design process, marketing and the application of interactive communication.

**Credits: 3**

**Prerequisite: Placement into college level English**

**Semester Offered: F**

**IMG 102 Introduction to Game Design**

This course provides students an overview of the theoretical, aesthetic, and practical elements of game design pre-production. Through a series of creative exercises, lectures, and classroom critiques, students will gain an understanding of the fundamental skills required in character development, storyboarding, scripting, creation strategies, camera angles, lighting, and editing game design pre-production for a variety of purposes and audiences. Assignments are completed using industry-standard software and hardware.

**Credits: 3**

**Prerequisite: Placement into college level English**

**Semester Offered: S/SU**

**Rationale for the change:** Open classes to all majors to promote the program from within the student body.

**Provide a description of any change in course content:** None

**List all programs that are affected by this change (list program names and program codes as they appear in the College catalog). Confer with coordinator(s) of affected department(s):**

Interactive Media - Game Design Option - Associate in Science (Program Code: IMGD)

**Attach current and proposed academic maps (with changes highlighted in yellow) for all affected programs (obtain current academic maps from Barbara Zabka and Erica Merrill):** Attached

**Submit generic syllabus to School Dean with all revisions included:** Attached

**2023 - 2024**  
**Quinsigamond Community College**  
**Proposal Form for Course Revision**

1. **Course Designation and Course Number:** IMG 272

(from current AY 23/24 catalog)

2. **Course Name/Title:** 3D Modeling for Game Design

(from current AY 23/24 catalog)

3. **Originator:** Mary Valentine/Nate Mello

**Date:** 09/11/2023

4. **School Dean:** Kathy Rentsch

**Date:**

5. **Effective Date:** Fall 2024

6. **Reviewed by Program and Process (if applicable):**

**Date:**

7. **Recommended by the School of:** Business, Engineering & Technology

**Date:** 9/21/2023

**Comments:** Unanimously approved.

8. **AA Leadership Team:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Recommended:** \_\_\_\_\_  
**Comments:**

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

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

**Date:** \_\_\_\_\_

**Recommended:** \_\_\_\_\_  
**Comments:**

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

10. **Learning Council:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Recommended:** \_\_\_\_\_  
**Comments:**

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

11. **VP/Academic Affairs:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Approved:** \_\_\_\_\_  
**Comments:**

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

**2023 - 2024**  
**Quinsigamond Community College**  
**Proposal Form for Course Revision**

<b>Type of Revision (check all that apply):</b> ____ Course Designation ____ Course Number ____ Course Name/Title ____ Description Wording ____ Credits <input checked="" type="checkbox"/> Prerequisites ____ Corequisites ____ Elective Type ____ Other (explain):	
<b>Course Discipline/Department:</b> Interactive Media	<b>School:</b> BET
<b>Current Course Designation and Course Number:</b> IMG 272	
<b>Current Course Name/Title:</b> 3D Modeling for Game Design	
<b>Current Course Description (as it appears in College catalog - include course designation and course number, course name/title, description wording, credits, prerequisites/corequisites, and semesters offered):</b>  <b>IMG 272 3D Modeling for Game Design</b> This course covers the principles and techniques involved in creating three-dimensional media for Game Design. Students will learn the step-by-step processes of 3D modeling including NURBS, polygons, subdivisions, environments and character development using sophisticated industry-level 3D modeling software. Students acquire skills in texture design, mapping, cameras, lighting, scene set up and rendering. <b>Credits: 3</b> <b>Prerequisite: IMD 155, IMG 100, IMG 102</b> <b>Semester Offered: F</b>	
<b>Proposed Course Description (as it will appear in College catalog - include course designation and course number, course name/title, description wording, credits, prerequisites/corequisites, and semesters offered - include all proposed changes):</b>  <b>IMG 272 3D Modeling for Game Design</b> This course covers the principles and techniques involved in creating three-dimensional media for Game Design. Students will learn the step-by-step processes of 3D modeling including NURBS, polygons, subdivisions, environments and character development using sophisticated industry-level 3D modeling software. Students acquire skills in texture design, mapping, cameras, lighting, scene set up and rendering. <b>Credits: 3</b> <b>Prerequisite: Placement into college level English</b> <b>Semester Offered: F</b>	
<b>Rationale for the change:</b> No prior Adobe CC software or design skills is required for this course.	
<b>Provide a description of any change in course content:</b> None	
<b>List all programs that are affected by this change (list program names and program codes as they appear in the College catalog). Confer with coordinator(s) of affected department(s):</b>  Interactive Media - Game Design Option - Associate in Science (Program Code: IMGD)	
<b>Attach current and proposed academic maps (with changes highlighted in yellow) for all affected programs (obtain current academic maps from Barbara Zabka and Erica Merrill):</b> Attached	
<b>Submit generic syllabus to School Dean with all revisions included:</b> Attached	



**Interactive Media - Game Design Option - Associate in Science (Program Code: IMGD)**
**CURRENT**

Course Title	Course #	Offered	Credits	Prerequisites	Milestones
<b>Semester 1 (Fall)</b>					Register for and successfully complete all courses to graduate in four semesters.  Complete ENG 101.
Composition I	ENG 101	F/S/SU	3	Placement into college level English	
Digital Design Concepts I	IMD 114	F/SU	3	Placement into college level English	
Digital Imaging and Media	IMD 154	F/SU	3	Placement into college level English	
Drawing the Human Form	IMG 100	F	3	Placement into college level English, Admission to Interactive Media - Game Design Option program	
Fundamentals of Game Design and Development	IMG 101	F	3	Placement into college level English, Admission to Interactive Media - Game Design Option program	
		<b>Total</b>	<b>15</b>		
<b>Semester 2 (Spring)</b>					If considering transfer, meet with a Transfer Services Advisor. See <a href="http://www.QCC.edu/transfer">www.QCC.edu/transfer</a> .
Introduction to Microcomputer Applications	CIS 111	F/S/SU	3		
Composition II	ENG 102	F/S/SU	3	ENG 101	
Digital Design Concepts II	IMD 115	S/SU	3	IMD 114	
Digital Illustration and Animation	IMD 155	S/SU	3	IMD 154	
Introduction to Game Design	IMG 102	S/SU	3	Placement into college level English, Admission to Interactive Media - Game Design Option program	
		<b>Total</b>	<b>15</b>		
<b>Semester 3 (Fall)</b>					If considering transfer, meet with representatives of four-year schools to discuss/begin the transfer application process; or create an account on the QCC job board to search for internships, co-ops and jobs.
Introduction to Programming with C++	CIS 121	F/S	3	Placement into college level English, MAT 095 with a grade of "C" or higher or approp place score, Coreq: CIS 105 or CIS 111	
Motion Graphics	IMD 275	F	3	IMD 154, IMD 155	
Intermediate Game Design	IMG 203	F	3	IMD 155, IMG 100, IMG 101, IMG 102	
3D Modeling for Game Design	IMG 272	F	3	IMD 155, IMG 100, IMG 102	
College Mathematics I: Pre-Calculus	MAT 123	F/S/SU	3	MAT 100 or approp place score	
		<b>Total</b>	<b>15</b>		
<b>Semester 4 (Spring)</b>					Continue with/complete the transfer application process; or if seeking employment, meet with Career Services for career readiness preparation and to learn more about QCC's job board.  Submit an Intent to Graduate Form, located on <i>The Q</i> .
Interactive Game Design Portfolio	IMG 288	S	4	IMG 203, IMG 272	
College Mathematics II: Trigonometry	MAT 124	F/S/SU	3	MAT 123 or approp place score	
Liberal Arts Elective	---	F/S/SU	3		
Liberal Arts Elective	---	F/S/SU	3		
Science Elective or Lab Science Elective	---	F/S/SU	3-4		
		<b>Total</b>	<b>16-17</b>		
<b>Total Credits Required</b>			<b>61-62</b>		

**Interactive Media - Game Design Option - Associate in Science (Program Code: IMGD)**

**PR**

**OPOSED**

Course Title	Course #	Offered	Credits	Prerequisites	Milestones
<b>Semester 1 (Fall)</b>					Register for and successfully complete all courses to graduate in four semesters.  Complete ENG 101.
Composition I	ENG 101	F/S/SU	3	Placement into college level English	
Digital Design Concepts I	IMD 114	F/SU	3	Placement into college level English	
Digital Imaging and Media	IMD 154	F/SU	3	Placement into college level English	
Drawing the Human Form	IMG 100	F/S	3	Placement into college level English	
Fundamentals of Game Design and Development	IMG 101	F	3	Placement into college level English	
		<b>Total</b>	<b>15</b>		
<b>Semester 2 (Spring)</b>					If considering transfer, meet with a Transfer Services Advisor. See <a href="http://www.QCC.edu/transfer">www.QCC.edu/transfer</a> .
Introduction to Microcomputer Applications	CIS 111	F/S/SU	3		
Composition II	ENG 102	F/S/SU	3	ENG 101	
Digital Design Concepts II	IMD 115	S/SU	3	IMD 114	
Digital Illustration and Animation	IMD 155	S/SU	3	IMD 154	
Introduction to Game Design	IMG 102	S/SU	3	Placement into college level English	
		<b>Total</b>	<b>15</b>		
<b>Semester 3 (Fall)</b>					If considering transfer, meet with representatives of four-year schools to discuss/begin the transfer application process; or create an account on the QCC job board to search for internships, co-ops and jobs.
Introduction to Programming with C++	CIS 121	F/S	3	Placement into college level English, MAT 095 with a grade of "C" or higher or approp place score, Coreq: CIS 105 or CIS 111	
Motion Graphics	IMD 275	F	3	IMD 154, IMD 155	
Intermediate Game Design	IMG 203	F	3	IMD 155, IMG 100, IMG 101, IMG 102	
3D Modeling for Game Design	IMG 272	F	3	Placement into college level English	
College Mathematics I: Pre-Calculus	MAT 123	F/S/SU	3	MAT 100 or approp place score	
		<b>Total</b>	<b>15</b>		
<b>Semester 4 (Spring)</b>					Continue with/complete the transfer application process; or if seeking employment, meet with Career Services for career readiness preparation and to learn more about QCC's job board.  Submit an Intent to Graduate Form, located on <i>The Q</i> .
Interactive Game Design Portfolio	IMG 288	S	4	IMG 203, IMG 272	
College Mathematics II: Trigonometry	MAT 124	F/S/SU	3	MAT 123 or approp place score	
Liberal Arts Elective	---	F/S/SU	3		
Liberal Arts Elective	---	F/S/SU	3		
Science Elective or Lab Science Elective	---	F/S/SU	3-4		
		<b>Total</b>	<b>16-17</b>		
<b>Total Credits Required</b>			<b>61-62</b>		

**2022 - 2023**  
**QUINSIGAMOND COMMUNITY COLLEGE**

**COURSE REVISION PROPOSAL**

1. Course Number and Name: (from current AY22/23 catalog): ACC 101 Financial Accounting I

2. Originator: Jean McLean Date: 4/18/23

3. School Dean: Betty Lauer Date: 4/18/23

4. Effective Date: **Fall 2023**

5. Reviewed by Program and Process (if applicable) Date:

6. Recommended by the School of Business, Engineering & Technology Date: 5/18/2023  
Comments: Unanimously approved.

7. AA Leadership Team: \_\_\_\_\_ Date: \_\_\_\_\_

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

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

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

9. Learning Council: \_\_\_\_\_ Date: \_\_\_\_\_

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

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

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

**2022 - 2023**  
**QUINSIGAMOND COMMUNITY COLLEGE**

## COURSE REVISION PROPOSAL

Type of Revision: ____Description <input checked="" type="checkbox"/> Prerequisite    ____Corequisite    ____Number    ____Name    ____# Credits ____Elective Type    ____Other (explain)	
Course Discipline or Department: <b>Business</b>	School: <b>BET</b>
Current Course Number: <b>ACC 101</b>	
Current Course Name: <b>Financial Accounting I</b>	
Current Course Description (as it appears in the college catalog including course three letter designation and number, title, credits, semesters offered and prerequisites/corequisites.  <b>ACC 101 Financial Accounting I</b> This course focuses on the relationships between business activities and events and the impact they have on financial statements from a preparer perspective. Students study financial transactions for both service and merchandising businesses and relate the transactions to a company's assets, liabilities, owners' equity, revenues, and expenses. Areas of study include the basic accounting model, the process of the accounting cycle, accounting principles and terminology, financial statement preparation, analytics, and computerized accounting applications. <b>Credits: 3</b> <b>Prerequisite: Placement into college level English, MAT 090 with a grade of "C" or higher or appropriate placement score</b> <b>Semester Offered: F/S/SU</b>	
Proposed Description (include all proposed changes):  <b>ACC 101 Financial Accounting I</b> This course focuses on the relationships between business activities and events and the impact they have on financial statements from a preparer perspective. Students study financial transactions for both service and merchandising businesses and relate the transactions to a company's assets, liabilities, owners' equity, revenues, and expenses. Areas of study include the basic accounting model, the process of the accounting cycle, accounting principles and terminology, financial statement preparation, analytics, and computerized accounting applications. <b>Credits: 3</b> <b>Prerequisite: Placement into college level English</b> <b>Semester Offered: F/S/SU</b>	
Rationale for the change:  <b>MAT 090 is no longer being offered.</b>	
Provide a description of any change in course content.  <b>No change.</b>	
List the programs that are affected by this change (list program names and program codes as they appear in the college catalog) <ul style="list-style-type: none"> <li>• <b>Business Administration Career - Associate in Science (Program Code: BB)</b></li> <li>• <b>Business Administration Career - Administrative Professional Option - Associate in Science (Program Code: BBAP)</b></li> <li>• <b>Business Administration Transfer - Associate in Science (Program Code: BT)</b></li> <li>• <b>Accounting Certificate (Program Code: ACC)</b></li> </ul>	

- **Administrative Professional Certificate (Program Code: APC)**
- **Business Administration Certificate (Program Code: BAC)**
- **Entrepreneurship and Small Business Management Certificate (Program Code: ENS)**
- **Logistics/Supply Chain Management Certificate (Program Code: LOGC)**
- **Hospitality and Recreation Management - Foodservice Management Option - Associate in Science (Program Code: HRFO)**
- **Hospitality and Recreation Management - Hospitality Management Option - Associate in Science (Program Code: HRHO)**
- **Hospitality Management Certificate (Program Code: HO)**
- **Computer Information Systems - Transfer Option - Associate in Science (Program Code: CITR)**
- **Healthcare - Medical Office Management Option - Associate in Science (Program Code: HCMO)**

Please confer with the coordinator of the affected department.

Attach current and proposed academic maps (with changes in **bold**) for all affected programs. You can obtain academic maps from Barb Zabka.

**Attached.**

Please submit a generic syllabus to your dean with all of the revisions included.

**Business, Financial & Hospitality Management**  
**Business Administration Career - Associate in Science (Program Code: BB)**

**CURRENT**

Course Title	Course #	Offered	Credits	Prerequisites	Milestones	
Semester 1					Apply and get accepted to this program (Program Code: BB).  Register for and successfully complete all courses to graduate in four semesters.  Complete ENG 101 and the Mathematics Elective (MAT 103 or MAT 122 recommended; MAT 122 strongly recommended if considering transfer).	
Introduction to Microcomputer Applications <b>OR</b>	CIS 111	F/S/SU	3	CIS 111, Placement into college level English, MAT 095 with a grade of "C" or higher or approp place score		
Advanced Microcomputer Applications	CIS 112					
Principles of Macroeconomics	ECO 215	F/S/SU	3	Coreq: ENG 101		
Composition I	ENG 101	F/S/SU	3	Placement into college level English		
Introduction to Business	MGT 101	F/S/SU	3	Placement into college level English		
Mathematics Elective	---	F/S/SU	3			
		<b>Total</b>	<b>15</b>			
Semester 2					If choosing BUS 299 (Semester 4), meet with Career Services to discuss the co-op process and leads for co-op placements.	
<b>Financial Accounting I</b>	<b>ACC 101</b>	<b>F/S/SU</b>	<b>3</b>	<b>Placement into college level English, MAT 090 with a grade of "C" or higher or approp place score</b>		
Business Law I <b>OR</b>	BSL 101	F/S/SU	3	Coreq: CIS 111		
E-Business Law & Ethics	BSL 103	F/S				
Composition II	ENG 102	F/S/SU	3	ENG 101		
Speech Communication Skills	SPH 101	F/S/SU	3	Placement into college level English		
Elective	---	F/S/SU	3			
		<b>Total</b>	<b>15</b>			
Semester 3						If choosing BUS 299 (Semester 4), contact Career Services to complete all requirements of CPS 298 (required prior to registration for BUS 299). See <a href="http://www.QCC.edu/career-services">www.QCC.edu/career-services</a> .  If considering transfer, meet with Academic Advisor to discuss associate degree (Program Code: BT); or create an account on the QCC job board to search for internships, co-ops and jobs.
Financial Accounting II	ACC 102	F/S/SU	3	ACC 101, CIS 111		
Integrated Communications for Business	BUS 201	F/S/SU	3	CIS 111, Placement into college level English		
Business Elective	---	F/S/SU	3			
Humanities Elective	---	F/S/SU	3			
Social Science Elective	---	F/S/SU	3			
		<b>Total</b>	<b>15</b>			
Semester 4					Apply to associate degree (Program Code: BT); or if seeking employment, meet with Career Services for career readiness preparation and to learn more about QCC's job board.  Submit an Intent to Graduate Form, located on <i>The Q</i> .	
Business Administration Capstone <b>OR</b>	BUS 250	F/S	3	CIS 111, Coreq: ACC 101 or CIS 212		
Career Strategies and Co-op Experience	BUS 299			CIS 111, CPS 298, Coreq: ACC 101 or CIS 212		
Elective	---	F/S/SU	3			
Business Elective	---	F/S/SU	3			
Humanities Elective	---	F/S/SU	3			
Science Elective or Lab Science Elective	---	F/S/SU	3-4			
		<b>Total</b>	<b>15-16</b>			
<b>Total Credits Required</b>			<b>60-61</b>			

**Business, Financial & Hospitality Management****Business Administration Career - Associate in Science (Program Code: BB)****PROPOSED**

Course Title	Course #	Offered	Credits	Prerequisites	Milestones
Semester 1					Apply and get accepted to this program (Program Code: BB).  Register for and successfully complete all courses to graduate in four semesters.  Complete ENG 101 and the Mathematics Elective (MAT 103 or MAT 122 recommended; MAT 122 strongly recommended if considering transfer).
Introduction to Microcomputer Applications <b>OR</b>	CIS 111	F/S/SU	3	CIS 111, Placement into college level English, MAT 095 with a grade of "C" or higher or approp place score	
Advanced Microcomputer Applications	CIS 112				
Principles of Macroeconomics	ECO 215	F/S/SU	3	Coreq: ENG 101	
Composition I	ENG 101	F/S/SU	3	Placement into college level English	
Introduction to Business	MGT 101	F/S/SU	3	Placement into college level English	
Mathematics Elective	---	F/S/SU	3		
		<b>Total</b>	<b>15</b>		
Semester 2					If choosing BUS 299 (Semester 4), meet with Career Services to discuss the co-op process and leads for co-op placements.
<b>Financial Accounting I</b>	<b>ACC 101</b>	<b>F/S/SU</b>	<b>3</b>	<b>Placement into college level English</b>	
Business Law I <b>OR</b>	BSL 101	F/S/SU	3	Coreq: CIS 111	
E-Business Law & Ethics	BSL 103	F/S			
Composition II	ENG 102	F/S/SU	3	ENG 101	
Speech Communication Skills	SPH 101	F/S/SU	3	Placement into college level English	
Elective	---	F/S/SU	3		
		<b>Total</b>	<b>15</b>		
Semester 3					If choosing BUS 299 (Semester 4), contact Career Services to complete all requirements of CPS 298 (required prior to registration for BUS 299). See <a href="http://www.QCC.edu/career-services">www.QCC.edu/career-services</a> .  If considering transfer, meet with Academic Advisor to discuss associate degree (Program Code: BT); or create an account on the QCC job board to search for internships, co-ops and jobs.
Financial Accounting II	ACC 102	F/S/SU	3	ACC 101, CIS 111	
Integrated Communications for Business	BUS 201	F/S/SU	3	CIS 111, Placement into college level English	
Business Elective	---	F/S/SU	3		
Humanities Elective	---	F/S/SU	3		
Social Science Elective	---	F/S/SU	3		
		<b>Total</b>	<b>15</b>		
Semester 4					Apply to associate degree (Program Code: BT); or if seeking employment, meet with Career Services for career readiness preparation and to learn more about QCC's job board.  Submit an Intent to Graduate Form, located on <i>The Q</i> .
Business Administration Capstone <b>OR</b>	BUS 250	F/S	3	CIS 111, Coreq: ACC 101 or CIS 212	
Career Strategies and Co-op Experience	BUS 299			CIS 111, CPS 298, Coreq: ACC 101 or CIS 212	
Elective	---	F/S/SU	3		
Business Elective	---	F/S/SU	3		
Humanities Elective	---	F/S/SU	3		
Science Elective or Lab Science Elective	---	F/S/SU	3-4		
		<b>Total</b>	<b>15-16</b>		
<b>Total Credits Required</b>			<b>60-61</b>		

**Business, Financial & Hospitality Management****CURRENT****Business Administration Career - Administrative Professional Option - Associate in Science (Program Code: BBAP)**

Course Title	Course #	Offered	Credits	Prerequisites	Milestones
Semester 1					Apply and get accepted to this program (Program Code: BBAP).  Register for and successfully complete all courses to graduate in four semesters.  Complete ENG 101.
Financial Accounting I	ACC 101	F/S/SU	3	Placement into college level English, MAT 090 with a grade of "C" or higher or approp place score	
Medical Law and Ethics OR	ALH 106	F/S	3	Placement into college level English	
Business Law I OR	BSL 101	F/S/SU			
E-Business Law & Ethics	BSL 103	F/S		Coreq: CIS 111	
Keyboarding Applications	BSS 101	F/S/SU	3	Placement into college level English	
Introduction to Microcomputer Applications	CIS 111	F/S/SU	3		
Composition I	ENG 101	F/S/SU	3	Placement into college level English	
		Total	15		
Semester 2					
Financial Accounting II	ACC 102	F/S/SU	3	ACC 101, CIS 111	
Advanced Microcomputer Applications	CIS 112	F/S/SU	3	CIS 111, Placement into college level English, MAT 095 with a grade of "C" or higher or approp place score	
Composition II	ENG 102	F/S/SU	3	ENG 101	
Elective	---	F/S/SU	3		
Mathematics Elective	---	F/S/SU	3		
		Total	15		
Semester 3					Contact Career Services to complete all requirements of CPS 298 (required prior to registration for BUS 299). See <a href="http://www.QCC.edu/career-services">www.QCC.edu/career-services</a> .  Create an account on the QCC job board to search for internships, co-ops and jobs.
Medical/Dental Billing and Insurance OR	BSS 112	F/S	3	ALH 102	
Business Elective	---	F/S/SU			
Pre Cooperative Education Seminar	CPS 298	F/S	0		
Speech Communication Skills	SPH 101	F/S/SU	3	Placement into college level English	
Elective	---	F/S/SU	3		
Liberal Arts Elective	---	F/S/SU	3		
Science Elective or Lab Science Elective	---	F/S/SU	3-4		
		Total	15-16		
Semester 4					
Integrated Communications for Business	BUS 201	F/S/SU	3	CIS 111, Placement into college level English	
Business Administration Capstone OR	BUS 250	F/S	3	CIS 111, Coreq: ACC 101 or CIS 212	
Career Strategies and Co-op Experience	BUS 299			CIS 111, CPS 298, Coreq: ACC 101 or CIS 212	
Electronic Health Records OR	CIS 212	F/S	3	ALH 102, CIS 111	
Database Management Application Development	CIS 243	S		CIS 105 or CIS 111, Placement into college level English, MAT 095 with a grade of "C" or higher or approp place score	
Human Relations in Organizations	PSY 158	F/S/SU	3	Placement into college level English	
Social Science Elective	---	F/S/SU	3		
		Total	15		
Total Credits Required			60-61		



**Business, Financial & Hospitality Management****Business Administration Career - Administrative Professional Option - Associate in Science (Program Code: BBAP)****PROPOSED**

Course Title	Course #	Offered	Credits	Prerequisites	Milestones
<b>Semester 1</b>					<p>Apply and get accepted to this program (Program Code: BBAP).</p> <p>Register for and successfully complete all courses to graduate in four semesters.</p> <p>Complete ENG 101.</p>
Financial Accounting I	ACC 101	F/S/SU	3	Placement into college level English	
Medical Law and Ethics <b>OR</b>	ALH 106	F/S	3	Placement into college level English	
Business Law I <b>OR</b>	BSL 101	F/S/SU			
E-Business Law & Ethics	BSL 103	F/S		Coreq: CIS 111	
Keyboarding Applications	BSS 101	F/S/SU	3	Placement into college level English	
Introduction to Microcomputer Applications	CIS 111	F/S/SU	3		
Composition I	ENG 101	F/S/SU	3	Placement into college level English	
		<b>Total</b>	<b>15</b>		
<b>Semester 2</b>					<p>Meet with Career Services to discuss the co-op process and leads for co-op placements.</p> <p>For the Elective, ALH 102 strongly recommended.</p> <p>Complete the Mathematics Elective (MAT 103 or MAT 122 strongly recommended).</p>
Financial Accounting II	ACC 102	F/S/SU	3	ACC 101, CIS 111	
Advanced Microcomputer Applications	CIS 112	F/S/SU	3	CIS 111, Placement into college level English, MAT 095 with a grade of "C" or higher or approp place score	
Composition II	ENG 102	F/S/SU	3	ENG 101	
Mathematics Elective	---	F/S/SU	3		
Elective	---	F/S/SU	3		
		<b>Total</b>	<b>15</b>		
<b>Semester 3</b>					<p>Contact Career Services to complete all requirements of CPS 298 (required prior to registration for BUS 299). See <a href="http://www.QCC.edu/career-services">www.QCC.edu/career-services</a>.</p> <p>Create an account on the QCC job board to search for internships, co-ops and jobs.</p>
Medical/Dental Billing and Insurance <b>OR</b>	BSS 112	F/S	3	ALH 102	
Business Elective	---	F/S/SU			
Pre Cooperative Education Seminar	CPS 298	F/S	0		
Speech Communication Skills	SPH 101	F/S/SU	3	Placement into college level English	
Elective	---	F/S/SU	3		
Liberal Arts Elective	---	F/S/SU	3		
Science Elective or Lab Science Elective	---	F/S/SU	3-4		
		<b>Total</b>	<b>15-16</b>		
<b>Semester 4</b>					<p>If seeking employment, meet with Career Services for career readiness preparation and to learn more about QCC's job board.</p> <p>Submit an Intent to Graduate Form, located on <i>The Q</i>.</p>
Integrated Communications for Business	BUS 201	F/S/SU	3	CIS 111, Placement into college level English	
Business Administration Capstone <b>OR</b>	BUS 250	F/S	3	CIS 111, Coreq: ACC 101 or CIS 212	
Career Strategies and Co-op Experience	BUS 299			CIS 111, CPS 298, Coreq: ACC 101 or CIS 212	
Electronic Health Records <b>OR</b>	CIS 212	F/S	3	ALH 102, CIS 111	
Database Management Application Development	CIS 243	S		CIS 105 or CIS 111, Placement into college level English, MAT 095 with a grade of "C" or higher or approp place score	
Human Relations in Organizations	PSY 158	F/S/SU	3	Placement into college level English	
Social Science Elective	---	F/S/SU	3		
		<b>Total</b>	<b>15</b>		
<b>Total Credits Required</b>			<b>60-61</b>		

**Business, Financial & Hospitality Management****Business Administration Transfer - Associate in Science (Program Code: BT)****CURRENT**

Course Title	Course #	Offered	Credits	Prerequisites	Milestones
<b>Semester 1</b>					<p>Apply and get accepted to this program (Program Code: BT).</p> <p>Register for and successfully complete all courses to graduate in four semesters.</p> <p>Attend Transfer Services events. For information see <a href="http://www.QCC.edu/transfer">www.QCC.edu/transfer</a>.</p> <p>Complete ENG 101.</p> <p>Complete MAT 123 or MAT 231.</p>
Financial Accounting I	ACC 101	F/S/SU	3	Placement into college level English, MAT 090 with a grade of "C" or higher or approp place score	
Introduction to Microcomputer Applications <b>OR</b>	CIS 111	F/S/SU	3		
Advanced Microcomputer Applications	CIS 112			CIS 111, Placement into college level English, MAT 095 with a grade of "C" or higher or approp place score	
Principles of Macroeconomics	ECO 215	F/S/SU	3	Coreq: ENG 101	
Composition I	ENG 101	F/S/SU	3	Placement into college level English	
College Mathematics I: Pre-Calculus <b>OR</b>	MAT 123	F/S/SU	3	MAT 100 or approp place score	
Applied Calculus	MAT 231	S		MAT 123 or approp place score	
		<b>Total</b>	<b>15</b>		
<b>Semester 2</b>					<p>Meet with Academic Advisor to choose Program Electives (Semesters 3 and 4); must be selected from ACC, BSL, FIN, MGT, or MRK course designations.</p> <p>Meet with a Transfer Services Advisor. See <a href="http://www.QCC.edu/transfer">www.QCC.edu/transfer</a>. Attend Transfer Services events.</p>
Financial Accounting II	ACC 102	F/S/SU	3	ACC 101, CIS 111	
Principles of Microeconomics	ECO 216	F/S/SU	3	Coreq: ENG 101	
Composition II	ENG 102	F/S/SU	3	ENG 101	
Statistics	MAT 122	F/S/SU	3	College level math course or QMAT place score > 21 or Coreq: MAT 052	
Humanities Elective	---	F/S/SU	3		
		<b>Total</b>	<b>15</b>		
<b>Semester 3</b>					<p>Meet with representatives of four-year schools to discuss/begin the transfer application process.</p> <p>Students in the Commonwealth Commitment program should choose MRK 201 as the Program Elective.</p>
Managerial Accounting	ACC 222	F/S/SU	3	ACC 102	
Principles of Management	MGT 211	F/S/SU	3	Placement into college level English	
Humanities Elective	---	F/S/SU	3		
Lab Science Elective	---	F/S/SU	4		
Program Elective	---	F/S/SU	3		
		<b>Total</b>	<b>16</b>		
<b>Semester 4</b>					<p>Continue with/complete the transfer application process.</p> <p>Submit an Intent to Graduate Form, located on <i>The Q</i>.</p>
Elective	---	F/S/SU	3		
Humanities Elective	---	F/S/SU	3		
Program Elective	---	F/S/SU	3		
Science Elective or Lab Science Elective	---	F/S/SU	3-4		
Social Science Elective	---	F/S/SU	3		
		<b>Total</b>	<b>15-16</b>		
<b>Total Credits Required</b>			<b>61-62</b>		

**Business, Financial & Hospitality Management****Business Administration Transfer - Associate in Science (Program Code: BT)****PROPOSED**

Course Title	Course #	Offered	Credits	Prerequisites	Milestones
Semester 1					Apply and get accepted to this program (Program Code: BT).
Financial Accounting I	ACC 101	F/S/SU	3	Placement into college level English	
Introduction to Microcomputer Applications OR	CIS 111	F/S/SU	3	CIS 111, Placement into college level English, MAT 095 with a grade of "C" or higher or approp place score	Register for and successfully complete all courses to graduate in four semesters.
Advanced Microcomputer Applications	CIS 112				
Principles of Macroeconomics	ECO 215	F/S/SU	3	Coreq: ENG 101	Attend Transfer Services events. For information see <a href="http://www.QCC.edu/transfer">www.QCC.edu/transfer</a> .
Composition I	ENG 101	F/S/SU	3	Placement into college level English	
College Mathematics I: Pre-Calculus OR	MAT 123	F/S/SU	3	MAT 100 or approp place score	Complete ENG 101.
Applied Calculus	MAT 231	S		MAT 123 or approp place score	
		Total	15		Complete MAT 123 or MAT 231.
Semester 2					Meet with Academic Advisor to choose Program Electives (Semesters 3 and 4); must be selected from ACC, BSL, FIN, MGT, or MRK course designations.
Financial Accounting II	ACC 102	F/S/SU	3	ACC 101, CIS 111	
Principles of Microeconomics	ECO 216	F/S/SU	3	Coreq: ENG 101	
Composition II	ENG 102	F/S/SU	3	ENG 101	
Statistics	MAT 122	F/S/SU	3	College level math course or QMAT place score > 21 or Coreq: MAT 052	
Humanities Elective	---	F/S/SU	3		
		Total	15		Meet with a Transfer Services Advisor. See <a href="http://www.QCC.edu/transfer">www.QCC.edu/transfer</a> . Attend Transfer Services events.
Semester 3					Meet with representatives of four-year schools to discuss/begin the transfer application process.
Managerial Accounting	ACC 222	F/S/SU	3	ACC 102	
Principles of Management	MGT 211	F/S/SU	3	Placement into college level English	
Humanities Elective	---	F/S/SU	3		
Lab Science Elective	---	F/S/SU	4		
Program Elective	---	F/S/SU	3		
		Total	16		Students in the Commonwealth Commitment program should choose MRK 201 as the Program Elective.
Semester 4					Continue with/complete the transfer application process.
Elective	---	F/S/SU	3		
Humanities Elective	---	F/S/SU	3		Submit an Intent to Graduate Form, located on <i>The Q</i> .
Program Elective	---	F/S/SU	3		
Science Elective or Lab Science Elective	---	F/S/SU	3-4		
Social Science Elective	---	F/S/SU	3		
		Total	15-16		
Total Credits Required			61-62		

**Business, Financial & Hospitality Management**  
**Accounting Certificate (Program Code: ACC)**

**CURRENT**

Course Title	Course #	Offered	Credits	Prerequisites	Milestones
<b>Semester 1</b>					<p>Apply and get accepted to this program (Program Code: ACC).</p> <p>Register for and successfully complete all courses to graduate in two semesters.</p> <p>Meet with Career Services to discuss the co-op process and leads for co-op placements.</p> <p>Contact Career Services to complete all requirements of CPS 298 (required prior to registration for BUS 299). See <a href="http://www.QCC.edu/career-services">www.QCC.edu/career-services</a>.</p> <p>Meet with Academic Advisor to discuss associate degree (Program Code: BB); or create an account on the QCC job board to search for internships, co-ops and jobs.</p>
Financial Accounting I	ACC 101	F/S/SU	3	Placement into college level English, MAT 090 with a grade of "C" or higher or approp place score	
Business Law I	BSL 101	F/S/SU	3		
Introduction to Microcomputer Applications	CIS 111	F/S/SU	3		
Pre Cooperative Education Seminar	CPS 298	F/S	0		
Composition I	ENG 101	F/S/SU	3	Placement into college level English	
Introduction to Business	MGT 101	F/S/SU	3	Placement into college level English	
		<b>Total</b>	<b>15</b>		
<b>Semester 2</b>					<p>Apply to associate degree (Program Code: BB); or if seeking employment, meet with Career Services for career readiness preparation and to learn more about QCC's job board.</p> <p>Submit an Intent to Graduate Form, located on <i>The Q</i>.</p>
Financial Accounting II	ACC 102	F/S/SU	3	ACC 101, CIS 111	
Computerized Accounting	ACC 231	F/S	3	ACC 101, CIS 111	
Integrated Communications for Business	BUS 201	F/S/SU	3	CIS 111, Placement into college level English	
Business Administration Capstone <b>OR</b>	BUS 250	F/S	3	CIS 111, Coreq: ACC 101 or CIS 212	
Career Strategies and Co-op Experience	BUS 299			CIS 111, CPS 298, Coreq: ACC 101 or CIS 212	
		<b>Total</b>	<b>12</b>		
<b>Total Credits Required</b>			<b>27</b>		

**Business, Financial & Hospitality Management**  
**Accounting Certificate (Program Code: ACC)**

**PROPOSED**

Course Title	Course #	Offered	Credits	Prerequisites	Milestones
<b>Semester 1</b>					<p>Apply and get accepted to this program (Program Code: ACC).</p> <p>Register for and successfully complete all courses to graduate in two semesters.</p> <p>Meet with Career Services to discuss the co-op process and leads for co-op placements.</p> <p>Contact Career Services to complete all requirements of CPS 298 (required prior to registration for BUS 299). See <a href="http://www.QCC.edu/career-services">www.QCC.edu/career-services</a>.</p> <p>Meet with Academic Advisor to discuss associate degree (Program Code: BB); or create an account on the QCC job board to search for internships, co-ops and jobs.</p>
Financial Accounting I	ACC 101	F/S/SU	3	Placement into college level English	
Business Law I	BSL 101	F/S/SU	3		
Introduction to Microcomputer Applications	CIS 111	F/S/SU	3		
Pre Cooperative Education Seminar	CPS 298	F/S	0		
Composition I	ENG 101	F/S/SU	3	Placement into college level English	
Introduction to Business	MGT 101	F/S/SU	3	Placement into college level English	
		<b>Total</b>	<b>15</b>		
<b>Semester 2</b>					<p>Apply to associate degree (Program Code: BB); or if seeking employment, meet with Career Services for career readiness preparation and to learn more about QCC's job board.</p> <p>Submit an Intent to Graduate Form, located on <i>The Q</i>.</p>
Financial Accounting II	ACC 102	F/S/SU	3	ACC 101, CIS 111	
Computerized Accounting	ACC 231	F/S	3	ACC 101, CIS 111	
Integrated Communications for Business	BUS 201	F/S/SU	3	CIS 111, Placement into college level English	
Business Administration Capstone <b>OR</b>	BUS 250	F/S	3	CIS 111, Coreq: ACC 101 or CIS 212	
Career Strategies and Co-op Experience	BUS 299			CIS 111, CPS 298, Coreq: ACC 101 or CIS 212	
		<b>Total</b>	<b>12</b>		
<b>Total Credits Required</b>			<b>27</b>		

**Business, Financial & Hospitality Management**  
**Administrative Professional Certificate (Program Code: APC)**

**CURRENT**

Course Title	Course #	Offered	Credits	Prerequisites	Milestones
<b>Semester 1</b>					<p>Apply and get accepted to this program (Program Code: APC).</p> <p>Register for and successfully complete all courses to graduate in two semesters.</p> <p>Meet with Career Services to discuss the co-op process and leads for co-op placements.</p> <p>Contact Career Services to complete all requirements of CPS 298 (required prior to registration for BUS 299). See <a href="http://www.QCC.edu/career-services">www.QCC.edu/career-services</a>.</p> <p>Meet with Academic Advisor to discuss associate degree (Program Code: BBAP); or create an account on the QCC job board to search for internships, co-ops and jobs.</p>
Keyboarding Applications	BSS 101	F/S/SU	3	Placement into college level English	
Introduction to Microcomputer Applications	CIS 111	F/S/SU	3		
Pre Cooperative Education Seminar	CPS 298	F/S	0		
Composition I	ENG 101	F/S/SU	3	Placement into college level English	
Human Relations in Organizations	PSY 158	F/S/SU	3	Placement into college level English	
		<b>Total</b>	<b>12</b>		
<b>Semester 2</b>					<p>Apply to associate degree (Program Code: BBAP); or if seeking employment, meet with Career Services for career readiness preparation and to learn more about QCC's job board.</p> <p>Submit an Intent to Graduate Form, located on <i>The Q</i>.</p>
Financial Accounting I	ACC 101	F/S/SU	3	Placement into college level English, MAT 090 with a grade of "C" or higher or approp place score	
Integrated Communications for Business	BUS 201	F/S/SU	3	CIS 111, Placement into college level English	
Business Administration Capstone <b>OR</b>	BUS 250	F/S	3	CIS 111, Coreq: ACC 101 or CIS 212	
Career Strategies and Co-op Experience	BUS 299			CIS 111, CPS 298, Coreq: ACC 101 or CIS 212	
Advanced Microcomputer Applications	CIS 112	F/S/SU	3	CIS 111, Placement into college level English, MAT 095 with a grade of "C" or higher or approp place score	
Speech Communication Skills	SPH 101	F/S/SU	3	Placement into college level English	
		<b>Total</b>	<b>15</b>		
<b>Total Credits Required</b>			<b>27</b>		

**Business, Financial & Hospitality Management**  
**Administrative Professional Certificate (Program Code: APC)**

**PROPOSED**

Course Title	Course #	Offered	Credits	Prerequisites	Milestones
<b>Semester 1</b>					<p>Apply and get accepted to this program (Program Code: APC).</p> <p>Register for and successfully complete all courses to graduate in two semesters.</p> <p>Meet with Career Services to discuss the co-op process and leads for co-op placements.</p> <p>Contact Career Services to complete all requirements of CPS 298 (required prior to registration for BUS 299). See <a href="http://www.QCC.edu/career-services">www.QCC.edu/career-services</a>.</p> <p>Meet with Academic Advisor to discuss associate degree (Program Code: BBAP); or create an account on the QCC job board to search for internships, co-ops and jobs.</p>
Keyboarding Applications	BSS 101	F/S/SU	3	Placement into college level English	
Introduction to Microcomputer Applications	CIS 111	F/S/SU	3		
Pre Cooperative Education Seminar	CPS 298	F/S	0		
Composition I	ENG 101	F/S/SU	3	Placement into college level English	
Human Relations in Organizations	PSY 158	F/S/SU	3	Placement into college level English	
		<b>Total</b>	<b>12</b>		
<b>Semester 2</b>					<p>Apply to associate degree (Program Code: BBAP); or if seeking employment, meet with Career Services for career readiness preparation and to learn more about QCC's job board.</p> <p>Submit an Intent to Graduate Form, located on <i>The Q</i>.</p>
<b>Financial Accounting I</b>	<b>ACC 101</b>	<b>F/S/SU</b>	<b>3</b>	<b>Placement into college level English</b>	
Integrated Communications for Business	BUS 201	F/S/SU	3	CIS 111, Placement into college level English	
Business Administration Capstone <b>OR</b>	BUS 250	F/S	3	CIS 111, Coreq: ACC 101 or CIS 212	
Career Strategies and Co-op Experience	BUS 299			CIS 111, CPS 298, Coreq: ACC 101 or CIS 212	
Advanced Microcomputer Applications	CIS 112	F/S/SU	3	CIS 111, Placement into college level English, MAT 095 with a grade of "C" or higher or approp place score	
Speech Communication Skills	SPH 101	F/S/SU	3	Placement into college level English	
		<b>Total</b>	<b>15</b>		
<b>Total Credits Required</b>			<b>27</b>		

**Business, Financial & Hospitality Management**  
**Business Administration Certificate (Program Code: BAC)**

**CURRENT**

Course Title	Course #	Offered	Credits	Prerequisites	Milestones
<b>Semester 1</b>					Apply and get accepted to this program (Program Code: BAC).
Introduction to Microcomputer Applications <b>OR</b>	CIS 111	F/S/SU	3		Register for and successfully complete all courses to graduate in two semesters.
Advanced Microcomputer Applications	CIS 112			CIS 111, Placement into college level English, MAT 095 with a grade of "C" or higher or approp place score	
Composition I	ENG 101	F/S/SU	3	Placement into college level English	For the Mathematics Elective, MAT 103 or MAT 122 recommended if pursuing associate degree (Program Code: BB).
Introduction to Business	MGT 101	F/S/SU	3	Placement into college level English	
Human Relations in Organizations	PSY 158	F/S/SU	3	Placement into college level English	Meet with Academic Advisor to discuss associate degree (Program Code: BB); or create an account on the QCC job board to search for internships, co-ops and jobs.
Mathematics Elective	---	F/S/SU	3		
		<b>Total</b>	<b>15</b>		
<b>Semester 2</b>					Apply to associate degree (Program Code: BB); or if seeking employment, meet with Career Services for career readiness preparation and to learn more about QCC's job board.
<b>Financial Accounting I</b>	<b>ACC 101</b>	<b>F/S/SU</b>	<b>3</b>	<b>Placement into college level English, MAT 090 with a grade of "C" or higher or approp place score</b>	Submit an Intent to Graduate Form, located on <i>The Q</i> .
Business Law I <b>OR</b>	BSL 101	F/S/SU	3		
E-Business Law & Ethics	BSL 103	F/S		Coreq: CIS 111	
Integrated Communications for Business	BUS 201	F/S/SU	3	CIS 111, Placement into college level English	
Business Elective	---	F/S/SU	3		
		<b>Total</b>	<b>12</b>		
<b>Total Credits Required</b>			<b>27</b>		

**Business, Financial & Hospitality Management**  
**Business Administration Certificate (Program Code: BAC)**

**PROPOSED**

Course Title	Course #	Offered	Credits	Prerequisites	Milestones
<b>Semester 1</b>					Apply and get accepted to this program (Program Code: BAC).
Introduction to Microcomputer Applications <b>OR</b>	CIS 111	F/S/SU	3		Register for and successfully complete all courses to graduate in two semesters.
Advanced Microcomputer Applications	CIS 112			CIS 111, Placement into college level English, MAT 095 with a grade of "C" or higher or approp place score	
Composition I	ENG 101	F/S/SU	3	Placement into college level English	For the Mathematics Elective, MAT 103 or MAT 122 recommended if pursuing associate degree (Program Code: BB).
Introduction to Business	MGT 101	F/S/SU	3	Placement into college level English	
Human Relations in Organizations	PSY 158	F/S/SU	3	Placement into college level English	Meet with Academic Advisor to discuss associate degree (Program Code: BB); or create an account on the QCC job board to search for internships, co-ops and jobs.
Mathematics Elective	---	F/S/SU	3		
		<b>Total</b>	<b>15</b>		
<b>Semester 2</b>					Apply to associate degree (Program Code: BB); or if seeking employment, meet with Career Services for career readiness preparation and to learn more about QCC's job board.
<b>Financial Accounting I</b>	<b>ACC 101</b>	<b>F/S/SU</b>	<b>3</b>	<b>Placement into college level English</b>	Submit an Intent to Graduate Form, located on <i>The Q</i> .
Business Law I <b>OR</b>	BSL 101	F/S/SU	3		
E-Business Law & Ethics	BSL 103	F/S		Coreq: CIS 111	
Integrated Communications for Business	BUS 201	F/S/SU	3	CIS 111, Placement into college level English	
Business Elective	---	F/S/SU	3		
		<b>Total</b>	<b>12</b>		
<b>Total Credits Required</b>			<b>27</b>		



**Business, Financial & Hospitality Management****Entrepreneurship and Small Business Management Certificate (Program Code: ENS)****CURRENT**

Course Title	Course #	Offered	Credits	Prerequisites	Milestones
<b>Semester 1</b>					<p>Apply and get accepted to this program (Program Code: ENS).</p> <p>Register for and successfully complete all courses to graduate in two semesters.</p> <p>Meet with Academic Advisor to discuss associate degree (Program Code: BB); or create an account on the QCC job board to search for internships, co-ops and jobs.</p>
Financial Accounting I	ACC 101	F/S/SU	3	Placement into college level English, MAT 090 with a grade of "C" or higher or approp place score	
Introduction to Microcomputer Applications	CIS 111	F/S/SU	3		
Composition I	ENG 101	F/S/SU	3	Placement into college level English	
Personal Financial Planning	FIN 111	F/S	3	MAT 090 with a grade of "C" or higher or approp place score	
Entrepreneurship and Small Business Management	MGT 216	F/S	3	Placement into college level English	
		<b>Total</b>	<b>15</b>		
<b>Semester 2</b>					<p>Apply to associate degree (Program Code: BB); or if seeking employment, meet with Career Services for career readiness preparation and to learn more about QCC's job board.</p> <p>Submit an Intent to Graduate Form, located on <i>The Q</i>.</p>
Computerized Accounting	ACC 231	F/S	3	ACC 101, CIS 111	
Principles of Microeconomics	ECO 216	F/S/SU	3	Coreq: ENG 101	
Principles of Marketing	MRK 201	F/S/SU	3	Placement into college level English	
Humanities Elective	---	F/S/SU	3		
		<b>Total</b>	<b>12</b>		
<b>Total Credits Required</b>			<b>27</b>		

**Business, Financial & Hospitality Management****Entrepreneurship and Small Business Management Certificate (Program Code: ENS)****PROPOSED**

Course Title	Course #	Offered	Credits	Prerequisites	Milestones
<b>Semester 1</b>					<p>Apply and get accepted to this program (Program Code: ENS).</p> <p>Register for and successfully complete all courses to graduate in two semesters.</p> <p>Meet with Academic Advisor to discuss associate degree (Program Code: BB); or create an account on the QCC job board to search for internships, co-ops and jobs.</p>
Financial Accounting I	ACC 101	F/S/SU	3	Placement into college level English	
Introduction to Microcomputer Applications	CIS 111	F/S/SU	3		
Composition I	ENG 101	F/S/SU	3	Placement into college level English	
Personal Financial Planning	FIN 111	F/S	3	MAT 090 with a grade of "C" or higher or approp place score	
Entrepreneurship and Small Business Management	MGT 216	F/S	3	Placement into college level English	
		<b>Total</b>	<b>15</b>		
<b>Semester 2</b>					<p>Apply to associate degree (Program Code: BB); or if seeking employment, meet with Career Services for career readiness preparation and to learn more about QCC's job board.</p> <p>Submit an Intent to Graduate Form, located on <i>The Q</i>.</p>
Computerized Accounting	ACC 231	F/S	3	ACC 101, CIS 111	
Principles of Microeconomics	ECO 216	F/S/SU	3	Coreq: ENG 101	
Principles of Marketing	MRK 201	F/S/SU	3	Placement into college level English	
Humanities Elective	---	F/S/SU	3		
		<b>Total</b>	<b>12</b>		
<b>Total Credits Required</b>			<b>27</b>		

**Business, Financial & Hospitality Management**  
**Logistics/Supply Chain Management Certificate (Program Code: LOGC)**

**CURRENT**

Course Title	Course #	Offered	Credits	Prerequisites	Milestones
<b>Semester 1</b>					<p>Apply and get accepted to this program (Program Code: LOGC).</p> <p>Register for and successfully complete all courses to graduate in two semesters.</p> <p>If choosing BUS 299 for one of the Program Electives (Semester 2), meet with Career Services to discuss the co-op process and leads for co-op placements.</p> <p>If choosing BUS 299 for one of the Program Electives (Semester 2), contact Career Services to complete all requirements of CPS 298 (required prior to registration for BUS 299). See <a href="http://www.QCC.edu/career-services">www.QCC.edu/career-services</a>.</p> <p>Meet with Academic Advisor to discuss associate degree (Program Code: BB); or create an account on the QCC job board to search for internships, co-ops and jobs.</p> <p>Complete prerequisite(s) for MAT 122.</p>
Financial Accounting I <b>OR</b>	ACC 101	F/S/SU	3	Placement into college level English, MAT 090 with a grade of "C" or higher or approp place score	
Principles of Macroeconomics	ECO 215			Coreq: ENG 101	
Introduction to Microcomputer Applications <b>OR</b>	CIS 111	F/S/SU	3		
Advanced Microcomputer Applications	CIS 112			CIS 111, Placement into college level English, MAT 095 with a grade of "C" or higher or approp place score	
Composition I	ENG 101	F/S/SU	3	Placement into college level English	
Introduction to Business Logistics	LOG 105	F	3	Placement into college level English, MAT 090 with a grade of "C" or higher or approp place score	
Principles of Management	MGT 211	F/S/SU	3	Placement into college level English	
		<b>Total</b>	<b>15</b>		
<b>Semester 2</b>					<p>For the Program Electives, choose: BUS 299, LOG 106, LOG 107, LOG 208, or MNT 100 (see individual course descriptions for semester offerings and prerequisites).</p> <p>Apply to associate degree (Program Code: BB); or if seeking employment, meet with Career Services for career readiness preparation and to learn more about QCC's job board.</p> <p>Submit an Intent to Graduate Form, located on <i>The Q</i>.</p>
Integrated Communications for Business	BUS 201	F/S/SU	3	CIS 111, Placement into college level English	
Statistics	MAT 122	F/S/SU	3	College level math course or QMAT place score > 21 or Coreq: MAT 052	
Program Elective	---	F/S/SU	3		
Program Elective	---	F/S/SU	3		
		<b>Total</b>	<b>12</b>		
<b>Total Credits Required</b>			<b>27</b>		

**Business, Financial & Hospitality Management**  
**Logistics/Supply Chain Management Certificate (Program Code: LOGC)**

**PROPOSED**

Course Title	Course #	Offered	Credits	Prerequisites	Milestones
<b>Semester 1</b>					<p>Apply and get accepted to this program (Program Code: LOGC).</p> <p>Register for and successfully complete all courses to graduate in two semesters.</p> <p>If choosing BUS 299 for one of the Program Electives (Semester 2), meet with Career Services to discuss the co-op process and leads for co-op placements.</p> <p>If choosing BUS 299 for one of the Program Electives (Semester 2), contact Career Services to complete all requirements of CPS 298 (required prior to registration for BUS 299). See <a href="http://www.QCC.edu/career-services">www.QCC.edu/career-services</a>.</p> <p>Meet with Academic Advisor to discuss associate degree (Program Code: BB); or create an account on the QCC job board to search for internships, co-ops and jobs.</p> <p>Complete prerequisite(s) for MAT 122.</p>
Financial Accounting I <b>OR</b>	ACC 101	F/S/SU	3	Placement into college level English	
Principles of Macroeconomics	ECO 215			Coreq: ENG 101	
Introduction to Microcomputer Applications <b>OR</b>	CIS 111	F/S/SU	3		
Advanced Microcomputer Applications	CIS 112			CIS 111, Placement into college level English, MAT 095 with a grade of "C" or higher or approp place score	
Composition I	ENG 101	F/S/SU	3	Placement into college level English	
Introduction to Business Logistics	LOG 105	F	3	Placement into college level English, MAT 090 with a grade of "C" or higher or approp place score	
Principles of Management	MGT 211	F/S/SU	3	Placement into college level English	
		<b>Total</b>	<b>15</b>		
<b>Semester 2</b>					<p>For the Program Electives, choose: BUS 299, LOG 106, LOG 107, LOG 208, or MNT 100 (see individual course descriptions for semester offerings and prerequisites).</p> <p>Apply to associate degree (Program Code: BB); or if seeking employment, meet with Career Services for career readiness preparation and to learn more about QCC's job board.</p> <p>Submit an Intent to Graduate Form, located on <i>The Q</i>.</p>
Integrated Communications for Business	BUS 201	F/S/SU	3	CIS 111, Placement into college level English	
Statistics	MAT 122	F/S/SU	3	College level math course or QMAT place score > 21 or Coreq: MAT 052	
Program Elective	---	F/S/SU	3		
Program Elective	---	F/S/SU	3		
		<b>Total</b>	<b>12</b>		
<b>Total Credits Required</b>			<b>27</b>		

**Business, Financial & Hospitality Management****CURRENT****Hospitality and Recreation Management - Foodservice Management Option - Associate in Science (Program Code: HRFO)**

Course Title	Course #	Offered	Credits	Prerequisites	Milestones
Semester 1					Apply and get accepted to this program (Program Code: HRFO).  Apply for prior credit articulated from technical high school program.  Register for and successfully complete all courses to graduate in four semesters.  Complete ENG 101 and HRM 110.  Complete HRM 111 (4 credits); or complete CUL 111 (2 credits) and CUL 112 (2 credits).
Composition I	ENG 101	F/S/SU	3	Placement into college level English	
Introduction to Hotel/ Restaurant Management	HRM 101	F/S	3		
Basic Foods: Mise En Place	HRM 110	F/S	3		
Basic Foods: Basic Boucher & Pâtissier <b>OR</b>	HRM 111	F/S	4	Coreq: HRM 110	
Introduction to Meats <b>AND</b>	CUL 111			Coreq: HRM 110 or HRM 115	
Introduction to Poultry & Seafood	CUL 112				
Sanitation Certification	HRM 115	F/S/SU	1		
Hospitality Law and Ethics	HRM 221	F/S	3		
		<b>Total</b>	<b>17</b>		
Semester 2					Meet with Career Services to discuss the co-op process and leads for co-op placements.  If considering transfer, meet with a Transfer Services Advisor. See <a href="http://www.QCC.edu/transfer">www.QCC.edu/transfer</a> .  Complete HRM 112 (4 credits); or complete CUL 113 (2 credits) and CUL 114 (2 credits).
Composition II	ENG 102	F/S/SU	3	ENG 101	
Basic Foods: Garde-Manager & Saucier <b>OR</b>	HRM 112	F/S	4	Coreq: HRM 110	
Introduction to Vegetables, Fruits & Grains <b>AND</b>	CUL 113			Coreq: HRM 110 or HRM 115	
Introduction to Dairy, Salads & Sandwiches	CUL 114				
Food and Beverage Cost Control	HRM 131	F/S	3		
Dining Room and Banquet Management	HRM 218	S	3		
Hotel/Restaurant Management Elective or Culinary Elective	---	F/S/SU	3		
		<b>Total</b>	<b>16</b>		
Semester 3					Contact Career Services to complete all requirements of CPS 298 (required prior to registration for HRM 299). See <a href="http://www.QCC.edu/career-services">www.QCC.edu/career-services</a> .  If considering transfer, meet with representatives of four-year schools to discuss/begin the transfer application process; or create an account on the QCC job board to search for internships, co-ops and jobs.
Pre Cooperative Education Seminar	CPS 298	F/S	0		
Nutrition for Foodservice Management	HRM 216	F/S	3	Coreq: CUL 111 or CUL 112 or CUL 113 or CUL 114 or HRM 110	
Psychology of Interpersonal Relations <b>OR</b>	PSY 118	F	3	Placement into college level English	
Human Relations in Organizations	PSY 158	F/S/SU			
Liberal Arts Elective	---	F/S/SU	3		
Mathematics Elective or Science Elective	---	F/S/SU	3-4		
Multiple Perspectives Elective	---	F/S/SU	3		
		<b>Total</b>	<b>15-16</b>		
Semester 4					Continue with/complete the transfer application process; or if seeking employment, meet with Career Services for career readiness preparation and to learn more about QCC's job board.  Complete HRM 298 (2 credits); or complete HRM 299 (2-6 credits).  Submit an Intent to Graduate Form, located on <i>The Q</i> .
<b>Financial Accounting I</b>	<b>ACC 101</b>	<b>F/S/SU</b>	<b>3</b>	Placement into college level English, MAT 090 with a grade of "C" or higher or approp place score	
Hotel/Restaurant Management Cooperative Education Practicum <b>OR</b>	HRM 298	F/S/SU	2-6	Approval of Program Coordinator	
Hotel/Restaurant Management Cooperative Education Experience	HRM 299			CPS 298, Approval of Program Coordinator	
Business Elective	---	F/S/SU	3		
Hotel/Restaurant Management Elective or Culinary Elective	---	F/S/SU	3		
Liberal Arts Elective	---	F/S/SU	3		
		<b>Total</b>	<b>14-18</b>		
<b>Total Credits Required</b>			<b>62-67</b>		

**Business, Financial & Hospitality Management****Hospitality and Recreation Management - Foodservice Management Option - Associate in Science (Program Code: HRFO)****PROPOSED**

Course Title	Course #	Offered	Credits	Prerequisites	Milestones
Semester 1					Apply and get accepted to this program (Program Code: HRFO).  Apply for prior credit articulated from technical high school program.  Register for and successfully complete all courses to graduate in four semesters.  Complete ENG 101 and HRM 110.  Complete HRM 111 (4 credits); or complete CUL 111 (2 credits) and CUL 112 (2 credits).
Composition I	ENG 101	F/S/SU	3	Placement into college level English	
Introduction to Hotel/ Restaurant Management	HRM 101	F/S	3		
Basic Foods: Mise En Place	HRM 110	F/S	3		
Basic Foods: Basic Boucher & Pâtissier <b>OR</b>	HRM 111	F/S	4	Coreq: HRM 110	
Introduction to Meats <b>AND</b>	CUL 111			Coreq: HRM 110 or HRM 115	
Introduction to Poultry & Seafood	CUL 112				
Sanitation Certification	HRM 115	F/S/SU	1		
Hospitality Law and Ethics	HRM 221	F/S	3		
		<b>Total</b>	<b>17</b>		
Semester 2					Meet with Career Services to discuss the co-op process and leads for co-op placements.  If considering transfer, meet with a Transfer Services Advisor. See <a href="http://www.QCC.edu/transfer">www.QCC.edu/transfer</a> .  Complete HRM 112 (4 credits); or complete CUL 113 (2 credits) and CUL 114 (2 credits).
Composition II	ENG 102	F/S/SU	3	ENG 101	
Basic Foods: Garde-Manager & Saucier <b>OR</b>	HRM 112	F/S	4	Coreq: HRM 110	
Introduction to Vegetables, Fruits & Grains <b>AND</b>	CUL 113			Coreq: HRM 110 or HRM 115	
Introduction to Dairy, Salads & Sandwiches	CUL 114				
Food and Beverage Cost Control	HRM 131	F/S	3		
Dining Room and Banquet Management	HRM 218	S	3		
Hotel/Restaurant Management Elective or Culinary Elective	---	F/S/SU	3		
		<b>Total</b>	<b>16</b>		
Semester 3					Contact Career Services to complete all requirements of CPS 298 (required prior to registration for HRM 299). See <a href="http://www.QCC.edu/career-services">www.QCC.edu/career-services</a> .  If considering transfer, meet with representatives of four-year schools to discuss/begin the transfer application process; or create an account on the QCC job board to search for internships, co-ops and jobs.
Pre Cooperative Education Seminar	CPS 298	F/S	0		
Nutrition for Foodservice Management	HRM 216	F/S	3	Coreq: CUL 111 or CUL 112 or CUL 113 or CUL 114 or HRM 110	
Psychology of Interpersonal Relations <b>OR</b>	PSY 118	F	3	Placement into college level English	
Human Relations in Organizations	PSY 158	F/S/SU			
Liberal Arts Elective	---	F/S/SU	3		
Mathematics Elective or Science Elective	---	F/S/SU	3-4		
Multiple Perspectives Elective	---	F/S/SU	3		
		<b>Total</b>	<b>15-16</b>		
Semester 4					Continue with/complete the transfer application process; or if seeking employment, meet with Career Services for career readiness preparation and to learn more about QCC's job board.  Complete HRM 298 (2 credits); or complete HRM 299 (2-6 credits).  Submit an Intent to Graduate Form, located on <i>The Q</i> .
<b>Financial Accounting I</b>	<b>ACC 101</b>	<b>F/S/SU</b>	<b>3</b>	<b>Placement into college level English</b>	
Hotel/Restaurant Management Cooperative Education Practicum <b>OR</b>	HRM 298	F/S/SU	2-6	Approval of Program Coordinator	
Hotel/Restaurant Management Cooperative Education Experience	HRM 299			CPS 298, Approval of Program Coordinator	
Business Elective	---	F/S/SU	3		
Hotel/Restaurant Management Elective or Culinary Elective	---	F/S/SU	3		
Liberal Arts Elective	---	F/S/SU	3		
		<b>Total</b>	<b>14-18</b>		
<b>Total Credits Required</b>			<b>62-67</b>		

**Business, Financial & Hospitality Management****CURRENT****Hospitality and Recreation Management - Hospitality Management Option - Associate in Science (Program Code: HRHO)**

Course Title	Course #	Offered	Credits	Prerequisites	Milestones
Semester 1					Apply and get accepted to this program (Program Code: HRHO).
Introduction to Microcomputer Applications <b>OR</b>	CIS 111	F/S/SU	3		
Business Elective	---				Apply for prior credit articulated from technical high school program.
Composition I	ENG 101	F/S/SU	3	Placement into college level English	
Introduction to Hotel/ Restaurant Management	HRM 101	F/S	3		Register for and successfully complete all courses to graduate in four semesters.
Front Office Operations	HRM 135	F	3		
Hospitality Law and Ethics	HRM 221	F/S	3		
		<b>Total</b>	<b>15</b>		
Semester 2					Meet with Career Services to discuss the co-op process and leads for co-op placements.
Composition II	ENG 102	F/S/SU	3	ENG 101	
Front Office Management	HRM 136	S	3		If considering transfer, meet with a Transfer Services Advisor. See <a href="http://www.QCC.edu/transfer">www.QCC.edu/transfer</a> .
Bar and Beverage Management	HRM 139	S	3		
Management in the Hospitality Industry	HRM 235	S	3		
Hotel/Restaurant Management Elective or Culinary Elective	---	F/S/SU	3		
		<b>Total</b>	<b>15</b>		
Semester 3					Contact Career Services to complete all requirements of CPS 298 (required prior to registration for HRM 299). See <a href="http://www.QCC.edu/career-services">www.QCC.edu/career-services</a> .
Pre Cooperative Education Seminar	CPS 298	F/S	0		
Hotel Meetings: Sales and Operations	HRM 232	F	3		If considering transfer, meet with representatives of four-year schools to discuss/begin the transfer application process; or create an account on the QCC job board to search for internships, co-ops and jobs.
Destination Marketing and Management	HRM 236	F	3		
Psychology of Interpersonal Relations <b>OR</b>	PSY 118	F	3	Placement into college level English	
Human Relations in Organizations	PSY 158	F/S/SU			
Mathematics Elective or Science Elective	---	F/S/SU	3-4		
Multiple Perspectives Elective	---	F/S/SU	3		
		<b>Total</b>	<b>15-16</b>		
Semester 4					Continue with/complete the transfer application process; or if seeking employment, meet with Career Services for career readiness preparation and to learn more about QCC's job board.
<b>Financial Accounting I</b>	<b>ACC 101</b>	<b>F/S/SU</b>	<b>3</b>	<b>Placement into college level English, MAT 090 with a grade of "C" or higher or approp place score</b>	
Hotel/Restaurant Management Cooperative Education Experience	HRM 299	F/S/SU	2-6	CPS 298, Approval of Program Coordinator	Submit an Intent to Graduate Form, located on <i>The Q</i> .
Business Elective	---	F/S/SU	3		
Hotel/Restaurant Management Elective or Culinary Elective	---	F/S/SU	3		
Liberal Arts Elective	---	F/S/SU	3		
Liberal Arts Elective	---	F/S/SU	3		
		<b>Total</b>	<b>17-21</b>		
<b>Total Credits Required</b>			<b>62-67</b>		

**Business, Financial & Hospitality Management****Hospitality and Recreation Management - Hospitality Management Option - Associate in Science (Program Code: HRHO)****PROPOSED**

Course Title	Course #	Offered	Credits	Prerequisites	Milestones
<b>Semester 1</b>					<p>Apply and get accepted to this program (Program Code: HRHO).</p> <p>Apply for prior credit articulated from technical high school program.</p> <p>Register for and successfully complete all courses to graduate in four semesters.</p> <p>Complete ENG 101.</p>
Introduction to Microcomputer Applications <b>OR</b> Business Elective	CIS 111 ---	F/S/SU	3		
Composition I	ENG 101	F/S/SU	3	Placement into college level English	
Introduction to Hotel/ Restaurant Management	HRM 101	F/S	3		
Front Office Operations	HRM 135	F	3		
Hospitality Law and Ethics	HRM 221	F/S	3		
		<b>Total</b>	<b>15</b>		
<b>Semester 2</b>					<p>Meet with Career Services to discuss the co-op process and leads for co-op placements.</p> <p>If considering transfer, meet with a Transfer Services Advisor. See <a href="http://www.QCC.edu/transfer">www.QCC.edu/transfer</a>.</p>
Composition II	ENG 102	F/S/SU	3	ENG 101	
Front Office Management	HRM 136	S	3		
Bar and Beverage Management	HRM 139	S	3		
Management in the Hospitality Industry	HRM 235	S	3		
Hotel/Restaurant Management Elective or Culinary Elective	---	F/S/SU	3		
		<b>Total</b>	<b>15</b>		
<b>Semester 3</b>					<p>Contact Career Services to complete all requirements of CPS 298 (required prior to registration for HRM 299). See <a href="http://www.QCC.edu/career-services">www.QCC.edu/career-services</a>.</p> <p>If considering transfer, meet with representatives of four-year schools to discuss/begin the transfer application process; or create an account on the QCC job board to search for internships, co-ops and jobs.</p>
Pre Cooperative Education Seminar	CPS 298	F/S	0		
Hotel Meetings: Sales and Operations	HRM 232	F	3		
Destination Marketing and Management	HRM 236	F	3		
Psychology of Interpersonal Relations <b>OR</b> Human Relations in Organizations	PSY 118 PSY 158	F F/S/SU	3	Placement into college level English	
Mathematics Elective or Science Elective	---	F/S/SU	3-4		
Multiple Perspectives Elective	---	F/S/SU	3		
		<b>Total</b>	<b>15-16</b>		
<b>Semester 4</b>					<p>Continue with/complete the transfer application process; or if seeking employment, meet with Career Services for career readiness preparation and to learn more about QCC's job board.</p> <p>Submit an Intent to Graduate Form, located on <i>The Q</i>.</p>
<b>Financial Accounting I</b>	<b>ACC 101</b>	<b>F/S/SU</b>	<b>3</b>	<b>Placement into college level English</b>	
Hotel/Restaurant Management Cooperative Education Experience	HRM 299	F/S/SU	2-6	CPS 298, Approval of Program Coordinator	
Business Elective	---	F/S/SU	3		
Hotel/Restaurant Management Elective or Culinary Elective	---	F/S/SU	3		
Liberal Arts Elective	---	F/S/SU	3		
Liberal Arts Elective	---	F/S/SU	3		
		<b>Total</b>	<b>17-21</b>		
<b>Total Credits Required</b>			<b>62-67</b>		



**Business, Financial & Hospitality Management**  
**Hospitality Management Certificate (Program Code: HO)**

**CURRENT**

Course Title	Course #	Offered	Credits	Prerequisites	Milestones
Semester 1					Apply and get accepted to this program (Program Code: HO).  Apply for prior credit articulated from technical high school program.  Register for and successfully complete all courses to graduate in two semesters.  Meet with Career Services to discuss the co-op process and leads for co-op placements.  Contact Career Services to complete all requirements of CPS 298 (required prior to registration for HRM 299). See <a href="http://www.QCC.edu/career-services">www.QCC.edu/career-services</a> .  Meet with Academic Advisor to discuss associate degree (Program Code: HRFO, HRHO); or create an account on the QCC job board to search for internships, co-ops and jobs.
Financial Accounting I	ACC 101	F/S/SU	3	Placement into college level English, MAT 090 with a grade of "C" or higher or approp place score	
Introduction to Microcomputer Applications OR	CIS 111	F/S/SU	3		
Business Elective	---				
Pre Cooperative Education Seminar	CPS 298	F/S	0		
Hospitality Accounting and Revenue Management	HRM 201	F/S	3		
Hospitality Law and Ethics	HRM 221	F/S	3		
		Total	12		
Semester 2					Apply to associate degree (Program Code: HRFO, HRHO); or if seeking employment, meet with Career Services for career readiness preparation and to learn more about QCC's job board.  Submit an Intent to Graduate Form, located on <i>The Q</i> .
Front Office Management	HRM 136	S	3		
Management in the Hospitality Industry	HRM 235	S	3		
Hotel/Restaurant Management Cooperative Education Experience	HRM 299	F/S/SU	2-6	CPS 298, Approval of Program Coordinator	
Psychology of Interpersonal Relations OR	PSY 118	F	3	Placement into college level English	
Human Relations in Organizations	PSY 158	F/S/SU			
Business Elective	---	F/S/SU	3		
		Total	14-18		
Total Credits Required			26-30		



**Business, Financial & Hospitality Management**  
**Hospitality Management Certificate (Program Code: HO)**

**PROPOSED**

Course Title	Course #	Offered	Credits	Prerequisites	Milestones
Semester 1					Apply and get accepted to this program (Program Code: HO).  Apply for prior credit articulated from technical high school program.  Register for and successfully complete all courses to graduate in two semesters.  Meet with Career Services to discuss the co-op process and leads for co-op placements.  Contact Career Services to complete all requirements of CPS 298 (required prior to registration for HRM 299). See <a href="http://www.QCC.edu/career-services">www.QCC.edu/career-services</a> .  Meet with Academic Advisor to discuss associate degree (Program Code: HRFO, HRHO); or create an account on the QCC job board to search for internships, co-ops and jobs.
Financial Accounting I	ACC 101	F/S/SU	3	Placement into college level English	
Introduction to Microcomputer Applications <b>OR</b>	CIS 111	F/S/SU	3		
Business Elective	---				
Pre Cooperative Education Seminar	CPS 298	F/S	0		
Hospitality Accounting and Revenue Management	HRM 201	F/S	3		
Hospitality Law and Ethics	HRM 221	F/S	3		
		<b>Total</b>	<b>12</b>		
Semester 2					Apply to associate degree (Program Code: HRFO, HRHO); or if seeking employment, meet with Career Services for career readiness preparation and to learn more about QCC's job board.  Submit an Intent to Graduate Form, located on <i>The Q</i> .
Front Office Management	HRM 136	S	3		
Management in the Hospitality Industry	HRM 235	S	3		
Hotel/Restaurant Management Cooperative Education Experience	HRM 299	F/S/SU	2-6	CPS 298, Approval of Program Coordinator	
Psychology of Interpersonal Relations <b>OR</b>	PSY 118	F	3	Placement into college level English	
Human Relations in Organizations	PSY 158	F/S/SU			
Business Elective	---	F/S/SU	3		
		<b>Total</b>	<b>14-18</b>		
<b>Total Credits Required</b>			<b>26-30</b>		

**Computer & Information Technology****Computer Information Systems - Transfer Option - Associate in Science (Program Code: CITR)      CURRENT**

Course Title	Course #	Offered	Credits	Prerequisites	Milestones
<b>Semester 1</b>					Apply and get accepted to this program (Program Code: CITR).
Introduction to Information Technology	CIS 105	F/S	3		Register for and successfully complete all courses to graduate in five semesters.  Attend Transfer Services events. For information see <a href="http://www.QCC.edu/transfer">www.QCC.edu/transfer</a> .
Introduction to Microcomputer Applications	CIS 111	F/S/SU	3		
Introduction to Programming with C++	CIS 121	F/S	3	Placement into college level English, MAT 095 with a grade of "C" or higher or approp place score, Coreq: CIS 105 or CIS 111	
Composition I	ENG 101	F/S/SU	3	Placement into college level English	
College Algebra	MAT 100	F/S/SU	3	MAT 099 with a grade of "C" or higher or approp place score	
		<b>Total</b>	<b>15</b>		Complete CIS 111, CIS 121, ENG 101, and MAT 100.
<b>Semester 2</b>					Meet with a Transfer Services Advisor. See <a href="http://www.QCC.edu/transfer">www.QCC.edu/transfer</a> . Attend Transfer Services events.
Financial Accounting I	ACC 101	F/S/SU	3	Placement into college level English, MAT 090 with a grade of "C" or higher or approp place score	Complete CIS 223, ENG 102, and MAT 123.
.NET Programming I	CIS 223	S	3	CIS 105 or CIS 111, CIS 121 or CSC 108	
Principles of Macroeconomics	ECO 215	F/S/SU	3	Coreq: ENG 101	
Composition II	ENG 102	F/S/SU	3	ENG 101	
College Mathematics I: Pre-Calculus	MAT 123	F/S/SU	3	MAT 100 or approp place score	
		<b>Total</b>	<b>15</b>		
<b>Semester 3 (Summer)</b>					Complete MAT 124.
College Mathematics II: Trigonometry	MAT 124	F/S/SU	3	MAT 123 or approp place score	
Humanities Elective	---	F/S/SU	3		
		<b>Total</b>	<b>6</b>		
<b>Semester 4</b>					Meet with representatives of four-year schools to discuss/begin the transfer application process.  Complete PHY 101.
Web Page Development I	CIS 134	F/S	3	Placement into college level English, MAT 095 with a grade of "C" or higher or approp place score, Coreq: CIS 105 or CIS 111	
Introduction to Java	CIS 226	F	3	CIS 121 or CSC 108	
.NET Programming II	CIS 232	F	3	CIS 223	
Discrete Mathematics	MAT 125	F/S	3	MAT 123 or approp place score	
Physics I	PHY 101	F/SU	4	MAT 148 or Coreq: MAT 124	
		<b>Total</b>	<b>16</b>		
<b>Semester 5</b>					Continue with/complete the transfer application process.
Principles of Macroeconomics	ECO 216	F/S/SU	3	Coreq: ENG 101	Submit an Intent to Graduate Form, located on <i>The Q</i> .
Physics II	PHY 102	S/SU	4	PHY 101	
Speech Communication Skills	SPH 101	F/S/SU	3	Placement into college level English	
Humanities Elective	---	F/S/SU	3		
Social Science Elective	---	F/S/SU	3		
		<b>Total</b>	<b>16</b>		
<b>Total Credits Required</b>			<b>68</b>		

# Computer & Information Technology

## Computer Information Systems - Transfer Option - Associate in Science (Program Code: CITR) **PROPOSED**

Course Title	Course #	Offered	Credits	Prerequisites	Milestones
<b>Semester 1</b>					Apply and get accepted to this program (Program Code: CITR).
Introduction to Information Technology	CIS 105	F/S	3		Register for and successfully complete all courses to graduate in five semesters.  Attend Transfer Services events. For information see <a href="http://www.QCC.edu/transfer">www.QCC.edu/transfer</a> .
Introduction to Microcomputer Applications	CIS 111	F/S/SU	3		
Introduction to Programming with C++	CIS 121	F/S	3	Placement into college level English, MAT 095 with a grade of "C" or higher or approp place score, Coreq: CIS 105 or CIS 111	
Composition I	ENG 101	F/S/SU	3	Placement into college level English	
College Algebra	MAT 100	F/S/SU	3	MAT 099 with a grade of "C" or higher or approp place score	
		<b>Total</b>	<b>15</b>		Complete CIS 111, CIS 121, ENG 101, and MAT 100.
<b>Semester 2</b>					Meet with a Transfer Services Advisor. See <a href="http://www.QCC.edu/transfer">www.QCC.edu/transfer</a> . Attend Transfer Services events.
Financial Accounting I	ACC 101	F/S/SU	3	Placement into college level English	Complete CIS 223, ENG 102, and MAT 123.
.NET Programming I	CIS 223	S	3	CIS 105 or CIS 111, CIS 121 or CSC 108	
Principles of Macroeconomics	ECO 215	F/S/SU	3	Coreq: ENG 101	
Composition II	ENG 102	F/S/SU	3	ENG 101	
College Mathematics I: Pre-Calculus	MAT 123	F/S/SU	3	MAT 100 or approp place score	
		<b>Total</b>	<b>15</b>		
<b>Semester 3 (Summer)</b>					Complete MAT 124.
College Mathematics II: Trigonometry	MAT 124	F/S/SU	3	MAT 123 or approp place score	
Humanities Elective	---	F/S/SU	3		
		<b>Total</b>	<b>6</b>		
<b>Semester 4</b>					Meet with representatives of four-year schools to discuss/begin the transfer application process.  Complete PHY 101.
Web Page Development I	CIS 134	F/S	3	Placement into college level English, MAT 095 with a grade of "C" or higher or approp place score, Coreq: CIS 105 or CIS 111	
Introduction to Java	CIS 226	F	3	CIS 121 or CSC 108	
.NET Programming II	CIS 232	F	3	CIS 223	
Discrete Mathematics	MAT 125	F/S	3	MAT 123 or approp place score	
Physics I	PHY 101	F/SU	4	MAT 148 or Coreq: MAT 124	
		<b>Total</b>	<b>16</b>		
<b>Semester 5</b>					Continue with/complete the transfer application process.
Principles of Microeconomics	ECO 216	F/S/SU	3	Coreq: ENG 101	Submit an Intent to Graduate Form, located on <i>The Q</i> .
Physics II	PHY 102	S/SU	4	PHY 101	
Speech Communication Skills	SPH 101	F/S/SU	3	Placement into college level English	
Humanities Elective	---	F/S/SU	3		
Social Science Elective	---	F/S/SU	3		
		<b>Total</b>	<b>16</b>		
<b>Total Credits Required</b>			<b>68</b>		

**Healthcare****Healthcare - Medical Office Management Option - Associate in Science (Program Code: HCMO) CURRENT**

Course Title	Course #	Offered	Credits	Prerequisites	Milestones
<b>Semester 1 (Fall)</b>					Apply and get accepted to this program (Program Code: HCMO).
Introduction to Medical Terminology	ALH 102	F/S/SU	3	Placement into college level English	Contact Career Services ( <a href="http://www.QCC.edu/APexams">www.QCC.edu/APexams</a> ) to receive credit for High School (HS) Advanced Placement (AP) Exams. QCC School Code: 3714.
General Biology: Core Concepts	BIO 101	F/S/SU	4	Placement into college level English, MAT 095 with a grade of "C" or higher or approp place	Complete BIO 101; or AP Biology, with AP Exam grade of "3" or higher, to count as BIO 107, then petition for BIO 107 to count as BIO 101.
Composition I	ENG 101	F/S/SU	3	Placement into college level English	Complete ENG 101; or AP English/ Language and Composition, with AP Exam grade of "3" or higher, to count as ENG 101.
Healthcare First Year Experience	FYE 102	F/S/SU	3		Complete FYE 102.
Introduction to Psychology	PSY 101	F/S/SU	3	Placement into college level English	Complete PSY 101; or AP Psychology, with AP Exam grade of "3" or higher, to count as PSY 101.
		<b>Total</b>	<b>16</b>		
<b>Semester 2 (Spring)</b>					Follow Academic Plan from FYE 102; adjust with Academic Advisor, as needed.
Anatomy & Physiology I <b>OR</b>	BIO 111	F/S/SU	4	BIO 101 or BIO 107 or HS AP Biology or PNP 240 with a grade of "C" or higher, Coreq: ENG 101	Meet with a Transfer Services Advisor. See <a href="http://www.QCC.edu/transfer">www.QCC.edu/transfer</a> . Attend Transfer Services events.
Healthcare Elective	---				
Medical/Dental Billing and Insurance	BSS 112	F/S	3	ALH 102	Complete ENG 102; or AP English/ Literature and Composition, with AP Exam grade of "3" or higher, to count as ENG 102.
Introduction to Microcomputer Applications	CIS 111	F/S/SU	3		
Composition II	ENG 102	F/S/SU	3	ENG 101	
		<b>Total</b>	<b>13</b>		
<b>Semester 3 (Fall)</b>					Follow Academic Plan from FYE 102; adjust with Academic Advisor, as needed.
<b>Financial Accounting I</b>	<b>ACC 101</b>	<b>F/S/SU</b>	<b>3</b>	Placement into college level English, MAT 090 with a grade of "C" or higher or approp place score	Consider taking Humanities Elective to complete MassTransfer block.
Medical Law and Ethics	ALH 106	F/S	3	Placement into college level English	
Principles of Human Biology <b>OR</b>	BIO 100	F/S/SU	4	Placement into college level English	Meet with representatives of four-year schools to discuss/begin the transfer application process; or create an account on the QCC job board to search for internships, co-ops and jobs.
Anatomy & Physiology II	BIO 112			BIO 111	
Pre Cooperative Education Seminar	CPS 298	F/S	0		Complete CPS 298.
Human Relations in Organizations	PSY 158	F/S/SU	3	Placement into college level English	
Healthcare Elective or Humanities Elective	---	F/S/SU	3		
		<b>Total</b>	<b>16</b>		
<b>Semester 4 (Spring)</b>					Follow Academic Plan from FYE 102; adjust with Academic Advisor, as needed.
Healthcare Externship	ALH 299	F/S/SU	3	ACC 101 or MRK 201, ALH 106, BSS 112 or MRK 221, CPS 298	Consider taking Humanities, Mathematics, and Social Science Electives to complete MassTransfer block.
Speech Communication Skills	SPH 101	F/S/SU	3	Placement into college level English	
Healthcare Elective or Humanities Elective	---	F/S/SU	3		Continue with/complete the transfer application process; or if seeking employment, meet with Career Services for career readiness preparation and to learn more about QCC's job board.
Healthcare Elective or Mathematics Elective	---	F/S/SU	3		
Healthcare Elective or Social Science Elective	---	F/S/SU	3		Submit an Intent to Graduate Form, located on <i>The Q</i> .
		<b>Total</b>	<b>15</b>		
<b>Total Credits Required</b>			<b>60</b>		

**Healthcare****Healthcare - Medical Office Management Option - Associate in Science (Program Code: HCMO) PROPOSED**

Course Title	Course #	Offered	Credits	Prerequisites	Milestones
<b>Semester 1 (Fall)</b>					Apply and get accepted to this program (Program Code: HCMO).
Introduction to Medical Terminology	ALH 102	F/S/SU	3	Placement into college level English	Contact Career Services ( <a href="http://www.QCC.edu/APexams">www.QCC.edu/APexams</a> ) to receive credit for High School (HS) Advanced Placement (AP) Exams. QCC School Code: 3714.
General Biology: Core Concepts	BIO 101	F/S/SU	4	Placement into college level English, MAT 095 with a grade of "C" or higher or approp place	Complete BIO 101; or AP Biology, with AP Exam grade of "3" or higher, to count as BIO 107, then petition for BIO 107 to count as BIO 101.
Composition I	ENG 101	F/S/SU	3	Placement into college level English	Complete ENG 101; or AP English/ Language and Composition, with AP Exam grade of "3" or higher, to count as ENG 101.
Healthcare First Year Experience	FYE 102	F/S/SU	3		Complete FYE 102.
Introduction to Psychology	PSY 101	F/S/SU	3	Placement into college level English	Complete PSY 101; or AP Psychology, with AP Exam grade of "3" or higher, to count as PSY 101.
		<b>Total</b>	<b>16</b>		
<b>Semester 2 (Spring)</b>					Follow Academic Plan from FYE 102; adjust with Academic Advisor, as needed.
Anatomy & Physiology I <b>OR</b>	BIO 111	F/S/SU	4	BIO 101 or BIO 107 or HS AP Biology or PNP 240 with a grade of "C" or higher, Coreq: ENG 101	Meet with a Transfer Services Advisor. See <a href="http://www.QCC.edu/transfer">www.QCC.edu/transfer</a> . Attend Transfer Services events.
Healthcare Elective	---				
Medical/Dental Billing and Insurance	BSS 112	F/S	3	ALH 102	Complete ENG 102; or AP English/ Literature and Composition, with AP Exam grade of "3" or higher, to count as ENG 102.
Introduction to Microcomputer Applications	CIS 111	F/S/SU	3		
Composition II	ENG 102	F/S/SU	3	ENG 101	
		<b>Total</b>	<b>13</b>		
<b>Semester 3 (Fall)</b>					Follow Academic Plan from FYE 102; adjust with Academic Advisor, as needed.
<b>Financial Accounting I</b>	<b>ACC 101</b>	<b>F/S/SU</b>	<b>3</b>	<b>Placement into college level English</b>	
Medical Law and Ethics	ALH 106	F/S	3	Placement into college level English	Consider taking Humanities Elective to complete MassTransfer block.
Principles of Human Biology <b>OR</b>	BIO 100	F/S/SU	4	Placement into college level English	Meet with representatives of four-year schools to discuss/begin the transfer application process; or create an account on the QCC job board to search for internships, co-ops and jobs.
Anatomy & Physiology II	BIO 112			BIO 111	
Pre Cooperative Education Seminar	CPS 298	F/S	0		Complete CPS 298.
Human Relations in Organizations	PSY 158	F/S/SU	3	Placement into college level English	
Healthcare Elective or Humanities Elective	---	F/S/SU	3		
		<b>Total</b>	<b>16</b>		
<b>Semester 4 (Spring)</b>					Follow Academic Plan from FYE 102; adjust with Academic Advisor, as needed.
Healthcare Externship	ALH 299	F/S/SU	3	ACC 101 or MRK 201, ALH 106, BSS 112 or MRK 221, CPS 298	Consider taking Humanities, Mathematics, and Social Science Electives to complete MassTransfer block.
Speech Communication Skills	SPH 101	F/S/SU	3	Placement into college level English	Continue with/complete the transfer application process; or if seeking employment, meet with Career Services for career readiness preparation and to learn more about QCC's job board.
Healthcare Elective or Humanities Elective	---	F/S/SU	3		
Healthcare Elective or Mathematics Elective	---	F/S/SU	3		
Healthcare Elective or Social Science Elective	---	F/S/SU	3		Submit an Intent to Graduate Form, located on <i>The Q</i> .
		<b>Total</b>	<b>15</b>		
<b>Total Credits Required</b>			<b>60</b>		

**2022 - 2023**  
**QUINSIGAMOND COMMUNITY COLLEGE**

**COURSE REVISION PROPOSAL**

1. **Course Number and Name: (from current AY22/23 catalog): ACC 225 Volunteer Income Tax Assistance, VITA Practicum**
2. **Originator: Jean McLean** **Date: 4/18/23**
3. **School Dean: Betty Lauer** **Date: 4/18/23**
4. **Effective Date: Fall 2023**
5. **Reviewed by Program and Process (if applicable)** **Date:**
6. **Recommended by the School of Business, Engineering & Technology Date: 5/18/2023**  
**Comments: Unanimously approved.**
7. **AA Leadership Team: \_\_\_\_\_** **Date: \_\_\_\_\_**  
**Recommended: \_\_\_\_\_ Not Recommended: \_\_\_\_\_**  
**Comments: \_\_\_\_\_**
8. **VP/Academic Affairs: \_\_\_\_\_** **Date: \_\_\_\_\_**  
**Recommended: \_\_\_\_\_ Not Recommended: \_\_\_\_\_**  
**Comments: \_\_\_\_\_**
9. **Learning Council: \_\_\_\_\_** **Date: \_\_\_\_\_**  
**Recommended: \_\_\_\_\_ Not Recommended: \_\_\_\_\_**  
**Comments: \_\_\_\_\_**
10. **VP/Academic Affairs: \_\_\_\_\_** **Date: \_\_\_\_\_**  
**Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_**  
**Comments: \_\_\_\_\_**

**2022 - 2023**  
**QUINSIGAMOND COMMUNITY COLLEGE**

## COURSE REVISION PROPOSAL

Type of Revision: ____Description <input checked="" type="checkbox"/> Prerequisite    ____Corequisite    ____Number    ____Name    ____# Credits ____Elective Type    ____Other (explain)	
Course Discipline or Department: <b>Business</b>	School: <b>BET</b>
Current Course Number: <b>ACC 225</b>	
Current Course Name: <b>Volunteer Income Tax Assistance, VITA Practicum</b>	
Current Course Description (as it appears in the college catalog including course three letter designation and number, title, credits, semesters offered and prerequisites/corequisites.  <b>ACC 225 Volunteer Income Tax Assistance, VITA Practicum</b> This course introduces students to concepts and language of IRS and taxation while preparing federal and state taxes within their community for low-income individuals. <b>Credits: 4</b> <b>Prerequisite: CIS 111, Placement into college level English, MAT 090 with a grade of "C" or higher or appropriate placement score</b> <b>Semester Offered: S</b>	
Proposed Description (include all proposed changes):  <b>ACC 225 Volunteer Income Tax Assistance, VITA Practicum</b> This course introduces students to concepts and language of IRS and taxation while preparing federal and state taxes within their community for low-income individuals. <b>Credits: 4</b> <b>Prerequisite: CIS 111, Placement into college level English</b> <b>Semester Offered: S</b>	
Rationale for the change:  <b>MAT 090 is no longer being offered.</b>	
Provide a description of any change in course content.  <b>No change.</b>	
List the programs that are affected by this change (list program names and program codes as they appear in the college catalog)  <b>None - Business Elective.</b>	
Please confer with the coordinator of the affected department.	
Attach current and proposed academic maps (with changes in <b>bold</b> ) for all affected programs. You can obtain academic maps from Barb Zabka.  <b>N/A</b>	
Please submit a generic syllabus to your dean with all of the revisions included.	

**2022 - 2023**  
**QUINSIGAMOND COMMUNITY COLLEGE**

**COURSE REVISION PROPOSAL**

1. **Course Number and Name:** (from current AY22/23 catalog): **FIN 111 Personal Financial Planning**

2. **Originator:** Jean McLean **Date:** 4/18/23

3. **School Dean:** Betty Lauer **Date:** 4/18/23

4. **Effective Date:** **Fall 2023**

5. **Reviewed by Program and Process (if applicable)** **Date:**

6. **Recommended by the** School of Business, Engineering & Technology **Date:** 5/18/2023  
**Comments:** Unanimously approved.

7. **AA Leadership Team:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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

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

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

9. **Learning Council:** \_\_\_\_\_ **Date:** \_\_\_\_\_

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

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

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



**2022 - 2023**  
**QUINSIGAMOND COMMUNITY COLLEGE**

## COURSE REVISION PROPOSAL

Type of Revision: ____Description <input checked="" type="checkbox"/> Prerequisite    ____Corequisite    ____Number    ____Name    ____# Credits ____Elective Type    ____Other (explain)	
Course Discipline or Department: <b>Business</b>	School: <b>BET</b>
Current Course Number: <b>FIN 111</b>	
Current Course Name: <b>Personal Financial Planning</b>	
Current Course Description (as it appears in the college catalog including course three letter designation and number, title, credits, semesters offered and prerequisites/corequisites.  <b>FIN 111 Personal Financial Planning</b> This course examines the tools, terminology, and applications necessary to successfully manage financial matters in our daily lives. Topics include the personal financial planning process, career strategies, money management, personal taxation, financial institution services, and consumer credit. Evaluation techniques related to housing, transportation, insurance, investments, real estate, and retirement planning are also covered. <b>Credits: 3</b> <b>Prerequisite: MAT 090 with a grade of "C" or higher or appropriate placement score</b> <b>Semester Offered: F/S</b>	
Proposed Description (include all proposed changes):  <b>FIN 111 Personal Financial Planning</b> This course examines the tools, terminology, and applications necessary to successfully manage financial matters in our daily lives. Topics include the personal financial planning process, career strategies, money management, personal taxation, financial institution services, and consumer credit. Evaluation techniques related to housing, transportation, insurance, investments, real estate, and retirement planning are also covered. <b>Credits: 3</b> <b>Prerequisite: Placement into college level English</b> <b>Semester Offered: F/S</b>	
Rationale for the change:  <b>MAT 090 is no longer being offered. Adding Placement into college level English to improve outcomes.</b>	
Provide a description of any change in course content.  <b>Some math skills may need to be added to the course. Course description will not change.</b>	
List the programs that are affected by this change (list program names and program codes as they appear in the college catalog)  <b>FIN 111 is currently a required course in ENS.</b> <ul style="list-style-type: none"> <li>• <b>Entrepreneurship and Small Business Management Certificate (Program Code: ENS)</b></li> </ul>	
Please confer with the coordinator of the affected department.	
Attach current and proposed academic maps ( <u>with changes in bold</u> ) for all affected programs. You can obtain academic maps from Barb Zabka.	

<b>Attached.</b>
Please submit a generic syllabus to your dean with all of the revisions included.

**Business, Financial & Hospitality Management****Entrepreneurship and Small Business Management Certificate (Program Code: ENS)****CURRENT**

Course Title	Course #	Offered	Credits	Prerequisites	Milestones
Semester 1					Apply and get accepted to this program (Program Code: ENS).  Register for and successfully complete all courses to graduate in two semesters.  Meet with Academic Advisor to discuss associate degree (Program Code: BB); or create an account on the QCC job board to search for internships, co-ops and jobs.
Financial Accounting I	ACC 101	F/S/SU	3	Placement into college level English, MAT 090 with a grade of "C" or higher or approp place score	
Introduction to Microcomputer Applications	CIS 111	F/S/SU	3		
Composition I	ENG 101	F/S/SU	3	Placement into college level English	
Personal Financial Planning	FIN 111	F/S	3	MAT 090 with a grade of "C" or higher or approp place score	
Entrepreneurship and Small Business Management	MGT 216	F/S	3	Placement into college level English	
		Total	15		
Semester 2					Apply to associate degree (Program Code: BB); or if seeking employment, meet with Career Services for career readiness preparation and to learn more about QCC's job board.  Submit an Intent to Graduate Form, located on <i>The Q</i> .
Computerized Accounting	ACC 231	F/S	3	ACC 101, CIS 111	
Principles of Microeconomics	ECO 216	F/S/SU	3	Coreq: ENG 101	
Principles of Marketing	MRK 201	F/S/SU	3	Placement into college level English	
Humanities Elective	---	F/S/SU	3		
		Total	12		
Total Credits Required			27		

**Business, Financial & Hospitality Management****Entrepreneurship and Small Business Management Certificate (Program Code: ENS)****PROPOSED**

Course Title	Course #	Offered	Credits	Prerequisites	Milestones
Semester 1					Apply and get accepted to this program (Program Code: ENS).  Register for and successfully complete all courses to graduate in two semesters.  Meet with Academic Advisor to discuss associate degree (Program Code: BB); or create an account on the QCC job board to search for internships, co-ops and jobs.
Financial Accounting I	ACC 101	F/S/SU	3	Placement into college level English, MAT 090 with a grade of "C" or higher or approp place score	
Introduction to Microcomputer Applications	CIS 111	F/S/SU	3		
Composition I	ENG 101	F/S/SU	3	Placement into college level English	
Personal Financial Planning	FIN 111	F/S	3	Placement into college level English	
Entrepreneurship and Small Business Management	MGT 216	F/S	3	Placement into college level English	Apply to associate degree (Program Code: BB); or if seeking employment, meet with Career Services for career readiness preparation and to learn more about QCC's job board.  Submit an Intent to Graduate Form, located on <i>The Q</i> .
		Total	15		
Semester 2					
Computerized Accounting	ACC 231	F/S	3	ACC 101, CIS 111	
Principles of Microeconomics	ECO 216	F/S/SU	3	Coreq: ENG 101	
Principles of Marketing	MRK 201	F/S/SU	3	Placement into college level English	
Humanities Elective	---	F/S/SU	3		
		Total	12		
Total Credits Required			27		

**2022 - 2023**  
**QUINSIGAMOND COMMUNITY COLLEGE**

**COURSE REVISION PROPOSAL**

1. **Course Number and Name:** FIN 221 The Stock Market and Investments  
(from current AY22/23 catalog)
2. **Originator:** Jean McLean **Date:** 4/21/2023
3. **School Dean:** Betty Lauer **Date:** 4/21/2023
4. **Effective Date:** Fall 2023
5. **Reviewed by Program and Process (if applicable)** **Date:**
6. **Recommended by the** School of Business, Engineering & Technology **Date:**  
5/18/2023  
**Comments:** Unanimously approved.
7. **AA Leadership Team:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Recommended:** \_\_\_\_\_ **Not Recommended:** \_\_\_\_\_  
**Comments:**
8. **VP/Academic Affairs:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Recommended:** \_\_\_\_\_ **Not Recommended:** \_\_\_\_\_  
**Comments:**
9. **Learning Council:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Recommended:** \_\_\_\_\_ **Not Recommended:** \_\_\_\_\_  
**Comments:**
10. **VP/Academic Affairs:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Approved:** \_\_\_\_\_ **Not Approved:** \_\_\_\_\_  
**Comments:**

**2022 - 2023**  
**QUINSIGAMOND COMMUNITY COLLEGE**

## COURSE REVISION PROPOSAL

Type of Revision: ____Description <input checked="" type="checkbox"/> Prerequisite    ____Corequisite    ____Number    ____Name    ____# Credits ____Elective Type    ____Other (explain)	
Course Discipline or Department: <b>Business</b>	School: <b>BET</b>
Current Course Number: <b>FIN 221</b>	
Current Course Name: <b>The Stock Market and Investments</b>	
Current Course Description (as it appears in the college catalog including course three letter designation and number, title, credits, semesters offered and prerequisites/corequisites):  <b>FIN 221 The Stock Market and Investments</b> This course provides an introduction to financial investments and the stock markets. Students study the purposes and history of the stock markets and the primary investments they control including stocks, bonds, and mutual funds. <b>Credits: 3</b> <b>Prerequisite: Placement into college level English, MAT 090 with a grade of "C" or higher or appropriate placement score</b> <b>Semester Offered: S</b>	
Proposed Description (include all proposed changes):  <b>FIN 221 The Stock Market and Investments</b> This course provides an introduction to financial investments and the stock markets. Students study the purposes and history of the stock markets and the primary investments they control including stocks, bonds, and mutual funds. <b>Credits: 3</b> <b>Prerequisite: Placement into college level English</b> <b>Semester Offered: S</b>	
Rationale for the change:  <b>MAT 090 is no longer being offered.</b>	
Provide a description of any change in course content.  <b>No change.</b>	
List the programs that are affected by this change (list program names and program codes as they appear in the college catalog):  <b>None - Business Elective.</b>	
Please confer with the coordinator of the affected department.	
Attach current and proposed academic maps ( <u>with changes in <b>bold</b></u> ) for all affected programs. You can obtain academic maps from Barb Zabka.  <b>N/A</b>	
Please submit a generic syllabus to your dean with all of the revisions included.	

**2022 - 2023**  
**QUINSIGAMOND COMMUNITY COLLEGE**

**COURSE REVISION PROPOSAL**

1. **Course Number and Name:** FIN 250 Principles of Finance  
(from current AY22/23 catalog)
2. **Originator:** Jean McLean **Date:** 4/21/2023
3. **School Dean:** Betty Lauer **Date:** 4/21/2023
4. **Effective Date:** Fall 2023
5. **Reviewed by Program and Process (if applicable)** **Date:**
6. **Recommended by the** School of Business, Engineering & Technology **Date:**  
5/18/2023  
**Comments:** Unanimously approved.
7. **AA Leadership Team:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Recommended:** \_\_\_\_\_ **Not Recommended:** \_\_\_\_\_  
**Comments:**
8. **VP/Academic Affairs:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Recommended:** \_\_\_\_\_ **Not Recommended:** \_\_\_\_\_  
**Comments:**
9. **Learning Council:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Recommended:** \_\_\_\_\_ **Not Recommended:** \_\_\_\_\_  
**Comments:**
10. **VP/Academic Affairs:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Approved:** \_\_\_\_\_ **Not Approved:** \_\_\_\_\_  
**Comments:**

**2022 - 2023**  
**QUINSIGAMOND COMMUNITY COLLEGE**

## COURSE REVISION PROPOSAL

Type of Revision: ____Description <input checked="" type="checkbox"/> Prerequisite    ____Corequisite    ____Number    ____Name    ____# Credits ____Elective Type    ____Other (explain)	
Course Discipline or Department: <b>Business</b>	School: <b>BET</b>
Current Course Number: <b>FIN 250</b>	
Current Course Name: <b>Principles of Finance</b>	
Current Course Description (as it appears in the college catalog including course three letter designation and number, title, credits, semesters offered and prerequisites/corequisites):  <b>FIN 250 Principles of Finance</b> This course covers the principles and practices of financial management that are used in business. Topics examined include acquisition of funds, cash flow, financial analysis, capital budgeting, working capital requirements, and capital structure. <b>Credits: 3</b> <b>Prerequisite: ACC 101, Placement into college level English, MAT 099 with a grade of "C" or higher or appropriate placement score</b> <b>Semester Offered: F/S</b>	
Proposed Description (include all proposed changes):  <b>FIN 250 Principles of Finance</b> This course covers the principles and practices of financial management that are used in business. Topics examined include acquisition of funds, cash flow, financial analysis, capital budgeting, working capital requirements, and capital structure. <b>Credits: 3</b> <b>Prerequisite: ACC 101, Placement into college level English, MAT 095 with a grade of "C" or higher or appropriate placement score</b> <b>Semester Offered: F/S</b>	
Rationale for the change:  <b>MAT 099 is no longer being offered.</b>	
Provide a description of any change in course content.  <b>No change.</b>	
List the programs that are affected by this change (list program names and program codes as they appear in the college catalog):  <b>None - Business Elective.</b>	
Please confer with the coordinator of the affected department.	
Attach current and proposed academic maps ( <u>with changes in <b>bold</b></u> ) for all affected programs. You can obtain academic maps from Barb Zabka.  <b>N/A</b>	
Please submit a generic syllabus to your dean with all of the revisions included.	

## **COURSE REVISION PROPOSAL**

1. **Course Number and Name: (from current AY22/23 catalog): LOG 105 Introduction to Business Logistics**
2. **Originator: Jean McLean** **Date: 4/18/23**
3. **School Dean: Betty Lauer** **Date: 4/18/23**
4. **Effective Date: Fall 2023**
5. **Reviewed by Program and Process (if applicable)** **Date:**
6. **Recommended by the School of Business, Engineering & Technology** **Date: 5/18/2023**  
**Comments: Unanimously approved.**
7. **AA Leadership Team:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Recommended:** \_\_\_\_\_ **Not Recommended:** \_\_\_\_\_  
**Comments:** \_\_\_\_\_
8. **VP/Academic Affairs:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Recommended:** \_\_\_\_\_ **Not Recommended:** \_\_\_\_\_  
**Comments:** \_\_\_\_\_
9. **Learning Council:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Recommended:** \_\_\_\_\_ **Not Recommended:** \_\_\_\_\_  
**Comments:** \_\_\_\_\_
10. **VP/Academic Affairs:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Approved:** \_\_\_\_\_ **Not Approved:** \_\_\_\_\_  
**Comments:** \_\_\_\_\_



**2022 - 2023**  
**QUINSIGAMOND COMMUNITY COLLEGE**

## COURSE REVISION PROPOSAL

Type of Revision: ____Description <input checked="" type="checkbox"/> Prerequisite    ____Corequisite    ____Number    ____Name    ____# Credits ____Elective Type    ____Other (explain)	
Course Discipline or Department: <b>Business</b>	School: <b>BET</b>
Current Course Number: <b>LOG 105</b>	
Current Course Name: <b>Introduction to Business Logistics</b>	
Current Course Description (as it appears in the college catalog including course three letter designation and number, title, credits, semesters offered and prerequisites/corequisites.  <b>LOG 105 Introduction to Business Logistics</b> This course provides students with an understanding of the key functional areas of logistics, including transportation, distribution, warehousing and inventory management. The course explores how these functions interact, their importance to the overall organization, and the major cost components within each area. The course introduces many potential career opportunities available in this field. <b>Credits: 3</b> <b>Prerequisite: Placement into college level English, MAT 090 with a grade of "C" or higher or appropriate placement score</b> <b>Semester Offered: F</b>	
Proposed Description (include all proposed changes):  <b>LOG 105 Introduction to Business Logistics</b> This course provides students with an understanding of the key functional areas of logistics, including transportation, distribution, warehousing and inventory management. The course explores how these functions interact, their importance to the overall organization, and the major cost components within each area. The course introduces many potential career opportunities available in this field. <b>Credits: 3</b> <b>Prerequisite: Placement into college level English</b> <b>Semester Offered: F</b>	
Rationale for the change:  <b>MAT 090 is no longer being offered.</b>	
Provide a description of any change in course content.  <b>None.</b>	
List the programs that are affected by this change (list program names and program codes as they appear in the college catalog)  <b>LOG 105 is currently a required course in LOGC.</b> <ul style="list-style-type: none"> <li>• <b>Logistics/Supply Chain Management Certificate (Program Code: LOGC)</b></li> </ul>	
Please confer with the coordinator of the affected department.	
Attach current and proposed academic maps (with changes in <b>bold</b> ) for all affected programs. You can obtain academic maps from Barb Zabka.  <b>Attached.</b>	

Please submit a generic syllabus to your dean with all of the revisions included.

**Business, Financial & Hospitality Management**  
**Logistics/Supply Chain Management Certificate (Program Code: LOGC)**

**CURRENT**

Course Title	Course #	Offered	Credits	Prerequisites	Milestones
<b>Semester 1</b>					<p>Apply and get accepted to this program (Program Code: LOGC).</p> <p>Register for and successfully complete all courses to graduate in two semesters.</p> <p>If choosing BUS 299 for one of the Program Electives (Semester 2), meet with Career Services to discuss the co-op process and leads for co-op placements.</p> <p>If choosing BUS 299 for one of the Program Electives (Semester 2), contact Career Services to complete all requirements of CPS 298 (required prior to registration for BUS 299). See <a href="http://www.QCC.edu/career-services">www.QCC.edu/career-services</a>.</p> <p>Meet with Academic Advisor to discuss associate degree (Program Code: BB); or create an account on the QCC job board to search for internships, co-ops and jobs.</p> <p>Complete prerequisite(s) for MAT 122.</p>
Financial Accounting I <b>OR</b>	ACC 101	F/S/SU	3	Placement into college level English, MAT 090 with a grade of "C" or higher or approp place score	
Principles of Macroeconomics	ECO 215			Coreq: ENG 101	
Introduction to Microcomputer Applications <b>OR</b>	CIS 111	F/S/SU	3		
Advanced Microcomputer Applications	CIS 112			CIS 111, Placement into college level English, MAT 095 with a grade of "C" or higher or approp place score	
Composition I	ENG 101	F/S/SU	3	Placement into college level English	
Introduction to Business Logistics	LOG 105	F	3	Placement into college level English, MAT 090 with a grade of "C" or higher or approp place score	
Principles of Management	MGT 211	F/S/SU	3	Placement into college level English	
		<b>Total</b>	<b>15</b>		
<b>Semester 2</b>					<p>For the Program Electives, choose: BUS 299, LOG 106, LOG 107, LOG 208, or MNT 100 (see individual course descriptions for semester offerings and prerequisites).</p> <p>Apply to associate degree (Program Code: BB); or if seeking employment, meet with Career Services for career readiness preparation and to learn more about QCC's job board.</p> <p>Submit an Intent to Graduate Form, located on <i>The Q</i>.</p>
Integrated Communications for Business	BUS 201	F/S/SU	3	CIS 111, Placement into college level English	
Statistics	MAT 122	F/S/SU	3	College level math course or QMAT place score > 21 or Coreq: MAT 052	
Program Elective	---	F/S/SU	3		
Program Elective	---	F/S/SU	3		
		<b>Total</b>	<b>12</b>		
<b>Total Credits Required</b>			<b>27</b>		

**Business, Financial & Hospitality Management**  
**Logistics/Supply Chain Management Certificate (Program Code: LOGC)**

**PROPOSED**

Course Title	Course #	Offered	Credits	Prerequisites	Milestones
<b>Semester 1</b>					<p>Apply and get accepted to this program (Program Code: LOGC).</p> <p>Register for and successfully complete all courses to graduate in two semesters.</p> <p>If choosing BUS 299 for one of the Program Electives (Semester 2), meet with Career Services to discuss the co-op process and leads for co-op placements.</p> <p>If choosing BUS 299 for one of the Program Electives (Semester 2), contact Career Services to complete all requirements of CPS 298 (required prior to registration for BUS 299). See <a href="http://www.QCC.edu/career-services">www.QCC.edu/career-services</a>.</p> <p>Meet with Academic Advisor to discuss associate degree (Program Code: BB); or create an account on the QCC job board to search for internships, co-ops and jobs.</p> <p>Complete prerequisite(s) for MAT 122.</p>
Financial Accounting I <b>OR</b>	ACC 101	F/S/SU	3	Placement into college level English, MAT 090 with a grade of "C" or higher or approp place score	
Principles of Macroeconomics	ECO 215			Coreq: ENG 101	
Introduction to Microcomputer Applications <b>OR</b>	CIS 111	F/S/SU	3		
Advanced Microcomputer Applications	CIS 112			CIS 111, Placement into college level English, MAT 095 with a grade of "C" or higher or approp place score	
Composition I	ENG 101	F/S/SU	3	Placement into college level English	
Introduction to Business Logistics	LOG 105	F	3	Placement into college level English	
Principles of Management	MGT 211	F/S/SU	3	Placement into college level English	
		<b>Total</b>	<b>15</b>		
<b>Semester 2</b>					<p>For the Program Electives, choose: BUS 299, LOG 106, LOG 107, LOG 208, or MNT 100 (see individual course descriptions for semester offerings and prerequisites).</p> <p>Apply to associate degree (Program Code: BB); or if seeking employment, meet with Career Services for career readiness preparation and to learn more about QCC's job board.</p> <p>Submit an Intent to Graduate Form, located on <i>The Q</i>.</p>
Integrated Communications for Business	BUS 201	F/S/SU	3	CIS 111, Placement into college level English	
Statistics	MAT 122	F/S/SU	3	College level math course or QMAT place score > 21 or Coreq: MAT 052	
Program Elective	---	F/S/SU	3		
Program Elective	---	F/S/SU	3		
		<b>Total</b>	<b>12</b>		
<b>Total Credits Required</b>			<b>27</b>		

**2022 - 2023**  
**QUINSIGAMOND COMMUNITY COLLEGE**

**COURSE REVISION PROPOSAL**

1. **Course Number and Name:** (from current AY22/23 catalog): **LOG 106 Transportation Management**
2. **Originator:** Jean McLean **Date:** 4/18/23
3. **School Dean:** Betty Lauer **Date:** 4/18/23
4. **Effective Date:** **Fall 2023**
5. **Reviewed by Program and Process (if applicable)** **Date:**
6. **Recommended by the School of Business, Engineering & Technology** **Date:** 5/18/2023  
**Comments:** Unanimously approved.
7. **AA Leadership Team:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
  
**Recommended:** \_\_\_\_\_ **Not Recommended:** \_\_\_\_\_  
**Comments:** \_\_\_\_\_
8. **VP/Academic Affairs:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
  
**Recommended:** \_\_\_\_\_ **Not Recommended:** \_\_\_\_\_  
**Comments:** \_\_\_\_\_
9. **Learning Council:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
  
**Recommended:** \_\_\_\_\_ **Not Recommended:** \_\_\_\_\_  
**Comments:** \_\_\_\_\_
10. **VP/Academic Affairs:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
  
**Approved:** \_\_\_\_\_ **Not Approved:** \_\_\_\_\_  
**Comments:** \_\_\_\_\_

**2022 - 2023**  
**QUINSIGAMOND COMMUNITY COLLEGE**

## COURSE REVISION PROPOSAL

Type of Revision: ____Description <input checked="" type="checkbox"/> Prerequisite    ____Corequisite    ____Number    ____Name    ____# Credits ____Elective Type    ____Other (explain)	
Course Discipline or Department: <b>Business</b>	School: <b>BET</b>
Current Course Number: <b>LOG 106</b>	
Current Course Name: <b>Transportation Management</b>	
Current Course Description (as it appears in the college catalog including course three letter designation and number, title, credits, semesters offered and prerequisites/corequisites.  <b>LOG 106 Transportation Management</b> This course provides students with an understanding of the field of transportation management, which is responsible for the movement of raw materials and finished products throughout the supply chain. The course explores the various modes of freight transportation, the economic fundamentals underlying each, and how each mode might fit into a company's overall logistics strategy. During the course, students are introduced to the many potential career opportunities available in transportation management. <b>Credits: 3</b> <b>Prerequisite: Placement into college level English, MAT 090 with a grade of "C" or higher or appropriate placement score</b> <b>Semester Offered: S</b>	
Proposed Description (include all proposed changes):  <b>LOG 106 Transportation Management</b> This course provides students with an understanding of the field of transportation management, which is responsible for the movement of raw materials and finished products throughout the supply chain. The course explores the various modes of freight transportation, the economic fundamentals underlying each, and how each mode might fit into a company's overall logistics strategy. During the course, students are introduced to the many potential career opportunities available in transportation management. <b>Credits: 3</b> <b>Prerequisite: Placement into college level English</b> <b>Semester Offered: S</b>	
Rationale for the change:  <b>MAT 090 is no longer being offered.</b>	
Provide a description of any change in course content.  <b>None.</b>	
List the programs that are affected by this change (list program names and program codes as they appear in the college catalog)  <b>None - Business Elective</b>	
Please confer with the coordinator of the affected department. Attach current and proposed academic maps ( <u>with changes in bold</u> ) for all affected programs. You can obtain academic maps from Barb Zabka.  <b>N/A</b>	

Please submit a generic syllabus to your dean with all of the revisions included.

**2022 - 2023**  
**QUINSIGAMOND COMMUNITY COLLEGE**

**COURSE REVISION PROPOSAL**

1. **Course Number and Name: (from current AY22/23 catalog): LOG 107 Warehouse and Inventory Management**
2. **Originator: Jean McLean** **Date: 4/18/23**
3. **School Dean: Betty Lauer** **Date: 4/18/23**
4. **Effective Date: Fall 2023**
5. **Reviewed by Program and Process (if applicable)** **Date:**
6. **Recommended by the School of Business, Engineering & Technology** **Date: 5/18/2023**  
**Comments: Unanimously approved.**
7. **AA Leadership Team:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Recommended:** \_\_\_\_\_ **Not Recommended:** \_\_\_\_\_  
**Comments:** \_\_\_\_\_
8. **VP/Academic Affairs:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Recommended:** \_\_\_\_\_ **Not Recommended:** \_\_\_\_\_  
**Comments:** \_\_\_\_\_
9. **Learning Council:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Recommended:** \_\_\_\_\_ **Not Recommended:** \_\_\_\_\_  
**Comments:** \_\_\_\_\_
10. **VP/Academic Affairs:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Approved:** \_\_\_\_\_ **Not Approved:** \_\_\_\_\_  
**Comments:** \_\_\_\_\_



**2022 - 2023**  
**QUINSIGAMOND COMMUNITY COLLEGE**

## COURSE REVISION PROPOSAL

Type of Revision: ____Description <input checked="" type="checkbox"/> Prerequisite    ____Corequisite    ____Number    ____Name    ____# Credits ____Elective Type    ____Other (explain)	
Course Discipline or Department: <b>Business</b>	School: <b>BET</b>
Current Course Number: <b>LOG 107</b>	
Current Course Name: <b>Warehouse and Inventory Management</b>	
Current Course Description (as it appears in the college catalog including course three letter designation and number, title, credits, semesters offered and prerequisites/corequisites.  <b>LOG 107 Warehouse and Inventory Management</b> This course provides students with a practical understanding of warehousing and inventory management, including the important role that these functions perform within the supply chain. The course explores topics including warehouse design, storage and material handling processes, performance management and inventory control techniques. The course also examines the interaction between warehousing/inventory management and other facets of the supply chain, including transportation and customer service. <b>Credits: 3</b> <b>Prerequisite: Placement into college level English, MAT 090 with a grade of "C" or higher or appropriate placement score</b> <b>Semester Offered: S</b>	
Proposed Description (include all proposed changes):  <b>LOG 107 Warehouse and Inventory Management</b> This course provides students with a practical understanding of warehousing and inventory management, including the important role that these functions perform within the supply chain. The course explores topics including warehouse design, storage and material handling processes, performance management and inventory control techniques. The course also examines the interaction between warehousing/inventory management and other facets of the supply chain, including transportation and customer service. <b>Credits: 3</b> <b>Prerequisite: Placement into college level English</b> <b>Semester Offered: S</b>	
Rationale for the change:  <b>MAT 090 is no longer being offered.</b>	
Provide a description of any change in course content.  <b>None.</b>	
List the programs that are affected by this change (list program names and program codes as they appear in the college catalog)  <b>None - Business Elective</b>	
Please confer with the coordinator of the affected department.	
Attach current and proposed academic maps ( <u>with changes in bold</u> ) for all affected programs. You can obtain academic maps from Barb Zabka.	

N/A
Please submit a generic syllabus to your dean with all of the revisions included.

**2022 - 2023**  
**QUINSIGAMOND COMMUNITY COLLEGE**

**COURSE REVISION PROPOSAL**

1. **Course Number and Name: (from current AY22/23 catalog): LOG 208 Purchasing and Supply Management**
2. **Originator: Jean McLean** **Date: 4/18/23**
3. **School Dean: Betty Lauer** **Date: 4/18/23**
4. **Effective Date: Fall 2023**
5. **Reviewed by Program and Process (if applicable)** **Date:**
6. **Recommended by the School of Business, Engineering & Technology** **Date: 5/18/2023**  
**Comments: Unanimously approved.**
7. **AA Leadership Team:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Recommended:** \_\_\_\_\_ **Not Recommended:** \_\_\_\_\_  
**Comments:** \_\_\_\_\_
8. **VP/Academic Affairs:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Recommended:** \_\_\_\_\_ **Not Recommended:** \_\_\_\_\_  
**Comments:** \_\_\_\_\_
9. **Learning Council:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Recommended:** \_\_\_\_\_ **Not Recommended:** \_\_\_\_\_  
**Comments:** \_\_\_\_\_
10. **VP/Academic Affairs:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Approved:** \_\_\_\_\_ **Not Approved:** \_\_\_\_\_  
**Comments:** \_\_\_\_\_

**2022 - 2023**  
**QUINSIGAMOND COMMUNITY COLLEGE**

## COURSE REVISION PROPOSAL

Type of Revision: ____Description <input checked="" type="checkbox"/> Prerequisite    ____Corequisite    ____Number    ____Name    ____# Credits ____Elective Type    ____Other (explain)	
Course Discipline or Department: <b>Business</b>	School: <b>BET</b>
Current Course Number: <b>LOG 208</b>	
Current Course Name: <b>Purchasing and Supply Management</b>	
Current Course Description (as it appears in the college catalog including course three letter designation and number, title, credits, semesters offered and prerequisites/corequisites.  <b>LOG 208 Purchasing and Supply Management</b> This course provides students with an understanding of purchasing and supply management, which is an essential part of most supply chains. The course explores the sourcing and bidding process, the legal and contractual aspects of procurement, and how the purchasing function is an integral part of an organization. During the course, students are introduced to the many potential career opportunities available in purchasing and supply management. <b>Credits: 3</b> <b>Prerequisite: Placement into college level English, MAT 090 with a grade of "C" or higher or appropriate placement score</b> <b>Semester Offered: S</b>	
Proposed Description (include all proposed changes):  <b>LOG 208 Purchasing and Supply Management</b> This course provides students with an understanding of purchasing and supply management, which is an essential part of most supply chains. The course explores the sourcing and bidding process, the legal and contractual aspects of procurement, and how the purchasing function is an integral part of an organization. During the course, students are introduced to the many potential career opportunities available in purchasing and supply management. <b>Credits: 3</b> <b>Prerequisite: Placement into college level English</b> <b>Semester Offered: S</b>	
Rationale for the change:  <b>MAT 090 is no longer being offered.</b>	
Provide a description of any change in course content.  <b>None.</b>	
List the programs that are affected by this change (list program names and program codes as they appear in the college catalog)  <b>None - Business Elective</b>	
Please confer with the coordinator of the affected department. Attach current and proposed academic maps ( <u>with changes in bold</u> ) for all affected programs. You can obtain academic maps from Barb Zabka.  <b>N/A</b>	

Please submit a generic syllabus to your dean with all of the revisions included.

**2022 - 2023**  
**QUINSIGAMOND COMMUNITY COLLEGE**

**DEGREE OR CERTIFICATE REVISION PROPOSAL**

1. Degree or Certificate Name and Code (current): **Interactive Media Digital Design (IMDD)**

2. Originator: **Nathaniel Mello/Mary Valentine/Carolyn McGrath**      Date: **04/20/23**

3. School Dean: **Betty Lauer**      Date: \_\_\_\_\_

4. Effective Date: **Fall 2024**

5. Reviewed by Program and Process (if applicable)      Date: \_\_\_\_\_

6. Recommended by the School of Business, Engineering & Technology      Date: 5/18/2023  
Comments: Unanimously approved.

7. AA Leadership Team: \_\_\_\_\_      Date: \_\_\_\_\_

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

Comments: \_\_\_\_\_

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

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

Comments: \_\_\_\_\_

9. Learning Council: \_\_\_\_\_      Date: \_\_\_\_\_

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

Comments: \_\_\_\_\_

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

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

Comments: \_\_\_\_\_

## DEGREE OR CERTIFICATE REVISION PROPOSAL

Degree or Certificate name and code: <b>Interactive Media Digital Design (IMDD)</b>
Provide a detailed list of the proposed changes to the degree or certificate. <b>1. In Semester 2, remove IMD 171, and replace with IMD 105.</b> <b>2. In Semester 4, remove IMD 287 (4 credits), and replace with IMD Strategic Elective (3 credits).</b> <b>3. In Semester 4, update Semester Milestones, accordingly, with list of specific Elective options for IMD Strategic Elective.</b> <b>4. Update Total Semester Credits in Semester 4, and update Total Credits Required, accordingly.</b>
Attachments:  Current academic map Proposed academic map with changes in <b>bold</b>
Submit separate proposals for any new courses or revised courses in the degree or certificate. Please list here the new courses or revised courses for which separate proposals will be submitted.  N/A
Provide a rationale for the proposed changes.  <p>IMD 171 is a course that is not relevant to IMD Digital Design Option. The course was introduced before IMD program had a game design major several years ago. Currently there is a 3D modeling class in IMGD (gaming design option) major IMG 272 3D modeling for Game Design. Students in IMDD are not pursuing game design and 3D digital design is addressed as a learning module in GD2 IMD 122. Students need the UI/UX course because it is an essential skill set for this major. UI/UX designers are great demand. UI/UX is covered in a module in the capstone class but a more in-depth course is needed in second semester. IMD 105 is currently an online course for non-majors, and not a part of the required IMD curriculum at this time, but should be added in IMD curriculum.</p> <p>The IMDD curriculum currently has two 4 credit capstone classes: IMD 286 Interactive Media Processes portfolio and IMD 287 Graphic Design Processes portfolio. Only one portfolio class is needed. A majority of GDPP content focuses on modules UI/UX and portfolio development. IMD 286 will address content on prepress and portfolio in the beginning module. It is proposed that students take IMD 105 UI/UX Design Fundamentals in 2<sup>nd</sup> semester and will be familiar with UI/UX. The new program revision will be 1- 4 credit portfolio capstone class IMD 286.</p> <p>IMDD students explore options for transfer to 4 year schools with varied careers choices in strategic design in Interactive media, ranging from motion media, animation, UI/UX, to social media, photography, illustration, and sound and video editing. Many express interest in starting a business. It is suggested that students take 1 guided (strategic) 3-credit elective available in several programs:</p> <p><b>Proposed Elective Options:</b>  <b>CIS 121: Introduction to Programming with C++</b>  <b>CSC 101: Introduction to Programming Using Python</b>  <b>CIS 134: Web Page Development I</b>  <b>MRK 241: Social Media Marketing</b>  <b>MRK 201: Principles of Marketing</b>  <b>HUM 232: Survey of Hollywood Film: 1920 to Present</b>  <b>COM 100: Introduction to Mass Communication</b>  <b>MGT 216: Entrepreneurship and Small Business Management</b>  <b>IMG 100: Drawing the Human Form</b></p>

**IMG 272: 3D Modeling for Game Design**

Do any of the proposed changes affect the program goals and/or the program student learning outcomes? Please indicate any revisions to the program goals and/or program student learning outcomes.

**No.**

Do any of the proposed changes affect another department? Examples include the deletion or addition of program courses that are offered by other departments. Please confer with the coordinators of affected departments.

Department(s) Affected: **CIS, Marketing, ART, Management, Communication - Students would take 1 added elective.**

Do any of the proposed changes affect articulation agreements? Consult with the Transfer Coordinator.

**No.**

For an associate degree program, are there any changes in the number of general education credits that could affect MassTransfer? If yes please provide a rationale.

**No.**

Will any of the following be required: **No.**

Additional staff\_\_\_\_Additional space\_\_\_\_Additional equipment\_\_\_\_Additional library resources \_\_\_\_

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



Please complete the following tables for your program or indicate the date of the **Academic Matters** (within the last three years) where they have previously been published.

List the PROGRAM STUDENT LEARNING OUTCOMES in the table below. Indicate the course or courses that will fulfill each outcome and indicate the degree or level of connection between the course and outcome as indicated here.

**I** – Introductory/Background: There is an indirect relationship between the course and the outcome. The outcome itself is not the focus of the course but at least one element of the course serves as a building block to the achievement of the final outcome. For example, course elements may provide the knowledge, skills or attitudes necessary for the ultimate achievement of the outcome.

**M** – Intermediate/Transitional: There is more of a direct relationship between the course and the outcome than Introductory. A mixture of course elements supports the final achievement of the outcome, but the final integration of knowledge, skills and attitudes necessary for its achievement is not accomplished in this course. For example, knowledge, skills and/or attitudes (at least 2 of the 3) required for achievement of the outcome may be the focus of the course or course element, but the integration of all three is not.

**E** – Emphasized: There is a direct relationship between the course and the outcome. At least one element of the course focuses specifically on the complex integration of knowledge, skills and attitudes necessary to perform the outcome.

PROGRAM STUDENT LEARNING OUTCOMES FOR Interactive Media Digital Design (IMDD)		Supporting course(s)	I, M, E
1	Achieve computer interface design competencies to communicate original artistic expression for promotion and sales of products for newspapers, magazines, web publications, multimedia and video content providers, ad agencies, and manufacturers.	IMD 105, IMD 286	E
2	Achieve computer interface design competencies to communicate original artistic expression in electronic and digital design technologies for career opportunities in the industry.	IMD 105, IMD 286	E
3	Achieve computer interface design competencies to communicate original artistic expression in electronic and digital design technologies for career opportunities in the print and prepress industry.	IMD 105, IMD 286	I, E
4	Achieve computer interface design competencies to communicate original artistic expression in electronic and digital design technologies for career opportunities in Internet publishing industries as content providers using multimedia, video, and animation.	IMD 105, IMD 286	E
5	Produce a print, PDF, web/e-publishing presence, and interactive social media portfolio of student work for presentation to future employers or for transfer to institutions of higher learning.	IMD 105, IMD 286	M, E
6	Transfer to bachelor's degree programs at colleges and universities with related fields of study.	IMD 105, IMD 286	E
7	Provide a progressive framework of courses to meet general education core curriculum goals for measurable proficiencies in: Information Literacy, Quantitative Reasoning, Scientific Reasoning, Technical Literacy, Aesthetics, Multiple Perspectives, Ethics, Impact of Technology, and Civic Literacy.	IMD 105, IMD 286	E
8			

For a DEGREE PROGRAM, indicate the courses that fulfill the General Education Student Learning Outcomes.

GENERAL EDUCATION STUDENT LEARNING OUTCOMES FOR Interactive Media Digital Design (IMDD)	Supporting course(s)	I, M, E
<b>Civic Learning &amp; Engagement:</b> Students will develop civic knowledge, skills and dispositions through learning and practice.	IMD 105, IMD 286	M
<b>Communication Skills:</b> Students will read, write and speak effectively to build knowledge and convey meaning.	IMD 105, IMD 286	E
<b>Information and Digital Literacy:</b> Students will engage in a reflective process of information discovery, use information responsibly and employ digital technologies to learn, communicate and collaborate.	IMD 105, IMD 286	E
<b>Intercultural Knowledge and Competence:</b> Students will demonstrate intercultural knowledge within a variety of cultural contexts and with culturally different ideas and individuals..	IMD 105, IMD 286	M
<b>Quantitative and Scientific Reasoning:</b> Students will apply concepts and methods of mathematics and science to acquire knowledge and solve problems.	IMD 105, IMD 286	I

**Computer & Information Technology****Interactive Media - Digital Design Option - Associate in Science (Program Code: IMDD)****CURRENT**

Course Title	Course #	Offered	Credits	Prerequisites	Milestones
Semester 1 (Fall)					Register for and successfully complete all courses to graduate in four semesters.  Complete ENG 101.
Composition I	ENG 101	F/S/SU	3	Placement into college level English	
Digital Design Concepts I	IMD 114	F/SU	3	Placement into college level English	
Graphic Design I	IMD 121	F	3	Placement into college level English	
Digital Imaging and Media	IMD 154	F/SU	3	Placement into college level English	
Digital Photography	IMD 161	F	3	Placement into college level English	
		Total	15		
Semester 2 (Spring)					For the Art Theory Electives (Semesters 2 and 3), choose: ART 101, ART 111, ART 112, ART 121, or ART 211.  If considering transfer, meet with a Transfer Services Advisor. See <a href="http://www.QCC.edu/transfer">www.QCC.edu/transfer</a> .
Composition II	ENG 102	F/S/SU	3	ENG 101	
Digital Design Concepts II	IMD 115	S/SU	3	IMD 114	
Graphic Design II	IMD 122	S	3	IMD 121	
Digital Illustration and Animation	IMD 155	S/SU	3	IMD 154	
Fundamentals of 3D Digital Design	IMD 171	S	3	IMD 154, IMD 161	
Art Theory Elective	---	F/S/SU	3		
		Total	18		
Semester 3 (Fall)					If considering transfer, meet with representatives of four-year schools to discuss/begin the transfer application process; or create an account on the QCC job board to search for internships, co-ops and jobs.  Complete prerequisite(s) for the Mathematics Elective or Science Elective.
Publication Design	IMD 222	F	3	IMD 115, IMD 122	
Digital Video Fundamentals	IMD 263	F	3		
Typography	IMD 271	F	3	IMD 115, IMD 121	
Motion Graphics	IMD 275	F	3	IMD 154, IMD 155	
Art Theory Elective	---	F/S/SU	3		
		Total	15		
Semester 4 (Spring)					The Liberal Arts Elective cannot be an ART course.  Continue with/complete the transfer application process; or if seeking employment, meet with Career Services for career readiness preparation and to learn more about QCC's job board.  Submit an Intent to Graduate Form, located on <i>The Q</i> .
Interactive Media Processes Portfolio	IMD 286	S	4	IMD 275	
Graphic Design Processes Portfolio	IMD 287	S	4	IMD 222, IMD 271	
Liberal Arts Elective	---	F/S/SU	3		
Liberal Arts Elective	---	F/S/SU	3		
Mathematics Elective or Science Elective	---	F/S/SU	3		
		Total	17		
Total Credits Required			65		

**Computer & Information Technology****Interactive Media - Digital Design Option - Associate in Science (Program Code: IMDD)****PROPOSED**

Course Title	Course #	Offered	Credits	Prerequisites	Milestones
<b>Semester 1 (Fall)</b>					Register for and successfully complete all courses to graduate in four semesters.  Complete ENG 101.
Composition I	ENG 101	F/S/SU	3	Placement into college level English	
Digital Design Concepts I	IMD 114	F/SU	3	Placement into college level English	
Graphic Design I	IMD 121	F	3	Placement into college level English	
Digital Imaging and Media	IMD 154	F/SU	3	Placement into college level English	
Digital Photography	IMD 161	F	3	Placement into college level English	
		<b>Total</b>	<b>15</b>		
<b>Semester 2 (Spring)</b>					For the Art Theory Electives (Semesters 2 and 3), choose: ART 101, ART 111, ART 112, ART 121, or ART 211.  If considering transfer, meet with a Transfer Services Advisor. See <a href="http://www.QCC.edu/transfer">www.QCC.edu/transfer</a> .
Composition II	ENG 102	F/S/SU	3	ENG 101	
UI/UX Design Fundamentals	IMD 105	F/S	3	Placement into college level English	
Digital Design Concepts II	IMD 115	S/SU	3	IMD 114	
Graphic Design II	IMD 122	S	3	IMD 121	
Digital Illustration and Animation	IMD 155	S/SU	3	IMD 154	
Art Theory Elective	---	F/S/SU	3		
		<b>Total</b>	<b>18</b>		
<b>Semester 3 (Fall)</b>					If considering transfer, meet with representatives of four-year schools to discuss/begin the transfer application process; or create an account on the QCC job board to search for internships, co-ops and jobs.  Complete prerequisite(s) for the Mathematics Elective or Science Elective.
Publication Design	IMD 222	F	3	IMD 115, IMD 122	
Digital Video Fundamentals	IMD 263	F	3		
Typography	IMD 271	F	3	IMD 115, IMD 121	
Motion Graphics	IMD 275	F	3	IMD 154, IMD 155	
Art Theory Elective	---	F/S/SU	3		
		<b>Total</b>	<b>15</b>		
<b>Semester 4 (Spring)</b>					For the IMD Strategic Elective, choose: CIS 121, CIS 134, COM 100, CSC 101, HUM 232, IMG 100, IMG 272, MGT 216, MRK 201 or MRK 241.  The Liberal Arts Elective cannot be an ART course.  Continue with/complete the transfer application process; or if seeking employment, meet with Career Services for career readiness preparation and to learn more about QCC's job board.  Submit an Intent to Graduate Form, located on <i>The Q</i> .
Interactive Media Processes Portfolio	IMD 286	S	4	IMD 275	
IMD Strategic Elective	---	F/S/SU	3		
Liberal Arts Elective	---	F/S/SU	3		
Liberal Arts Elective	---	F/S/SU	3		
Mathematics Elective or Science Elective	---	F/S/SU	3		
		<b>Total</b>	<b>16</b>		
<b>Total Credits Required</b>			<b>64</b>		

**2022 - 2023**  
**QUINSIGAMOND COMMUNITY COLLEGE**

**DEGREE OR CERTIFICATE REVISION PROPOSAL**

1. Degree or Certificate Name and Code: **Business Administration Career - Administrative Professional Option**  
— **BBAP**  
(from current AY 22/23 catalog)

2. Originator: **Maryann Kania** Date: **5/11/2023**

3. School Dean: **Betty Lauer** Date:

4. Effective Date: **Fall 2024**

5. Reviewed by Program and Process (if applicable) Date:

6. Recommended by the School of Business, Engineering & Technology Date: 5/18/2023  
Comments: Unanimously approved.

7. AA Leadership Team: \_\_\_\_\_ Date: \_\_\_\_\_

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

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

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

9. Learning Council: \_\_\_\_\_ Date: \_\_\_\_\_

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

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

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

**2022 - 2023**  
**QUINSIGAMOND COMMUNITY COLLEGE**

## DEGREE OR CERTIFICATE REVISION PROPOSAL

Degree or Certificate name and code: <b>Business Administration Career - Administrative Professional Option — BBAP</b>
Provide a detailed list of the proposed changes to the degree or certificate. <b>1. In Semester 2, remove Mathematics Elective, and replace with MAT 103.</b> <b>2. Update Semester 2 Milestones, accordingly.</b> 3.
Attachments: Current academic map Proposed academic map with changes in <b>bold</b>
Submit separate proposals for any new courses or revised courses in the degree or certificate. Please list here the new courses or revised courses for which separate proposals will be submitted.  <b>ACC 101 Course Revision Proposal</b>
Provide a rationale for the proposed changes.  <b>The department believes that MAT 103 is the best choice for students in this career program. It covers all the material needed in the field of administrative assistants.</b>  <b>Current Course Description for MAT 103 Mathematics for Business:</b> <b>This course introduces the mathematical processes and techniques currently used in the fields of business and finance. Students use practical examples throughout to illustrate the relevance of analyzing and interpreting data in business and financial management. Students learn sound decision-making skills that will aid them in fulfilling their roles as citizens, consumers, employees, employers, investors, and entrepreneurs. The course introduces business statistics and continues with business and financial topics including bank services, business and consumer loans, simple and compound interest, payroll taxes, risk management, the mathematics of buying, break-even and cost-volume-profit analysis, discounts, markups and markdowns, inventory control, stocks and bonds, annuities and sinking funds, depreciation, interpreting financial statements and financial analysis.</b>
Do any of the proposed changes affect the program goals and/or the program student learning outcomes? Please indicate any revisions to the program goals and/or program student learning outcomes.  <b>This change will improve this learning outcome: “Demonstrate the skills needed to develop ideas and make decisions based on ethics, appropriate research, analysis, and critical thinking” by giving students the mathematical tools to conduct analysis of loans, payrolls, taxes, purchasing, inventory control etc., all of which could be in their job responsibilities.</b>
Do any of the proposed changes affect another department? Examples include the deletion or addition of program courses that are offered by other departments. Please confer with the coordinators of affected departments. Department(s) Affected: <b>Math</b>
Do any of the proposed changes affect articulation agreements? Consult with the Transfer Coordinator. <b>No</b>
For an associate degree program, are there any changes in the number of general education credits that could affect MassTransfer? <b>No</b>  If yes please provide a rationale.
Will any of the following be required: <b>No</b>  Additional staff ____ Additional space ____ Additional equipment ____ Additional library resources ____

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

Please complete the following tables for your program or indicate the date of the **Academic Matters** (within the last three years) where they have previously been published. May 2021

List the PROGRAM STUDENT LEARNING OUTCOMES in the table below. Indicate the course or courses that will fulfill each outcome and indicate the degree or level of connection between the course and outcome as indicated here.

**I** – Introductory/Background: There is an indirect relationship between the course and the outcome. The outcome itself is not the focus of the course but at least one element of the course serves as a building block to the achievement of the final outcome. For example, course elements may provide the knowledge, skills or attitudes necessary for the ultimate achievement of the outcome.

**M** – Intermediate/Transitional: There is more of a direct relationship between the course and the outcome than Introductory. A mixture of course elements supports the final achievement of the outcome, but the final integration of knowledge, skills and attitudes necessary for its achievement is not accomplished in this course. For example, knowledge, skills and/or attitudes (at least 2 of the 3) required for achievement of the outcome may be the focus of the course or course element, but the integration of all three is not.

**E** – Emphasized: There is a direct relationship between the course and the outcome. At least one element of the course focuses specifically on the complex integration of knowledge, skills and attitudes necessary to perform the outcome.

PROGRAM STUDENT LEARNING OUTCOMES FOR (insert the name of the program)		Supporting course(s)	I, M, E
1			
2			
3			
4			
5			
6			
7			
8			
9			
10			



For a DEGREE PROGRAM, indicate the courses that fulfill the General Education Student Learning Outcomes (Gen. Ed. Goals adopted 2022).

GENERAL EDUCATION STUDENT LEARNING OUTCOMES FOR (insert the name of the program)	Supporting course(s)	I, M, E
<b>Civic Learning &amp; Engagement:</b> Students will develop civic knowledge, skills and dispositions through learning and practice.		
<b>Communication Skills:</b> Students will read, write and speak effectively to build knowledge and convey meaning.		
<b>Information and Digital Literacy:</b> Students will engage in a reflective process of information discovery, use information responsibly and employ digital technologies to learn, communicate and collaborate.		
<b>Intercultural Knowledge and Competence:</b> Students will demonstrate intercultural knowledge within a variety of cultural contexts and with culturally different ideas and individuals..		
<b>Quantitative and Scientific Reasoning:</b> Students will apply concepts and methods of mathematics and science to acquire knowledge and solve problems.		

**Business, Financial & Hospitality Management****CURRENT****Business Administration Career - Administrative Professional Option - Associate in Science (Program Code: BBAP)**

Course Title	Course #	Offered	Credits	Prerequisites	Milestones
Semester 1					Apply and get accepted to this program (Program Code: BBAP).  Register for and successfully complete all courses to graduate in four semesters.  Complete ENG 101.
Financial Accounting I	ACC 101	F/S/SU	3	Placement into college level English, MAT 090 with a grade of "C" or higher or approp place score	
Medical Law and Ethics <b>OR</b>	ALH 106	F/S	3	Placement into college level English	
Business Law I <b>OR</b>	BSL 101	F/S/SU			
E-Business Law & Ethics	BSL 103	F/S		Coreq: CIS 111	
Keyboarding Applications	BSS 101	F/S/SU	3	Placement into college level English	
Introduction to Microcomputer Applications	CIS 111	F/S/SU	3		
Composition I	ENG 101	F/S/SU	3	Placement into college level English	
		<b>Total</b>	<b>15</b>		
Semester 2					Meet with Career Services to discuss the co-op process and leads for co-op placements.  For the Elective, ALH 102 strongly recommended.  <b>Complete the Mathematics Elective (MAT 103 or MAT 122 strongly recommended).</b>
Financial Accounting II	ACC 102	F/S/SU	3	ACC 101, CIS 111	
Advanced Microcomputer Applications	CIS 112	F/S/SU	3	CIS 111, Placement into college level English, MAT 095 with a grade of "C" or higher or approp place score	
Composition II	ENG 102	F/S/SU	3	ENG 101	
Elective	---	F/S/SU	3		
<b>Mathematics Elective</b>	<b>---</b>	<b>F/S/SU</b>	<b>3</b>		
		<b>Total</b>	<b>15</b>		
Semester 3					Contact Career Services to complete all requirements of CPS 298 (required prior to registration for BUS 299). See <a href="http://www.QCC.edu/career-services">www.QCC.edu/career-services</a> .  Create an account on the QCC job board to search for internships, co-ops and jobs.
Medical/Dental Billing and Insurance <b>OR</b>	BSS 112	F/S	3	ALH 102	
Business Elective	---	F/S/SU			
Pre Cooperative Education Seminar	CPS 298	F/S	0		
Speech Communication Skills	SPH 101	F/S/SU	3	Placement into college level English	
Elective	---	F/S/SU	3		
Liberal Arts Elective	---	F/S/SU	3		
Science Elective or Lab Science Elective	---	F/S/SU	3-4		
		<b>Total</b>	<b>15-16</b>		
Semester 4					
Integrated Communications for Business	BUS 201	F/S/SU	3	CIS 111, Placement into college level English	
Business Administration Capstone <b>OR</b>	BUS 250	F/S	3	CIS 111, Coreq: ACC 101 or CIS 212	
Career Strategies and Co-op Experience	BUS 299			CIS 111, CPS 298, Coreq: ACC 101 or CIS 212	
Electronic Health Records <b>OR</b>	CIS 212	F/S	3	ALH 102, CIS 111	
Database Management Application Development	CIS 243	S		CIS 105 or CIS 111, Placement into college level English, MAT 095 with a grade of "C" or higher or approp place score	
Human Relations in Organizations	PSY 158	F/S/SU	3	Placement into college level English	
Social Science Elective	---	F/S/SU	3		
		<b>Total</b>	<b>15</b>		
<b>Total Credits Required</b>			<b>60-61</b>		

**Business, Financial & Hospitality Management****Business Administration Career - Administrative Professional Option - Associate in Science (Program Code: BBAP)****PROPOSED**

Course Title	Course #	Offered	Credits	Prerequisites	Milestones
Semester 1					Apply and get accepted to this program (Program Code: BBAP).  Register for and successfully complete all courses to graduate in four semesters.  Complete ENG 101.
Financial Accounting I	ACC 101	F/S/SU	3	Placement into college level English, MAT 090 with a grade of "C" or higher or approp place score	
Medical Law and Ethics <b>OR</b>	ALH 106	F/S	3	Placement into college level English	
Business Law I <b>OR</b>	BSL 101	F/S/SU			
E-Business Law & Ethics	BSL 103	F/S		Coreq: CIS 111	
Keyboarding Applications	BSS 101	F/S/SU	3	Placement into college level English	
Introduction to Microcomputer Applications	CIS 111	F/S/SU	3		
Composition I	ENG 101	F/S/SU	3	Placement into college level English	
		<b>Total</b>	<b>15</b>		
Semester 2					Meet with Career Services to discuss the co-op process and leads for co-op placements.  For the Elective, ALH 102 strongly recommended.  <b>Complete MAT 103.</b>
Financial Accounting II	ACC 102	F/S/SU	3	ACC 101, CIS 111	
Advanced Microcomputer Applications	CIS 112	F/S/SU	3	CIS 111, Placement into college level English, MAT 095 with a grade of "C" or higher or approp place score	
Composition II	ENG 102	F/S/SU	3	ENG 101	
<b>Mathematics for Business</b>	<b>MAT 103</b>	<b>S</b>	<b>3</b>	<b>MAT 095 with a grade of "C" or higher or approp place</b>	
Elective	---	F/S/SU	3		
		<b>Total</b>	<b>15</b>		
Semester 3					Contact Career Services to complete all requirements of CPS 298 (required prior to registration for BUS 299). See <a href="http://www.QCC.edu/career-services">www.QCC.edu/career-services</a> .  Create an account on the QCC job board to search for internships, co-ops and jobs.
Medical/Dental Billing and Insurance <b>OR</b>	BSS 112	F/S	3	ALH 102	
Business Elective	---	F/S/SU			
Pre Cooperative Education Seminar	CPS 298	F/S	0		
Speech Communication Skills	SPH 101	F/S/SU	3	Placement into college level English	
Elective	---	F/S/SU	3		
Liberal Arts Elective	---	F/S/SU	3		
Science Elective or Lab Science Elective	---	F/S/SU	3-4		
		<b>Total</b>	<b>15-16</b>		
Semester 4					If seeking employment, meet with Career Services for career readiness preparation and to learn more about QCC's job board.  Submit an Intent to Graduate Form, located on <i>The Q</i> .
Integrated Communications for Business	BUS 201	F/S/SU	3	CIS 111, Placement into college level English	
Business Administration Capstone <b>OR</b>	BUS 250	F/S	3	CIS 111, Coreq: ACC 101 or CIS 212	
Career Strategies and Co-op Experience	BUS 299			CIS 111, CPS 298, Coreq: ACC 101 or CIS 212	
Electronic Health Records <b>OR</b>	CIS 212	F/S	3	ALH 102, CIS 111	
Database Management Application Development	CIS 243	S		CIS 105 or CIS 111, Placement into college level English, MAT 095 with a grade of "C" or higher or approp place score	
Human Relations in Organizations	PSY 158	F/S/SU	3	Placement into college level English	
Social Science Elective	---	F/S/SU	3		
		<b>Total</b>	<b>15</b>		
<b>Total Credits Required</b>			<b>60-61</b>		

**2022 - 2023**  
**QUINSIGAMOND COMMUNITY COLLEGE**

**DEGREE OR CERTIFICATE REVISION PROPOSAL**

1. Degree or Certificate Name and Code: **CULINARY ARTS CERTIFICATE (CAC)**  
(from current AY 22/23 catalog)
2. Originator: **Pat Hutchinson** Date: **08. 31.23**
3. School Dean: **K. Rentsch, Interim** Date: **09.18.23**
4. Effective Date: **Spring 2024 (by emergency approval); Fall 2024 in Catalog**
5. Reviewed by Program and Process (if applicable) Date:
6. Recommended by the School of Business, Engineering & Technology Date: 9/21/2023  
Comments: **Unanimously approved.**
7. AA Leadership Team: \_\_\_\_\_ Date: \_\_\_\_\_  
Recommended: \_\_\_\_\_ Not Recommended: \_\_\_\_\_  
Comments: \_\_\_\_\_
8. VP/Academic Affairs: \_\_\_\_\_ Date: \_\_\_\_\_  
Recommended: \_\_\_\_\_ Not Recommended: \_\_\_\_\_  
Comments: \_\_\_\_\_
9. Learning Council: \_\_\_\_\_ Date: \_\_\_\_\_  
Recommended: \_\_\_\_\_ Not Recommended: \_\_\_\_\_  
Comments: \_\_\_\_\_
10. VP/Academic Affairs: \_\_\_\_\_ Date: \_\_\_\_\_  
Approved: \_\_\_\_\_ Not Approved: \_\_\_\_\_  
Comments: \_\_\_\_\_

Degree or Certificate name and code: <b>CULINARY ARTS CERTIFICATE (CAC)</b>
Provide a detailed list of the proposed changes to the degree or certificate.  1. HRM 111 can substitute for CUL 111 and CUL 112 2. HRM 112 can substitute for CUL 113 and CUL 114
Attachments: Current academic map Proposed academic map with changes in <b>bold</b>
Submit separate proposals for any new courses or revised courses in the degree or certificate. Please list here the new courses or revised courses for which separate proposals will be submitted.  NA
Provide a rationale for the proposed changes.  This will allow students enrolled in the Culinary Arts Certificate (CAC) greater flexibility in scheduling and reduce the number of petitions being processed. When the program faculty created the new culinary one credit modules, the 4-credit cooking course as an approved required course as an option was omitted. The 4-credit courses were split into two 2-credit courses to satisfy a request for modular courses.  In the following associate degree and certificate grids the COURSES are listed as either/or: <a href="#">Hospitality and Recreation Management - Foodservice Management Option   Quinsigamond Community College (QCC)</a> ; <a href="#">Dietary Management Certificate   Quinsigamond Community College (QCC)</a> ; <a href="#">Foodservice Management Certificate   Quinsigamond Community College (QCC)</a>  This revision impacts the following certificate: <a href="#">Culinary Arts Certificate   Quinsigamond Community College (QCC)</a>
Do any of the proposed changes affect the program goals and/or the program student learning outcomes? Please indicate any revisions to the program goals and/or program student learning outcomes.  NA
Do any of the proposed changes affect another department? Examples include the deletion or addition of program courses that are offered by other departments. Please confer with the coordinators of affected departments. Department(s) Affected: NA
Do any of the proposed changes affect articulation agreements? Consult with the Transfer Coordinator. NA
For an associate degree program, are there any changes in the number of general education credits that could affect MassTransfer? NA If yes please provide a rationale.

Will any of the following be required: NA

Additional staff\_\_\_\_Additional space\_\_\_\_Additional equipment\_\_\_\_Additional library resources \_\_\_\_

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

NA

Please complete the following tables for your program or indicate the date of the **Academic Matters** (within the last three years) where they have previously been published.

List the PROGRAM STUDENT LEARNING OUTCOMES in the table below. Indicate the course or courses that will fulfill each outcome and indicate the degree or level of connection between the course and outcome as indicated here.

**I** – Introductory/Background: There is an indirect relationship between the course and the outcome. The outcome itself is not the focus of the course but at least one element of the course serves as a building block to the achievement of the final outcome. For example, course elements may provide the knowledge, skills or attitudes necessary for the ultimate achievement of the outcome.

**M** – Intermediate/Transitional: There is more of a direct relationship between the course and the outcome than Introductory. A mixture of course elements supports the final achievement of the outcome, but the final integration of knowledge, skills and attitudes necessary for its achievement is not accomplished in this course. For example, knowledge, skills and/or attitudes (at least 2 of the 3) required for achievement of the outcome may be the focus of the course or course element, but the integration of all three is not.

**E** – Emphasized: There is a direct relationship between the course and the outcome. At least one element of the course focuses specifically on the complex integration of knowledge, skills and attitudes necessary to perform the outcome.

PROGRAM STUDENT LEARNING OUTCOMES FOR (insert the name of the program)		Supporting course(s)	I, M, E
1			
2			
3			
4			
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For a DEGREE PROGRAM, indicate the courses that fulfill the General Education Student Learning Outcomes (Gen. Ed. Goals adopted 2022).

GENERAL EDUCATION STUDENT LEARNING OUTCOMES FOR (insert the name of the program)	Supporting course(s)	I, M, E
<b>Civic Learning &amp; Engagement:</b> Students will develop civic knowledge, skills and dispositions through learning and practice.		
<b>Communication Skills:</b> Students will read, write and speak effectively to build knowledge and convey meaning.		
<b>Information and Digital Literacy:</b> Students will engage in a reflective process of information discovery, use information responsibly and employ digital technologies to learn, communicate and collaborate.		
<b>Intercultural Knowledge and Competence:</b> Students will demonstrate intercultural knowledge within a variety of cultural contexts and with culturally different ideas and individuals..		
<b>Quantitative and Scientific Reasoning:</b> Students will apply concepts and methods of mathematics and science to acquire knowledge and solve problems.		



**Culinary Arts Certificate (Program Code: CAC)**
**CURRENT**

Course Title	Course #	Offered	Credits	Prerequisites	Milestones
<b>Semester 1</b>					Apply and get accepted to this program (Program Code: CAC).  Apply for prior credit articulated from technical high school program.  Register for and successfully complete all courses to graduate in three semesters.  Complete HRM 100.
Today's Culinary Professional	HRM 100	SU/IN	1		
		<b>Total</b>	<b>1</b>		
<b>Semester 2</b>					Meet with Academic Advisor to discuss associate degree (Program Code: HRFO); or create an account on the QCC job board to search for internships, co-ops and jobs.
Introduction to Meats	CUL 111	F/S	2	Coreq: HRM 110 or HRM 115	
Introduction to Poultry & Seafood	CUL 112	F/S	2	Coreq: HRM 110 or HRM 115	
Trawl to Table	CUL 141	F	1		
Basic Foods: Mise En Place	HRM 110	F/S	3		
Sanitation Certification	HRM 115	F/S/SU	1		
Hotel/Restaurant Management Cooperative Education Practicum	HRM 298	F/S/SU	1-2	Approval of Program Coordinator	
Culinary Elective	---	F/S	1		
		<b>Total</b>	<b>11-12</b>		
<b>Semester 3</b>					Apply to associate degree (Program Code: HRFO); or if seeking employment, meet with Career Services for career readiness preparation and to learn more about QCC's job board.  Submit an Intent to Graduate Form, located on <i>The Q</i> .
Introduction to Vegetables, Fruits & Grains	CUL 113	F/S	2	Coreq: HRM 110 or HRM 115	
Introduction to Dairy, Salads & Sandwiches	CUL 114	F/S	2	Coreq: HRM 110 or HRM 115	
Farm to Table	CUL 142	S	1		
Basic Foods: Principles of Baking	HRM 113	F/S	3		
Hotel/Restaurant Management Cooperative Education Practicum	HRM 298	F/S/SU	1-2	Approval of Program Coordinator	
Culinary Elective	---	F/S	1		
Culinary Elective	---	F/S	1		
Hotel/Restaurant Management Elective or Culinary Elective	---	F/S/SU	3		
		<b>Total</b>	<b>14-15</b>		
<b>Total Credits Required</b>			<b>26-28</b>		

**Culinary Arts Certificate (Program Code: CAC)**
**PROPOSED**

Course Title	Course #	Offered	Credits	Prerequisites	Milestones
Semester 1					Apply and get accepted to this program (Program Code: CAC).  Apply for prior credit articulated from technical high school program.  Register for and successfully complete all courses to graduate in three semesters.  Complete HRM 100.
Today's Culinary Professional	HRM 100	SU/IN	1		
		Total	1		
Semester 2					Meet with Academic Advisor to discuss associate degree (Program Code: HRFO); or create an account on the QCC job board to search for internships, co-ops and jobs.  Complete HRM 111 (4 credits); or complete CUL 111 (2 credits) and CUL 112 (2 credits).
Trawl to Table	CUL 141	F	1		
Basic Foods: Mise En Place	HRM 110	F/S	3		
Basic Foods: Basic Boucher & Pâtissier OR	HRM 111	F/S	4	Coreq: HRM 110	
Introduction to Meats AND	CUL 111			Coreq: HRM 110 or HRM 115	
Introduction to Poultry & Seafood	CUL 112				
Sanitation Certification	HRM 115	F/S/SU	1		
Hotel/Restaurant Management Cooperative Education Practicum	HRM 298	F/S/SU	1-2	Approval of Program Coordinator	
Culinary Elective	---	F/S	1		
		Total	11-12		
Semester 3					Apply to associate degree (Program Code: HRFO); or if seeking employment, meet with Career Services for career readiness preparation and to learn more about QCC's job board.  Complete HRM 112 (4 credits); or complete CUL 113 (2 credits) and CUL 114 (2 credits).  Submit an Intent to Graduate Form, located on <i>The Q</i> .
Farm to Table	CUL 142	S	1		
Basic Foods: Garde-Manager & Saucier OR	HRM 112	F/S	4	Coreq: HRM 110	
Introduction to Vegetables, Fruits & Grains AND	CUL 113			Coreq: HRM 110 or HRM 115	
Introduction to Dairy, Salads & Sandwiches	CUL 114				
Basic Foods: Principles of Baking	HRM 113	F/S	3		
Hotel/Restaurant Management Cooperative Education Practicum	HRM 298	F/S/SU	1-2	Approval of Program Coordinator	
Culinary Elective	---	F/S	1		
Culinary Elective	---	F/S	1		
Hotel/Restaurant Management Elective or Culinary Elective	---	F/S/SU	3		
		Total	14-15		
Total Credits Required			26-28		

**2022 - 2023**  
**QUINSIGAMOND COMMUNITY COLLEGE**

**DEGREE OR CERTIFICATE REVISION PROPOSAL**

1. **Degree or Certificate Name and Code:** Manufacturing Technology Certificate MPC  
(from current AY 22/23 catalog)
2. **Originator:** Lee Duerden **Date:** 09.20.23
3. **School Dean:** Kathy Rentsch (Interim) **Date:** 09.27.23
4. **Effective Date:** Immediate (This change was made in the Catalog but missed in governance)
5. **Reviewed by Program and Process (if applicable)** **Date:**
6. **Recommended by the** School of Business, Engineering & Technology **Date:** 10/19/2023  
**Comments:** Unanimously approved.
7. **AA Leadership Team:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Recommended:** \_\_\_\_\_ **Not Recommended:** \_\_\_\_\_  
**Comments:** \_\_\_\_\_
8. **VP/Academic Affairs:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Recommended:** \_\_\_\_\_ **Not Recommended:** \_\_\_\_\_  
**Comments:** \_\_\_\_\_
9. **Learning Council:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Recommended:** \_\_\_\_\_ **Not Recommended:** \_\_\_\_\_  
**Comments:** \_\_\_\_\_
10. **VP/Academic Affairs:** \_\_\_\_\_ **Date:** \_\_\_\_\_  
**Approved:** \_\_\_\_\_ **Not Approved:** \_\_\_\_\_  
**Comments:** \_\_\_\_\_

**2022 - 2023**  
**QUINSIGAMOND COMMUNITY COLLEGE**

**DEGREE OR CERTIFICATE REVISION PROPOSAL**

Degree or Certificate name and code: <b>Manufacturing Technology Certificate MPC</b>
<p>Provide a detailed list of the proposed changes to the degree or certificate.</p> <p>1. In Semester 2, remove MAT 108 (course is retired) as the alternative option to MAT 100. 2. In Semester 2, add MAT 147 as the alternative option to MAT 100.</p> <p><b>NOTE: THIS CHANGE IS REFLECTED IN THE AY 24 CATALOG BUT MISSED IN THE FORMAL GOVERNANCE APPROVAL PROCESS.</b></p>
<p>Attachments:</p> <p><b>Manufacturing Technology Certificate - Program Code MPC (From AY 2019 Catalog)</b> <b>Manufacturing Technology Certificate - Program Code MPC Proposed/Current (AY 24 Catalog)</b></p> <p>Current academic map Proposed academic map with changes in <b>bold</b></p>
<p>Submit separate proposals for any new courses or revised courses in the degree or certificate. Please list here the new courses or revised courses for which separate proposals will be submitted.</p> <p>NA</p>
<p>Provide a rationale for the proposed changes.</p> <p>See above.</p>
<p>Do any of the proposed changes affect the program goals and/or the program student learning outcomes? Please indicate any revisions to the program goals and/or program student learning outcomes.</p> <p>No</p>
<p>Do any of the proposed changes affect another department? Examples include the deletion or addition of program courses that are offered by other departments. Please confer with the coordinators of affected departments.</p> <p>Department(s) Affected: None</p>
<p>Do any of the proposed changes affect articulation agreements? Consult with the Transfer Coordinator.</p> <p>NA</p>
<p>For an associate degree program, are there any changes in the number of general education credits that could affect MassTransfer? No</p> <p>If yes please provide a rationale.</p>
<p>Will any of the following be required: N/A</p> <p>Additional staff ____ Additional space ____ Additional equipment ____ Additional library resources ____</p>

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

Please complete the following tables for your program or indicate the date of the **Academic Matters** (within the last three years) where they have previously been published.

List the PROGRAM STUDENT LEARNING OUTCOMES in the table below. Indicate the course or courses that will fulfill each outcome and indicate the degree or level of connection between the course and outcome as indicated here.

**I** – Introductory/Background: There is an indirect relationship between the course and the outcome. The outcome itself is not the focus of the course but at least one element of the course serves as a building block to the achievement of the final outcome. For example, course elements may provide the knowledge, skills or attitudes necessary for the ultimate achievement of the outcome.

**M** – Intermediate/Transitional: There is more of a direct relationship between the course and the outcome than Introductory. A mixture of course elements supports the final achievement of the outcome, but the final integration of knowledge, skills and attitudes necessary for its achievement is not accomplished in this course. For example, knowledge, skills and/or attitudes (at least 2 of the 3) required for achievement of the outcome may be the focus of the course or course element, but the integration of all three is not.

**E** – Emphasized: There is a direct relationship between the course and the outcome. At least one element of the course focuses specifically on the complex integration of knowledge, skills and attitudes necessary to perform the outcome.

PROGRAM STUDENT LEARNING OUTCOMES FOR (insert the name of the program)		Supporting course(s)	I, M, E
1			
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For a DEGREE PROGRAM, indicate the courses that fulfill the General Education Student Learning Outcomes (Gen. Ed. Goals adopted 2022).

GENERAL EDUCATION STUDENT LEARNING OUTCOMES FOR (insert the name of the program)	Supporting course(s)	I, M, E
<b>Civic Learning &amp; Engagement:</b> Students will develop civic knowledge, skills and dispositions through learning and practice.		
<b>Communication Skills:</b> Students will read, write and speak effectively to build knowledge and convey meaning.		
<b>Information and Digital Literacy:</b> Students will engage in a reflective process of information discovery, use information responsibly and employ digital technologies to learn, communicate and collaborate.		
<b>Intercultural Knowledge and Competence:</b> Students will demonstrate intercultural knowledge within a variety of cultural contexts and with culturally different ideas and individuals..		
<b>Quantitative and Scientific Reasoning:</b> Students will apply concepts and methods of mathematics and science to acquire knowledge and solve problems.		

**Manufacturing Technology Certificate (Program Code: MPC)**  
**CURRENT**

Course Title	Course #	Offer ed	Credit s	Prerequisites	Milestones
<b>Semester 1</b>					<p>Apply and get accepted to this program (Program Code: MPC).</p> <p>Register for and successfully complete all courses to graduate in two semesters.</p> <p>Meet with Academic Advisor to discuss associate degree (Program Code: MP); or create an account on the QCC job board to search for internships, co-ops and jobs.</p> <p>Complete MNT 100 and MNT 108 (both courses include certification exams).</p>
Introduction to Microcomputer Applications	CIS 111	F/S/S U	3		
Manufacturing Safety	MNT 100	F/S	3	Placement into college level English, MAT 095 with a grade of "C" or higher or approp place score	
Mechanical CAD I	MNT 101	F/S	3	MAT 095 with a grade of "C" or higher or approp place score	
Basic Machine Operation	MNT 108	F/S	3	MAT 095 with a grade of "C" or higher or approp place score	
		<b>Total</b>	<b>12</b>		
<b>Semester 2</b>					<p>Apply to associate degree (Program Code: MP); or if seeking employment, meet with Career Services for career readiness preparation and to learn more about QCC's job board.</p> <p>Submit an Intent to Graduate Form, located on <i>The Q</i>.</p>
College Algebra <b>OR</b>	MAT 100	F/S/S U	3-4	MAT 099 with a grade of "C" or higher or approp place score	
Applied Technical Mathematics I	MAT 108	F/S		MAT 095 with a grade of "C" or higher or approp place score	
Quality	MNT 106	S	3		
Manufacturing Materials and Processes	MNT 110	S	3	MAT 095 with a grade of "C" or higher or approp place score	
Maintenance and Instrumentation in Manufacturing	MNT 115	S	3		
		<b>Total</b>	<b>12-13</b>		
<b>Total Credits Required</b>			<b>24-25</b>		

**Manufacturing Technology Certificate (Program Code: MPC)**  
**PROPOSED**

Course Title	Course #	Offer ed	Credit s	Prerequisites	Milestones
<b>Semester 1</b>					<p>Apply and get accepted to this program (Program Code: MPC).</p> <p>Register for and successfully complete all courses to graduate in two semesters.</p> <p>Meet with Academic Advisor to discuss associate degree (Program Code: MP); or create an account on the QCC job board to search for internships, co-ops and jobs.</p> <p>Complete MNT 100 and MNT 108 (both courses include certification exams).</p>
Introduction to Microcomputer Applications	CIS 111	F/S/S U	3		
Manufacturing Safety	MNT 100	F/S	3	Placement into college level English, MAT 095 with a grade of "C" or higher or approp place score	
Mechanical CAD I	MNT 101	F/S	3	MAT 095 with a grade of "C" or higher or approp place score	
Basic Machine Operation	MNT 108	F/S	3	MAT 095 with a grade of "C" or higher or approp place score	
		<b>Total</b>	<b>12</b>		
<b>Semester 2</b>					<p>Apply to associate degree (Program Code: MP); or if seeking employment, meet with Career Services for career readiness preparation</p>
College Algebra <b>OR</b>	MAT 100	F/S/S U	3-4	MAT 099 with a grade of "C" or higher or approp place score	
Mathematics for Technicians I	MAT 147			MAT 095 with a grade of "C" or higher or approp place score	



Quality	MNT 106	S	3		and to learn more about QCC's job board.  Submit an Intent to Graduate Form, located on <i>The Q</i> .
Manufacturing Materials and Processes	MNT 110	S	3	MAT 095 with a grade of "C" or higher or approp place score	
Maintenance and Instrumentation in Manufacturing	MNT 115	S	3		
		<b>Total</b>	<b>12-13</b>		
<b>Total Credits Required</b>			<b>24-25</b>		

**Note: Both grids already include curriculum changes that were officially approved via Academic Matters 04/13/2021.**