Quinsigamond Community College
Memorandum

To: The College Community

From: Pat Toney, Vice President for Academic Affairs

Subj: Academic Matters from April 9, 2013

Date: May 2, 2013

Final approval has been given to the academic matters acted upon at the April 9, 2013 meeting of the Learning Council.

Business & Technology Division
All changes effective Fall 2014.

1. BSS 112 Medical/Dental Billing and Insurance
    a. Remove prerequisite of ENG 091 Intermediate Reading Skills
    b. Add prerequisite of ALH 102 Introduction to Medical Terminology
    c. Change semester offered from F to F/S
2. Business Administration/Career – Medical Office Certificate
    a. Remove ALH 151 Medical Office Administration
    b. Add BSS 104 Business Office Procedures to semester 2
    c. Remove ALH 107 Medical Coding and Billing
    d. Add CIS 111 Introduction to Microcomputer Applications to semester 1
    e. Move ALH 106 Medical Law and Ethics from semester 2 to semester 1
    f. Move BSS 112 Medical/Dental Billing and Insurance from semester 1 to semester 2
3. MGT 222 International Business & Management –Add prerequisite of MGT 101 Introduction to Business
4. CIS 135 Internet Server Technologies – Remove prerequisite of CIS 121 Introduction to Programming with C++

Healthcare Division
All changes effective Fall 2013.

1. Emergency Medical Technician Certificate
    a. Remove ALH 101 Introduction to the Health Professions and replace it with ORT 110 Strategies for College and Career with a Healthcare focus.
    b. Replace "ENG 100 Introduction to English Composition" with "ENG 100 Introduction to English Composition or PSY 101 Introduction to Psychology."
    c. Note friendly amendment: *From bottom of grid, remove statement "If student meets the ENG 100 based on a placement score, PSY 101 can be substituted."*
2. Nursing Assistant Certificate
    a. Remove ALH 101 Introduction to the Health Professions and replace it with ORT 110 Strategies for College and Career with a Healthcare focus.
    b. Replace "ENG 100 Introduction to English Composition" with "ENG 100 Introduction to English Composition or PSY 101 Introduction to Psychology."

      c.   Note friendly amendment: *From bottom of grid, remove statement "If student meets the ENG 100 based on a placement score, PSY 101 can be substituted."*

3. Pharmacy Technician Certificate
   a. Remove ALH 101 Introduction to the Health Professions and replace it with ORT 110 Strategies for College and Career with a Healthcare focus.
   b. Replace "ENG 100 Introduction to English Composition" with "ENG 100 Introduction to English Composition or PSY 101 Introduction to Psychology."
   c. Note friendly amendment: *From bottom of grid, remove statement "If student meets the ENG 100 based on a placement score, PSY 101 can be substituted."*

4. Phlebotomy/EKG Technician
   a. Remove ALH 101 Introduction to the Health Professions and replace it with ORT 110 Strategies for College and Career with a Healthcare focus.
   b. Replace "ENG 100 Introduction to English Composition" with "ENG 100 Introduction to English Composition or PSY 101 Introduction to Psychology."
   c. Note friendly amendment: *From bottom of grid, remove statement "If student meets the ENG 100 based on a placement score, PSY 101 can be substituted."*

5. ALH 131 Certified Nurses Aide
   a. Change title to Introductory Nursing Assistant.
   b. Change course description
   c. Remove prerequisite of "H.S. Diploma or G.E.D."
   d. Change prerequisite of "ENG 091 or appropriate placement score" to "A grade of C or higher in ENG 091 or appropriate placement score, Passing the ENG 096 departmental writing final examination essay or appropriate placement score."

6. Create a new course, ALH 132 Advanced Nursing Assistant

7. ALH 137 Pharmacy Technician
   a. Change course description
   b. Remove prerequisite of "H.S. Diploma or G.E.D."
   c. Change prerequisite of "ENG 091 or appropriate placement score" to "A grade of C or higher in ENG 091 or appropriate placement score, Passing the ENG 096 departmental writing final examination essay or appropriate placement score."

8. Create a new course, ALH 138 Pharmacy Technician Clinical Co-Operative Externship

COURSE REVISION PROPOSAL

1. **Course Number and Name:** BSS 112 Medical/Dental Billing and Insurance

2. **Originator:** Maryann Kania   **Date:** January 31, 2013

3. **Division Dean:** Kathy Rentsch   **Date:** March 28, 2012

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

   Remove prerequisite of ENG 091. Add prerequisite of ALH 102 Medical Terminology. Change semester from F to F/S.

5. **Effective Date: Fall 2014**

6. **Recommended by the Business & Technology Division**   **Date: 3.28.13**
   Comment:

7. **AA Leadership Team:** _____   **Date:** 4/3/13

   Recommended: _____   Not Recommended: _____
   Comments:

8. **VP/Academic Affairs:** _____   **Date:** 4/3/13

   Recommended: _____   Not Recommended: _____
   Comments:

9. **Learning Council:** _Philomena O'Alexandra_   **Date:** 4/9/13

   Recommended: ✓   Not Recommended: _____
   Comments:

10. **VP/Academic Affairs:** _____   **Date:** 4/9/13

    Approved: ✓   Not Approved: _____
    Comments:

COURSE REVISION PROPOSAL

Type of Revision:
___ Description ___X__ Prerequisite ___X__ Corequisite ___ Number ___ Name ___ #credits ___ Elective Type ___ other (explain)

Course Discipline or Department: Business	Division: Business and Technology

Current Course Number: BSS 112

Current Course Name: **Medical/Dental Billing and Insurance**

Current Course Description (as it appears in the college catalog):

BSS 112 Medical/Dental Billing and Insurance - 3 credits
Students in this course acquire the entry-level skills for using patient billing software on IBM compatible computers in medical and dental offices. Students explore the steps of the patient billing process, including coding and third-party billing, become familiar with computerized recordkeeping for medical facilities, and learn how the various components of the patient billing system relate to the accounting system in a medical office.
Prerequisite: ENG 091. F

Proposed Description (include all proposed changes):

BSS 112 Medical/Dental Billing and Insurance - 3 credits
Students in this course acquire the entry-level skills for using patient billing software on IBM compatible computers in medical and dental offices. Students explore the steps of the patient billing process, including coding and third-party billing, become familiar with computerized recordkeeping for medical facilities, and learn how the various components of the patient billing system relate to the accounting system in a medical office.
Prerequisite: ALH 102
F/S

Rationale for the change:
Students need to be familiar with medical terminology (ALH 102) to be successful in the course.

Provide a description of any change in course content.
No change

Does the course revision affect another department? Please confer with the coordinator of the affected department. Yes
Affected department(s) _DAS_____

If this change affects a program grid, please submit a current and proposed program grid for each program affected

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

ALLIED DENTAL SERVICES – DENTAL OFFICE MANAGEMENT- Associate in Science (Program Code: ADDO) – CURRENT

Course Title	Course #	Offered	Plan to Take	Grade	Credits	Prerequisites
Semester 1						
Clinical Science I	DAS 101	F			3	Coreq-BIO 140, DAS 151
Dental Assisting I	DAS 151	F			4	Coreq-DAS 101
Anatomy of the Head & Neck	DHY 121	F			2	
Dental Anatomy	DHY 125	F			1	
Dental Radiology	DHY 131	F			3	
Dental Materials	DHY 241	F			2	
Introduction to the Human Body	BIO 140	F/S/SU			4	ENG 100
Semester 2						
Dental Assisting Clinical Practicum	DAS 153	I			2	BIO 140, DAS 101, DAS 151, DHY 131
Semester 3						
Clinical Science II	DAS 105	S			4	DAS 101
Practice Management	DAS 111	S			3	
Introduction to Oral Pathology	DAS 124	S			1	DAS students only
Dental Assisting II	DAS 155	S			6	DAS 153
English Composition & Literature I	ENG 101	F/S/SU			3	ENG 100
Semester 4						
Financial Accounting I	ACC 101	F/S/SU			3	ENG 100 or approp place score, MAT 090
Business Law I	BSL 101	F/S/SU			3	
Medical Coding and Billing	ALH 107	F			3	ENG 100 Coreq-ALH 102
Medical/Dental Billing and Insurance	BSS 112	F			3	ENG 091
Medical Law and Ethics or	ALH 106	F				ENG 096
Introduction to Microcomputer Applications	CIS 111	F/S/SU			3	
Semester 5						
Dental Externship	DAS 299	S			3	BSS 111, BSS 112
English Composition & Literature II	ENG 102	F/S/SU			3	ENG 101
Human Relations in Organizations	PSY 158	F/S			3	Coreq-ENG 100 or approp place score
Speech Communication Skills	SPH 101	F/S/SU			3	Pre/Coreq ENG 101
Elective					3	
Total credits required					68	

ALLIED DENTAL SERVICES – DENTAL OFFICE MANAGEMENT- Associate in Science (Program Code: ADDO)
PROPOSED

Course Title	Course #	Offered	Plan to Take	Grade	Credits	Prerequisites
Semester 1						
Clinical Science I	DAS 101	F			3	Coreq-BIO 100 or BIO 140, DAS 151
Dental Sciences	DAS 102	F			3	DAS students only, Coreq-DAS 101
Dental Assisting I	DAS 151	F			4	Coreq-DAS 101
Dental Radiology	DHY 131	F			3	
Dental Materials	DHY 241	F			2	
Principles of Human Biology or	BIO 100					Passing ENG 091 with a grade of C or higher and passing the ENG 096 departmental writing final examination essay or approp place score
Introduction to the Human Body	BIO 140	F/S/SU			4	
Semester 2						
Dental Assisting Clinical Practicum	DAS 153	I			2	BIO 100 or BIO 140, DAS 101, DAS 151, DHY 131
Semester 3						
Clinical Science II	DAS 105	S			4	DAS 101
Practice Management	DAS 111	S			3	
Introduction to Oral Pathology	DAS 124	S			1	DAS students only
Dental Assisting II	DAS 155	S			6	DAS 153
English Composition & Literature I	ENG 101	F/S/SU			3	Passing ENG 091 with a grade of C or higher and passing the ENG 096 departmental writing final examination essay or approp place score
Semester 4						
Financial Accounting I	ACC 101	F/S/SU			3	Passing ENG 091 with a grade of C or higher and passing the ENG 096 departmental writing final examination essay or approp place score, MAT 090 with a C or better on the MAT 090 departmental final exam or approp place score
Business Law I	BSL 101	F/S/SU			3	Passing ENG 091 with a grade of C or higher and passing the ENG 096 departmental writing final examination essay or approp place score; Coreq-ALH 102
Medical Coding and Billing	ALH 107	F			3	
Medical/Dental Billing and Insurance	**BSS 112**	F			3	**ALH 102**
Medical Law and Ethics or	ALH 106	F				Passing the ENG 096 departmental writing final examination essay or approp place score
Introduction to Microcomputer Applications	CIS 111	F/S/SU			3	
Semester 5						
Dental Externship	DAS 299	S			3	BSS 111, BSS 112
English Composition & Literature II	ENG 102	F/S/SU			3	ENG 101
Human Relations in Organizations	PSY 158	F/S			3	Coreq-ENG 100 or approp place score
Speech Communication Skills	SPH 101	F/S/SU			3	Pre/Coreq ENG 101
Elective					3	
Total credits required					68	

BUSINESS ADMINISTRATION CAREER – ADMINISTRATIVE PROFESSIONAL - Associate in Science (Program Code: BBAP) - CURRENT

Course Title	Course #	Offered	Plan to Take	Grade	Credits	Prerequisites
Semester 1						
Medical Law and Ethics or	ALH 106	S			3	ENG 096
E-Business Law & Ethics or	BSL 103	F/S				Coreq-CIS 111
Introduction to Law & Paralegal Practice	BSL 112	F				
Keyboarding Applications	BSS 101	F/S/SU			3	ENG 091
Introduction to Microcomputer Applications	CIS 111	F/S/SU			3	
Introduction to English Composition**	ENG 100	F/S/SU			3	Passing ENG 091 with a grade of C or higher and passing the ENG 096 departmental writing final examination essay or approp place score
Math Elective*	MAT ---				3	Mat 099 or approp place score
Semester 2						
Financial Accounting I	ACC 101	F/S/SU			3	ENG 100 or approp place score, MAT 090
Medical Office Administration I or	ALH 151	F			3	ENG 100 Coreq - ALH 102, BSS 101
Business Office Procedures	BSS 104	F/S/SU				BSS 101, CIS 111, ENG 100
Advanced Microcomputer Applications	CIS 112	F/S			3	CIS 111
Web Page Development I	CIS 134	F/S/SU			3	CIS 111
English Composition & Literature I	ENG 101	F/S/SU			3	ENG 100
Semester 3						
Medical/ Dental Billing and Insurance	**BSS 112**	**F/S**			3	**ENG 091**
English Composition & Literature II	ENG 102	F/S/SU			3	ENG 101
Internet Communications	HUM 142	S/SU			3	ENG 100 and computer literacy
Elective	---				3	
Science Elective	---				3-4	
Semester 4						
Administrative Professional Cooperative Work Experience	BSS 299	F/S/SU			3-6	BSS 104 or ALH 151
Database Management Application Development	CIS 243	F/S			3	CIS 105 or CIS 111
Principles of Macroeconomics	ECO 215	F/S/SU			3	ENG 100 or approp place score
Technical and Workplace Writing	ENG 205	F/S/SU			3	ENG 102
Human Relations in Organizations	PSY 158	F/S			3	ENG 100 or approp place score
Total credits required					60-61	

BUSINESS ADMINISTRATION CAREER – ADMINISTRATIVE PROFESSIONAL - Associate in Science
(Program Code: BBAP) - PROPOSED

Course Title	Course #	Offered	Plan to Take	Grade	Credits	Prerequisites
Semester 1						
Medical Law and Ethics or	ALH 106	S			3	Passing the ENG 096 departmental writing final examination essay or approp place score
E-Business Law & Ethics or	BSL 103	F/S				Coreq-CIS 111
Introduction to Law & Paralegal Practice	BSL 112	F				
Keyboarding Applications	BSS 101	F/S/SU			3	A grade of C or higher in ENG 091 or approp place score
Introduction to Microcomputer Applications	CIS 111	F/S/SU			3	
Introduction to English Composition	ENG 100	F/S/SU			3	Passing ENG 091 with a grade of C or higher and passing the ENG 096 departmental writing final examination essay or approp place score
Math Elective	MAT ---				3	MAT 099 with a C or better on the MAT 099 departmental final exam or approp place score
Semester 2						
Financial Accounting I	ACC 101	F/S/SU			3	Passing ENG 091 with a grade of C or higher and passing the ENG 095 departmental writing final examination essay or approp place score, MAT 090
Medical Office Administration I or	ALH 151	F			3	Passing ENG 091 with a grade of C or higher and passing the ENG 095 departmental writing final examination essay or approp place score, MAT 090
Business Office Procedures	BSS 104	F/S/SU				BSS 101, CIS 111, Passing ENG 091 with a grade of C or higher and passing the ENG 095 departmental writing final examination essay or approp place score
Advanced Microcomputer Applications	CIS 112	F/S			3	CIS 111
Web Page Development I	CIS 134	F/S/SU			3	CIS 111
English Composition & Literature I	ENG 101	F/S/SU			3	Passing ENG 091 with a grade of C or higher and passing the ENG 096 departmental writing final examination essay or approp place score
Semester 3						
Medical/ Dental Billing and Insurance	**BSS 112**	F/S			3	**ALH 102**
English Composition & Literature II	ENG 102	F/S/SU			3	ENG 101
Internet Communications	HUM 142	S/SU			3	Passing ENG 091 with a grade of C or higher and passing the ENG 096 departmental writing final examination essay or approp place score, computer literacy
Elective*	---				3	
Science Elective	---				3-4	
Semester 4						
Administrative Professional Cooperative Work Experience	BSS 299	F/S/SU			3-6	BSS 104 or ALH 151
Database Management Application Development	CIS 243	F/S			3	CIS 105 or CIS 111
Principles of Macroeconomics	ECO 215	F/S/SU			3	Passing ENG 091 with a grade of C or higher and passing the ENG 096 departmental writing final examination essay or approp place score, computer literacy
Technical and Workplace Writing	ENG 205	F/S/SU			3	ENG 102
Human Relations in Organizations	PSY 158	F/S			3	Passing ENG 091 with a grade of C or higher and passing the ENG 096 departmental writing final examination essay or approp place score, computer literacy
Total credits required					60-61	

*Suggested elective: ALH 102

DEGREE PROGRAM OR CERTIFICATE REVISION PROPOSAL

1. **Program Name:** Business Administration/Career – Medical Office Certificate

2. **Originator:** Maryann Kania   **Date** January 31, 2013
3. **Division Dean:** Kathy Rentsch   **Date:**

4. **Brief Description of the Proposal:**
   1. Remove ALH 151 Medical Office Administration
   2. Add BSS 104 Business Office Procedures to semester 2
   3. Remove ALH 107 Medical Coding and Billing
   4. Add CIS 111 Introduction to Microcomputer Applications to semester 1
   5. Move ALH 106 Medical Law and Ethics from semester 2 to semester 1 and change semester offered from S to F/S
   6. Move BSS 112 Medical/Dental Billing and Insurance from semester 1 to semester 2 and change semester offered from F/S to S

5. **Effective Date: Fall 2014**

6. **Recommended by the** _____ **Division Date:** _____

   Comments:

7. **AA Leadership Team:** _____   **Date:** _4/3/13_

   Recommended: __✓__   **Not Recommended:** _____
   Comments:

8. **VP/Academic Affairs:** _____   **Date:** _4/8/13_

   Recommended: __✓__   **Not Recommended:** _____
   Comments:

9. **Learning Council:** _Philomena D'Alessandro_   **Date:** _4/9/13_

   Recommended: __✓__   **Not Recommended:** _____
   Comments:

10. **VP/Academic Affairs:** _____   **Date:** _4/9/13_

    Approved: __✓__   **Not Approved:** _____
    Comments:

DEGREE PROGRAM OR CERTIFICATE REVISION PROPOSAL

Program: Business Administration/Career - Medical Office Certificate (MSBB)
Division: Business and Technology
Degree type: Certificate
Provide a detailed list of the proposed changes to the program. 　1. Remove ALH 151 Medical Office Administration 　2. Add BSS 104 Business Office Procedures to semester 2 　3. Remove ALH 107 Medical Coding and Billing 　4. Add CIS 111 Introduction to Microcomputer Applications to semester 1 　5. Move ALH 106 Medical Law and Ethics from semester 2 to semester 1 and change semester offered from S to F/S 　6. Move BSS 112 Medical/Dental Billing and Insurance from semester 1 to semester 2 and change semester offered from F/S to S
Attachments: X Current program grid X Proposed program grid
Submit separate proposals for any new courses or revised courses in the program. see revisions to BSS 112 Medical /Dental Billing & Insurance
Provide a rationale for the proposed changes. 　1. BSS 104 Business Office Procedures was previously revised to include information unique to medical offices such as HIPPA compliance and medical records creation and maintenance. Students in MSBB take ALH 102 Medical Terminology, ALH 106 Medical Law and Ethics, BSS 112 Medical /Dental Billing & Insurance, and BSS 212 Medical Machine Transcription. Students have a great deal of exposure to medical records and medical office equipment in these courses. MSBB students do not need the same competencies as ME (medical assisting) students. 　2. ALH 107 Medical Coding and Billing, and BSS 112 Medical/Dental Billing and Insurance, are both introduction to coding, billing and insurance courses. Both use the same billing software. 　3. Students need CIS 111 Introduction to Microcomputer Applications, both as a prerequisite for BSS 104 and to be successful in the work place. 　4. ALH 106 will replace BSS 112 in semester 1 　5. Moving BSS 112 to semester 2 allows students to have more familiarity with the medical terminology (adding ALH 102 Medical Terminology as a corequisite.)
Do any of the proposed changes affect the program goals, the program student learning outcomes, or the course mapping of the General Education Learning Outcomes? If so please provide the revisions. 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: ALH. Consulted with ALH coordinator
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? No If yes please provide a rationale.
Will any of the following be required: Additional staff ___ no   Additional space no ____   Additional equipment no ___ Provide a rationale for any needs indicated and include approximate cost of equipment.

BUSINESS ADMINISTRATION/CAREER - Medical Office Certificate (Program Code: MSBB) CURRENT

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

BUSINESS ADMINISTRATION/CAREER - Medical Office Certificate (Program Code: MSBB) PROPOSED

Course Title	Course #	Offered	Plan to Take	Grade	Credits	Prerequisites
Semester 1						
Introduction to Medical Terminology	ALH 102	F/S/SU			3	Coreq – ENG 100 or approp place score
Medical Law and Ethics	ALH 106	F/S			3	Passing the ENG 096 departmental writing final examination essay or approp place score
Introduction to Microcomputer Applications	CIS 111	F/S/SU			3	
Keyboarding Applications	BSS 101	F/S/SU			3	A grade of C or higher in ENG 091 or approp place score
Introduction to English Composition or	ENG 100	F/S/SU				Passing the ENG 096 departmental writing final examination essay or approp place score
English Composition & Literature I	ENG 101				3	Passing ENG 091 with a grade of C or higher and passing the ENG 096 departmental writing final examination essay or approp place score
Semester 2						
Business Office Procedures	BSS 104	F/S/SU			3	BSS 101, CIS 111, Passing ENG 091 with a grade of C or higher and passing the ENG 096 departmental writing final examination essay or approp place score
Medical/Dental Billing and Insurance	BSS 112	F/S			3	ALH 102
Medical Machine Transcription	BSS 212	F/S/SU			3	A grade of C or higher in ENG 091 or approp place score, BSS 101 Coreq- ALH 102
Administrative Professional Cooperative Work Experience	BSS 299				3	BSS 104 or ALH 151
Total credits required					27	

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COURSE REVISION PROPOSAL

1. Course Number and Name : MGT 222 International Business & Management

2. Originator: Flo Lucci   Date: 02-28-13

3. Division Dean: Kathy Rentsch   Date: 3.28.13

4. Brief Description of the Proposal:

Add prerequisite of MGT 101 Introduction to Business to MGT 222 International Business and Management.

5. Effective Date: Fall 2014

6. Recommended by the Business & Technology Division   Date: 3.28.13
   Comment:

7. AA Leadership Team: _____   Date: 4/3/13
   Recommended: _____   Not Recommended: _____
   Comments:

8. VP/Academic Affairs: _____   Date: 4/3/3
   Recommended: _____   Not Recommended: _____
   Comments:

9. Learning Council: _Philomina D'Alessandro_ Date: 4/9/13
   Recommended: _____   Not Recommended: _____
   Comments:

10. VP/Academic Affairs: _____   Date: 4/9/3
    Approved: _____   Not Approved: _____
    Comments:

QUINSIGAMOND COMMUNITY COLLEGE

COURSE REVISION PROPOSAL

Type of Revision: ___ Description   _X_ Prerequisite   ___Corequisite   ___ Number   ___ Name   ___ #credits   ___ Elective Type   ___ other (explain)

Course Discipline or Department: **Bus. Adm.**	Division: **Business & Technology**

Current Course Number: **MGT 222**

Current Course Name: **International Business and Management**

Current Course Description (as it appears in the college catalog):   This course emphasizes the study and analysis of the nature, structures and strategies of international/ global businesses. Students examine international markets, economic systems, value chains and core competencies of a firm.   Prerequisites: ENG 100 or appropriate placement score

Proposed Description (include all proposed changes):   This course emphasizes the study and analysis of the nature, structures and strategies of international/ global businesses. Students examine international markets, economic systems, value chains and core competencies of a firm.   Prerequisites: ENG 100 or appropriate placement score, MGT 101

Rationale for the change: Students taking MGT 222 must have a solid understanding of basic business concepts in order to grasp the material in the MGT 222 International Business and Management course.

Provide a description of any change in course content.   No change to course content

Does the course revision affect another department? Please confer with the coordinator of the affected department.   Affected department(s) _____N/A_____

If this change affects a program grid, please submit a current and proposed program grid for each program affected **N/A**

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

QUINSIGAMOND COMMUNITY COLLEGE

COURSE REVISION PROPOSAL

1. **Course Number and Name :** CIS 135 Internet Server Technologies

2. **Originator:**   Robert Desilets   **Date:** Feb 26, 2013

3. **Division Dean:**   Kathy Rentsch   **Date:** 3.28.13

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

   Remove the CIS 121 prerequisite from CIS 135

5. **Effective Date:** Fall 2014

6. **Recommended by the Business & Technology Division**   **Date:** 3.28.13
   Comment:

7. **AA Leadership Team:** _____   **Date:** _4/3/13_

   Recommended: ___✓___   **Not Recommended:** _____
   Comments:

8. **VP/Academic Affairs:** _____   **Date:** _4/3/13_

   Recommended: _____   **Not Recommended:** _____
   Comments:

9. **Learning Council:** _Philomena D'Alessandro_ **Date:** _4/9/13_

   Recommended: ___✓___   **Not Recommended:** _____
   Comments:

10. **VP/Academic Affairs:** _____   **Date:** _4/9/13_

    Approved: _✓_   **Not Approved:** _____
    Comments:

QUINSIGAMOND COMMUNITY COLLEGE

COURSE REVISION PROPOSAL

Type of Revision: ___ Description _X_ Prerequisite ___Corequisite ___ Number ___ Name ___ #credits ___ Elective Type ___ other (explain)

Course Discipline or Department:	Division:

Current Course Number:

Current Course Name:

Current Course Description (as it appears in the college catalog): **CIS 135 Internet Server Technologies - 3 credits** This course introduces students to the hardware, software, and protocols used on Internet servers. Internet server software and the technologies it supports will determine what features and tools developers may employ when creating Web applications. This provides students with information on the most critical Internet information services such as email, file transfer, and e-commerce. **Prerequisites:** CIS 105, CIS 121. S

Proposed Description (include all proposed changes): **CIS 135 Internet Server Technologies - 3 credits** This course introduces students to the hardware, software, and protocols used on Internet servers. Internet server software and the technologies it supports determine what features and tools developers may employ when creating Web applications. This provides students with information on the most critical Internet information services such as email, file transfer, and e-commerce. **Prerequisites:** CIS 105. S

Rationale for the change: CIS 135 Internet Server Technologies is survey course that does not require any programming skills such as those covered in CIS 121 C++ Programming. Therefore CIS 121 is not an appropriate prerequisites

Provide a description of any change in course content. N/A

Does the course revision affect another department? Please confer with the coordinator of the affected department. Affected department(s) N/A

If this change affects a program grid, please submit a current and proposed program grid for each program affected Attached

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

CURRENT
COMPUTER INFORMATION SYSTEMS - WEB DEVLOPMENT OPTION - Associate in Science (Program Code: CIWB)

Course Title	Course #	Offered	Plan to Take	Grade	Credits	Prerequisites
Semester 1						
Introduction to Information Technology	CIS 105	F/S/SU			3	
Introduction to Microcomputer Applications	CIS 111	F/S/SU			3	
Introduction to Programming With C++	CIS 121	F/S			3	Coreq-CIS 111
English Composition & Literature I	ENG 101	F/S/SU			3	ENG 100 or approp place score
Math/Science Elective	---	F/S/SU			3-4	
Semester 2						
Web Page Development I	CIS 134	F/S			3	CIS 111
Internet Server Technologies	**CIS 135**	**S**			3	**CIS 105, CIS 121**
Visual Basic I	CIS 223	S			3	CIS 111, CIS 121
SQL Programming	CIS 228	F/S			3	CIS 121
Database Management Application Development	CIS 243	F/S			3	CIS 111
English Composition & Literature II	ENG 102	F/S/SU			3	ENG 101
Semester 3						
Visual Basic II	CIS 224	F			3	CIS 223
Web Page Development II	CIS 234	F/S			3	CIS 121, CIS 134
Database Driven Web Pages	CIS 245	F			3	CIS 135, CIS 121, CIS 243 Coreq. CIS 234
Technical and Workplace Writing	ENG 205	F/S/SU			3	ENG 102, Computer Literacy
Social Science Elective*	---	F/S/SU			3	
Semester 4						
Systems Analysis & Design	CIS 241	F/S			3	CIS 121 or CIS 223 or CIS 226 or CIS 240
N-Tier Web Applications	CIS 246	F/S			3	CIS 245, CIS 224, CIS 234
Cooperative Work Experience & Seminar	CIS 299	F/S/SU			3	Approval of Program Coordinator
Humanities Elective	---	F/S/SU			3	
Internet Communications	HUM 142	S/SU			3	ENG 100 or approp place score and computer literacy
Total credits required					63 - 64	

Program Notes:

* Social Science Elective: It is recommended, but not required, that students take either PSY 118 Psychology of Interpersonal Relations or PSY 158 Human Relations in Organization.

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PROPOSED
COMPUTER INFORMATION SYSTEMS - WEB DEVLOPMENT OPTION - Associate in Science (Program Code: CIWB)

Course Title	Course #	Offered	Plan to Take	Grade	Credits	Prerequisites
Semester 1						
Introduction to Information Technology	CIS 105	F/S/SU			3	
Introduction to Microcomputer Applications	CIS 111	F/S/SU			3	
Introduction to Programming With C++	CIS 121	F/S			3	Coreq-CIS 111
English Composition & Literature I	ENG 101	F/S/SU			3	ENG 100 or approp place score
Math/Science Elective	---	F/S/SU			3-4	
Semester 2						
Web Page Development I	CIS 134	F/S			3	CIS 111
Internet Server Technologies	CIS 135	S			3	CIS 105
Visual Basic I	CIS 223	S			3	CIS 111, CIS 121
SQL Programming	CIS 228	F/S			3	CIS 121
Database Management Application Development	CIS 243	F/S			3	CIS 111
English Composition & Literature II	ENG 102	F/S/SU			3	ENG 101
Semester 3						
Visual Basic II	CIS 224	F			3	CIS 223
Web Page Development II	CIS 234	F/S			3	CIS 121, CIS 134
Database Driven Web Pages	CIS 245	F			3	CIS 135, CIS 121, CIS 243 Coreq. CIS 234
Technical and Workplace Writing	ENG 205	F/S/SU			3	ENG 102, Computer Literacy
Social Science Elective*	---	F/S/SU			3	
Semester 4						
Systems Analysis & Design	CIS 241	F/S			3	CIS 121 or CIS 223 or CIS 226 or CIS 240
N-Tier Web Applications	CIS 246	F/S			3	CIS 245, CIS 224, CIS 234
Cooperative Work Experience & Seminar	CIS 299	F/S/SU			3	Approval of Program Coordinator
Humanities Elective	---	F/S/SU			3	
Internet Communications	HUM 142	S/SU			3	ENG 100 or approp place score and computer literacy
Total credits required					63 - 64	

Program Notes:
* Social Science Elective: It is recommended, but not required, that students take either PSY 118 Psychology of Interpersonal Relations or PSY 158 Human Relations in Organization.

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CURRENT
WEB APPLICATIONS CERTIFICATE (Program Code: CWA)

Course Title	Course #	Offered	Plan to Take	Grade	Credits	Prerequisites
Semester 1						
Introduction to Microcomputer Applications	CIS 111	F/S/SU			3	
Introduction to Information Technology	CIS 105	F/S/SU			3	
Introduction to Programming with C++	CIS 121	F/S			3	Coreq-CIS 111
Web Page Development I	CIS 134	F/S/SU			3	CIS 111
Semester 2						
Internet Server Technologies	**CIS 135**	S			3	**CIS 105, CIS 121**
Visual Basic I	CIS 223	S			3	CIS 111, CIS 121
Web Page Development II	CIS 234	F/S			3	CIS 121, CIS 134
English Composition & Literature I	ENG 101	F/S/SU			3	ENG 100 or approp place score
Internet Communications	HUM 142	S/SU			3	ENG 100 or approp place score and computer literacy
Total credits required					27	

Program Notes:

- Students should note that some of the program specific courses require ENG 100 as a prerequisite.

PROPOSED
WEB APPLICATIONS CERTIFICATE (Program Code: CWA)

Course Title	Course #	Offered	Plan to Take	Grade	Credits	Prerequisites
Semester 1						
Introduction to Microcomputer Applications	CIS 111	F/S/SU			3	
Introduction to Information Technology	CIS 105	F/S/SU			3	
Introduction to Programming with C++	CIS 121	F/S			3	Coreq-CIS 111
Web Page Development I	CIS 134	F/S/SU			3	CIS 111
Semester 2						
Internet Server Technologies	**CIS 135**	S			3	**CIS 105**
Visual Basic I	CIS 223	S			3	CIS 111, CIS 121
Web Page Development II	CIS 234	F/S			3	CIS 121, CIS 134
English Composition & Literature I	ENG 101	F/S/SU			3	ENG 100 or approp place score
Internet Communications	HUM 142	S/SU			3	ENG 100 or approp place score and computer literacy
Total credits required					27	

Program Notes:

- Students should note that some of the program specific courses require ENG 100 as a prerequisite.

QUINSIGAMOND COMMUNITY COLLEGE

DEGREE PROGRAM OR CERTIFICATE REVISION PROPOSAL

1. Program Name: Emergency Medical Technician

2. Originator: Jane E. June   Date: March 7, 2013

3. Division Dean: Jane E. June   Date: March 28, 2013

4. Brief Description of the Proposal:

    Remove ALH 101 and replace with ORT 110. Students are to take ORT 110 with a Healthcare focus.

5. Effective Date: Fall 2013

6. Recommended by the Healthcare Division.   Date: March 28, 2013
    Comments:

7. AA Leadership Team: _____ Date: _4/3/13_

    Recommended: ___✓___   Not Recommended: _____
    Comments: From bottom of grid remove statement "If student meets ENG 100 based on placement scale, PSY 101 can be substituted. Add to grid ENG 100 or PSY 101.

8. VP/Academic Affairs: _____ Date: _4/3/13_

    Recommended: ___✓___   Not Recommended: _____
    Comments:

9. Learning Council: _Philomena D'Alessandro_ Date: _4/9/13_

    Recommended: _____   Not Recommended: _____
    Comments:

10. VP/Academic Affairs: _____ Date: _4/9/13_

    Approved: ___✓___   Not Approved: _____
    Comments:

DEGREE PROGRAM OR CERTIFICATE REVISION PROPOSAL

Program: Emergency Medical Technician
Division: Healthcare
Degree type: Certificate
Provide a detailed list of the proposed changes to the program. 1. Remove ALH 101 and replace with ORT 110. 2. 3. 4. 5.
Attachments: Current program grid Proposed program grid
Submit separate proposals for any new courses or revised courses in the program.
Provide a rationale for the proposed changes. Revision of ORT 110 with a Healthcare focus demonstrated a more accurate reflection of student outcomes.
Do any of the proposed changes affect the program goals, the program student learning outcomes, or the course mapping of the General Education Learning Outcomes? If so please provide the revisions.
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:
Do any of the proposed changes affect articulation agreements? Consult with the Transfer Coordinator.
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.
Will any of the following be required: 　Additional staff ___　　　Additional space ____　　Additional equipment ___ Provide a rationale for any needs indicated and include approximate cost of equipment.

Healthcare Certificate Emergency Medical Technician – Current

Course Title	Course #	Offered	Plan to Take	Grade	Credits	Prerequisites
Introduction to the Health Professions	ALH 101	F/S/SU			3	ENG 091 and ENG 096 or appropriate placement score
Introduction to English Composition*	ENG 100	F/S/SU			3	ENG 091 and ENG 096 or appropriate placement score
Introduction to Medical Terminology	ALH 102	F/S/SU			3	Coreq - ENG 100 or appropriate placement score
Introduction to Microcomputer Applications	CIS 111	F/S/SU			3	
Principles of Human Biology	BIO 100	F/S/U			4	ENG 100 or appropriate placement score
Basic Emergency Medical Technology	EMT 101	F/S/U			7	
Total credits required					23	

If students complete the Health Certificate, maintain a GPA of 3.0 and meet the admission requirements of a Healthcare program (see Programs of Study listing on pages 51 and 52) they will be guaranteed admission on a space available basis.

*If student meets the ENG 100 based on a placement score, PSY 101 can be substituted.

Healthcare Certificate Emergency Medical Technician – Proposed

Course Title	Course #	Offered	Plan to Take	Grade	Credits	Prerequisites
Strategies for College and Career*	ORT 110	F/S/SU			3	Coreq – ENG 090 and ENG 095 or approp place score
Introduction to English Composition** or	ENG 100	F/S/SU			3	A grade of C or higher in ENG 091 or approp place score and passing the ENG 096 departmental writing final examination essay or approp place score
Introduction to Psychology	PSY 101					ENG 100 or approp place score
Introduction to Medical Terminology	ALH 102	F/S/SU			3	Coreq - ENG 100 or approp place score
Introduction to Microcomputer Applications	CIS 111	F/S/SU			3	
Principles of Human Biology	BIO 100	F/S/U			4	ENG 100 or approp place score
Basic Emergency Medical Technology	EMT 101	F/S/U			7	
Total credits required					23	

If students complete the Health Certificate, maintain a GPA of 3.0 and meet the admission requirements of a Healthcare program (see Programs of Study listing on pages 51 and 52) they will be guaranteed admission on a space available basis.

*Students are to take ORT 110 with a Healthcare focus.

QUINSIGAMOND COMMUNITY COLLEGE
DEGREE PROGRAM OR CERTIFICATE REVISION PROPOSAL

1. Program Name: Nursing Assistant

2. Originator: Jane E. June   Date: March 7, 2013

3. Division Dean: Jane E. June   Date: March 28, 2013

4. Brief Description of the Proposal:

    Remove ALH 101 and replace with ORT 110. Students are to take ORT 110 with a Healthcare
    focus.

5. Effective Date: Fall 2013

6. Recommended by the Healthcare Division.   Date: March 28, 2013
    Comments:

7. AA Leadership Team: _____   Date: ___4/3/13___

    Recommended: __✓__   Not Recommended: _____
    Comments:
    From bottom of grid remove statement "If student meets ENG 100 based in
    placement score, PSY 101) can be substituted" Add to grid LEAD 100 or PSY 101.
8. VP/Academic Affairs: _____   Date: ___4/3/13___

    Recommended: _____ ✓   Not Recommended: _____
    Comments:

9. Learning Council: _Philomena D'Alessandro_ Date: _4/9/13_

    Recommended: _____   Not Recommended: _____
    Comments:

10. VP/Academic Affairs: _____   Date: _4/9/13_

    Approved: __✓__   Not Approved: _____
    Comments:

QUINSIGAMOND COMMUNITY COLLEGE

DEGREE PROGRAM OR CERTIFICATE REVISION PROPOSAL

Program: Nursing Assistant
Division: Healthcare
Degree type: Certificate
Provide a detailed list of the proposed changes to the program. 1. Remove ALH 101 and replace with ORT 110. 2. 3. 4. 5.
Attachments: Current program grid Proposed program grid
Submit separate proposals for any new courses or revised courses in the program.
Provide a rationale for the proposed changes. Revision of ORT 110 with a Healthcare focus demonstrated a more accurate reflection of student outcomes.
Do any of the proposed changes affect the program goals, the program student learning outcomes, or the course mapping of the General Education Learning Outcomes? If so please provide the revisions.
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:
Do any of the proposed changes affect articulation agreements? Consult with the Transfer Coordinator.
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.
Will any of the following be required: Additional staff ___   Additional space ____   Additional equipment ___ Provide a rationale for any needs indicated and include approximate cost of equipment.

Healthcare Certificate Nursing Assistant – Current

Course Title	Course #	Offered	Plan to Take	Grade	Credits	Prerequisites
Introduction to the Health Professions	ALH 101	F/S/SU			3	ENG 091and ENG 096 or appropriate placement score
Introduction to English Composition*	ENG 100	F/S/SU			3	ENG 091 and ENG 096 or appropriate placement score
Introduction to Medical Terminology	ALH 102	F/S/SU			3	Coreq- ENG 100 or appropriate placement score
Introduction to Microcomputer Applications CI	S 111	F/S/SU			3	
Principles of Human Biology	BIO 100	F/S/U			4	ENG 100 or appropriate placement score
Introductory Nursing Assistant	ALH 131	F/S/U			5	ENG 091 and ENG 096 or appropriate placement score
Advanced Nursing Assistant	ALH 132	F/S/U			2	ALH 131
Total credits required					**23**	

If students complete the Health Certificate, maintain a GPA of 3.0 and meet the admission requirements of a Healthcare program (see Programs of Study listing on pages 51 and 52) they will be guaranteed admission on a space available basis.

*If student meets the-ENG 100 based on a placement score, PSY 101 can be substituted.

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Healthcare Certificate Nursing Assistant - Proposed

Course Title	Course #	Offered	Plan to Take	Grade	Credits	Prerequisites
Strategies for College and Career*	ORT 110	F/S/SU			3	Coreq- ENG 090 and ENG 095 or approp place score
Introduction to English Composition** or	ENG 100					A grade of C or higher in ENG 091 or approp place score and passing the ENG 096 departmental writing final examination essay or approp place score
Introduction to Psychology	PSY 101	F/S/SU			3	ENG 100 or approp place score
Introduction to Medical Terminology	ALH 102	F/S/SU			3	Coreq- ENG 100 or approp place score
Introduction to Microcomputer Applications	CIS 111	F/S/SU			3	
Principles of Human Biology	BIO 100	F/S/U			4	ENG 100 or approp place score
Introductory Nursing Assistant	ALH 131	F/S/U			5	A grade of C or higher in ENG 091 or approp place score and passing the ENG 096 departmental writing final examination essay or approp place score
Advanced Nursing Assistant	ALH 132	F/S/U			2	ALH 131
Total credits required					23	

If students complete the Health Certificate, maintain a GPA of 3.0 and meet the admission requirements of a Healthcare program (see Programs of Study listing on pages 51 and 52) they will be guaranteed admission on a space available basis.

*Students are to take ORT 110 with a Healthcare focus.

DEGREE PROGRAM OR CERTIFICATE REVISION PROPOSAL

1. Program Name: Pharmacy Technician

2. Originator: Jane E. June   Date: March 7, 2013

3. Division Dean: Jane E. June   Date: March 28, 2013

4. Brief Description of the Proposal:

    Remove ALH 101 and replace with ORT 110. Students are to take ORT 110 with a Healthcare focus.

5. Effective Date: Fall 2013

6. Recommended by the Healthcare Division.   Date: March 28, 2013

    Comments:

7. AA Leadership Team: _____ Date: _4/2/13_

    Recommended: ___✓___   Not Recommended: _____
    Comments:

    From bottom of grid remove statement: "If student meets ENG 100 based on placement score PSY 101 can be substituted". Add to grid ENG 100 OR PSY 101.

8. VP/Academic Affairs: _____ Date: _4/3/13_

    Recommended: ___✓___   Not Recommended: _____
    Comments:

9. Learning Council: _Philomena D'Allessandro_ Date: _4/9/13_

    Recommended: ___✓___   Not Recommended: _____
    Comments:

10. VP/Academic Affairs: _____ Date: _4/9/13_

    Approved: ___✓___   Not Approved: _____
    Comments:

DEGREE PROGRAM OR CERTIFICATE REVISION PROPOSAL

Program: Pharmacy Technician
Division: Healthcare
Degree type: Certificate
Provide a detailed list of the proposed changes to the program. 1. Remove ALH 101 and replace with ORT 110. 2. 3. 4. 5.
Attachments: Current program grid Proposed program grid
Submit separate proposals for any new courses or revised courses in the program.
Provide a rationale for the proposed changes. Revision of ORT 110 with a Healthcare focus demonstrated a more accurate reflection of student outcomes.
Do any of the proposed changes affect the program goals, the program student learning outcomes, or the course mapping of the General Education Learning Outcomes? If so please provide the revisions.
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:
Do any of the proposed changes affect articulation agreements? Consult with the Transfer Coordinator.
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.
Will any of the following be required: Additional staff ___   Additional space ____   Additional equipment ___ Provide a rationale for any needs indicated and include approximate cost of equipment.

Healthcare Certificate Pharmacy Technician – Current

Course Title	Course #	Offered	Plan to Take	Grade	Credits	Prerequisites
Introduction to the Health Professions	ALH 101	F/S/SU			3	ENG 091 and ENG 096 or appropriate placement score
Introduction to English Composition*	ENG 100	F/S/SU			3	ENG 091 and ENG 096 or appropriate placement score
Introduction to Medical Terminology	ALH 102	F/S/SU			3	Coreq - ENG 100 or appropriate placement score
Introduction to Microcomputer Applications CI	S 111	F/S/SU			3	
Principles of Human Biology	BIO 100	F/S/U			4	ENG 100 or appropriate placement score
Pharmacy Technician	ALH 137	F/S/U			3	MAT090; ENG 091 and ENG 096 or appropriate placement score
Pharmacy Technician Clinical Co-Operative Externship	ALH 138				6	ALH 137
Total credits required					25	

If students complete the Health Certificate, maintain a GPA of 3.0 and meet the admission requirements of a Healthcare program (see Programs of Study listing on pages 51 and 52) they will be guaranteed admission on a space available basis.

*If student meets the ENG 100 based on a placement score, PSY 101 can be substituted.

Healthcare Certificate Pharmacy Technician – Proposed

Course Title	Course #	Offered	Plan to Take	Grade	Credits	Prerequisites
Strategies for College and Career*	ORT 110	F/S/SU			3	Coreq – ENG 090 and ENG 095 or approp place score
Introduction to English Composition** or	ENG 100	F/S/SU			3	A grade of C or higher in ENG 091 or approp place score and passing the ENG 096 departmental writing final examination essay or approp place score
Introduction to Psychology	PSY 101					ENG 100 or approp place score
Introduction to Medical Terminology	ALH 102	F/S/SU			3	Coreq - ENG 100 or approp place score
Introduction to Microcomputer Applications	CIS 111	F/S/SU			3	
Principles of Human Biology	BIO 100	F/S/U			4	ENG 100 or approp place score
Pharmacy Technician	ALH 137	F/S/U			3	MAT090, A grade of C or higher in ENG 091 or approp place score and passing the ENG 096 departmental writing final examination essay or approp place score
Pharmacy Technician Clinical Co-Operative Externship	ALH 138				6	ALH 137
Total credits required					25	

If students complete the Health Certificate, maintain a GPA of 3.0 and meet the admission requirements of a Healthcare program (see Programs of Study listing on pages 51 and 52) they will be guaranteed admission on a space available basis.

*Students are to take ORT 110 with Healthcare focus.

QUINSIGAMOND COMMUNITY COLLEGE

DEGREE PROGRAM OR CERTIFICATE REVISION PROPOSAL

1. Program Name: Phlebotomy/EKG Technician

2. Originator: Jane E. June   Date: March 7, 2013

3. Division Dean: Jane E. June   Date: March 28, 2013

4. Brief Description of the Proposal:
    Remove ALH 101 and replace with ORT 110. Students are to take ORT 110 with a Healthcare focus.

5. Effective Date: Fall 2013

6. Recommended by the Healthcare Division.   Date: March 28, 2013

Comments:

7. AA Leadership Team: _____ Date: _4/3/13_

Recommended: __✓__   Not Recommended: _____
Comments: Remove *statement " If student meets ENG 100 based on placement score, PSY 101 can be added," and add ENG 100 or PSY 101 to gr. dep.

8. VP/Academic Affairs: _____ Date: _4/3/13_

Recommended: __✓__   Not Recommended: _____
Comments:

9. Learning Council: _Philomena D'Alessandro_ Date: _4/8/13_

Recommended: __✓__   Not Recommended: _____
Comments:

10. VP/Academic Affairs: _____ Date: _7/9/13_

Approved: __✓__   Not Approved: _____
Comments:

DEGREE PROGRAM OR CERTIFICATE REVISION PROPOSAL

Program: Phlebotomy/EKG Technician
Division: Healthcare
Degree type: Certificate
Provide a detailed list of the proposed changes to the program. 1. Remove ALH 101 and replace with ORT 110. 2. 3. 4. 5.
Attachments: Current program grid Proposed program grid
Submit separate proposals for any new courses or revised courses in the program.
Provide a rationale for the proposed changes. Revision of ORT 110 with a Healthcare focus demonstrated a more accurate reflection of student outcomes.
Do any of the proposed changes affect the program goals, the program student learning outcomes, or the course mapping of the General Education Learning Outcomes? If so please provide the revisions.
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:
Do any of the proposed changes affect articulation agreements? Consult with the Transfer Coordinator.
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.
Will any of the following be required: Additional staff___   Additional space ____   Additional equipment ___ Provide a rationale for any needs indicated and include approximate cost of equipment.

Healthcare Certificate Phlebotomy/EKG Technician – Current

Course Title	Course #	Offered	Plan to Take	Grade	Credits	Prerequisites
Introduction to the Health Professions	ALH 101	F/S/SU			3	ENG 091and ENG 096 or appropriate placement score
Introduction to English Composition**	ENG 100	F/S/SU			3	ENG 091 and ENG 096 or appropriate placement score
Introduction to Medical Terminology	ALH 102	F/S/SU			3	Coreq - ENG 100 or appropriate placement score
Introduction to Microcomputer Applications CI	S 111	F/S/SU			3	
Principles of Human Biology	BIO 100	F/S/U			4	ENG 100 or appropriate placement score
Phlebotomy/EKG Technician	ALH 134	F/S/U			3	ENG 091 and ENG 096 or appropriate placement score
Phlebotomy/EKG Technician Clinical Co-Operative Externship	ALH 136				6	ALH 134
Total credits required					26	

If students complete the Health Certificate, maintain a GPA of 3.0 and meet the admission requirements of a Healthcare program (see Programs of Study listing on pages 51 and 52) they will be guaranteed admission on a space available basis.

**If student meets the ENG 100 based on a placement score, PSY 101 can be substituted.

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Healthcare Certificate Phlebotomy/EKG Technician – Proposed

Course Title	Course #	Offered	Plan to Take	Grade	Credits	Prerequisites
Strategies for College and Career*	ORT 110	F/S/SU			3	Coreq- ENG 090 and ENG 095 or approp place score
Introduction to English Composition** or	ENG 100	F/S/SU				A grade of C or higher in ENG 091 or approp place score and passing the ENG 096 departmental writing final examination essay or approp place score
Introduction to Psychology	PSY 101				3	ENG 100 or approp place score
Introduction to Medical Terminology	ALH 102	F/S/SU			3	Coreq - ENG 100 or approp place score
Introduction to Microcomputer Applications	CIS 111	F/S/SU			3	
Principles of Human Biology	BIO 100	F/S/U			4	ENG 100 or approp place score
Phlebotomy/EKG Technician	ALH 134	F/S/U			3	A grade of C or higher in ENG 091 or approp place score and passing the ENG 096 departmental writing final examination essay or approp place score.
Phlebotomy/EKG Technician Clinical Co-Operative Externship	ALH 136				6	ALH 134
Total credits required					26	

If students complete the Health Certificate, maintain a GPA of 3.0 and meet the admission requirements of a Healthcare program (see Programs of Study listing on pages 51 and 52) they will be guaranteed admission on a space available basis.

*Students are to take ORT 110 with a Healthcare focus.

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QUINSIGAMOND COMMUNITY COLLEGE
COURSE REVISION PROPOSAL

1. Course Number and Name: ALH 131   Certified Nurses Aide

2. Originator: Karen Hesselberg   Date: March 1, 2013

3. Division Dean: Jane E. June   Date: March 28, 2013

4. Brief Description of the Proposal:
Title and course description updated. Update is needed to reflect current Nursing Assistant education and training.

5. Effective Date: Fall 2013

6. Recommended by the Healthcare Division.   Date: March 28, 2013

Comment:

7. AA Leadership Team: _____   Date: ___4/3/13___

Recommended: ____✓____   Not Recommended: _____
Comments:

8. VP/Academic Affairs: _____   Date: ___4/5/13___

Recommended: ____✓____   Not Recommended: _____
Comments:

9. Learning Council: _Philomena D'Alessandro_   Date: ___4/9/13___
Recommended: ____✓____   Not Recommended: _____
Comments:

10. VP/Academic Affairs: _____   Date: _4/9/13_

Approved: ____✓____   Not Approved:_____

Comments:

QUINSIGAMOND COMMUNITY COLLEGE
COURSE REVISION PROPOSAL

Type of Revision:_X_ Description _X_ Prerequisite ___Corequisite ___ Number _X_ Name ___ #credits ___ Elective Type ___ other (explain)

Course Discipline or Department: Allied Health	Division: Healthcare

Current Course Number: ALH 131

Current Course Name: Certified Nurses Aide

Current Course Description (as it appears in the college catalog):

A 130-hour course is designed to teach basic nursing skills and beginning interpersonal relationship techniques to entry-level learners in the classroom and clinical area. The learner will be introduced to the roles of Nurse Aide/Home Health Aide and acquire the principles and techniques necessary to become eligible for the mandatory state exams for Nurse Aide/Home Health Aide. Responsibilities include assisting the client with meeting daily hygiene, activity, ambulation, nutrition, elimination, comfort, safety, psychosocial and spiritual needs. Learners will learn to function as members of the health care team. Basic communication techniques will be utilized throughout the course. Learners will also be introduced to elementary nursing process concepts.

Prerequisite: H.S. Diploma or G.E.D., ENG 091 or appropriate placement score

Proposed Description (include all proposed changes):
ALH 131 Introductory Nursing Assistant   **5 cr.**
This course provides students with the theory and entry-level skills necessary to safely provide basic nursing assistant level care in a long-term care facility, acute care facility or home health care agency. Students learn the role and responsibilities of the nursing assistant and home health aide within the health care team, including patient and residents' rights, professionalism, communication skills, basic body structure and function, common disorders, rehabilitation and restorative care, infection control and safety, special care concerns, and basic patient care skills, including vital signs.   Upon completion of classroom and skills practice laboratory learning and competency testing, students participate in a clinical rotation at a skilled nursing facility, under the supervision of a registered nurse.
Prerequisites: A grade of C or higher in ENG 091 or appropriate placement score, Passing the ENG 096 departmental writing final examination essay or appropriate placement score.

Rationale for the change:
1. Title is outdated.
2. Certification is not provided in current course.
3. To provide most current content for Nursing Assistant students.

Provide a description of any change in course content.
See attached syllabus.

Does the course revision affect another department? Please confer with the coordinator of the affected department.
Affected department(s) _____

If this change affects a program grid, please submit a current and proposed program grid for each program affected

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

QUINISIGAMOND COMMUNITY COLLEGE

COURSE TITLE: INTRODUCTORY NURSING ASSISTANT

SECTION: ALH 131 -   5 Credits
SEMESTER: Spring / Fall / Summer

FACULTY: **Email:**

OFFICE HOURS: By Appointment

CLASS MEETING TIMES:
ROOM:

REQUIRED TEXT(S):   *Lippincott's Essentials for Nursing Assistants*
Third Edition, 2013
Author: Pamela J. Carter
Publisher: Lippincott, Williams & Wilkins
ISBN: 13-978-1-60913-750-2
Workbook for *Lippincott's Essentials for Nursing Assistants*, third edition
ISBN: 13-978-1-4511-4428-4

COURSE DESCRIPTION:

This course provides students with the theory and entry-level skills necessary to safely provide basic nursing assistant level care in a long-term care facility, acute care facility or home health care agency. Students learn the role and responsibilities of the nursing assistant and home health aide within the health care team, including patient and residents' rights, professionalism, communication skills, basic body structure and function, common disorders, rehabilitation and restorative care, infection control and safety, special care concerns, and basic patient care skills, including vital signs. Upon completion of classroom and skills practice laboratory learning and competency testing, students participate in a clinical rotation at a skilled nursing facility, under the supervision of a registered nurse.
Prerequisites: A grade of C or higher in ENG 091 or appropriate placement score, Passing the ENG 096 departmental writing final examination essay or appropriate placement score.

Upon successful com pletion of this course and succe   ssfully passing the state nurse aide com   petency examination, students are prepared   to seek entry-leve l employm ent as a certif ied nursing assistant (C.N.A.) and home health aide.

ADMISSION REQUIREMENTS:

- High school diploma or GED

CLINICAL REQUIREMENTS:

- Completed QCC Health Information Form, including proof of immunizations
- Criminal and Sexual Offender Records Information check (CORI/SORI)
- Picture I.D. – must be at least 17 years of age
- Drug testing may be required by individual clinical facilities
- Technical standards must be met with or without accommodations

TECHNICAL PERFORMANCE STANDARDS:

Students admitted into the Introductory Nursing Assistant/Home Health Aide program are required to demonstrate the technical performance standards set forth by the Massachusetts Career Information System. To view the knowledge, skills and abilities, working conditions and physical demands required for this course, visit the Massachusetts Career Information System website at http://masscis.intocareers.org/loginmain.aspex?SiteType=3

LEARNING OUTCOMES:

Upon completion of this course, the student will be able to:

1. Define the role, responsibilities and scope of practice of the nursing assistant and home health aide, including ethics, legal responsibilities, and abuse laws.
2. Demonstrate effective communication skills, including recording and reporting, in order to interact effectively with patients, families, faculty, and members of the health care team.
3. Understand basic anatomy and physiology of body systems appropriate to the scope of practice of the nursing assistant, and abnormal changes to be observed and reported.
4. Apply basic principles of safety and infection control.
5. Protect and maintain the rights of patients, residents, and clients.
6. Incorporate knowledge of stages of growth and development and the aging process into care provision.
7. Demonstrate competence in the provision of basic nursing care skills required of the nursing assistant and home health aide, according to individual needs.
8. Assist patients with rehabilitation and restorative care, promoting independence.
9. Assist patients with long-term, disabling conditions, including dementia.

METHODS OF TEACHING/LEARNING:

1. Lecture and Discussion
2. Textbook Reading Assignments
3. Small Group Activities and Role Playing
4. Skill Laboratory Demonstrations and Practice
5. Audio Visual Presentations / DVD's
6. Clinical Experiences

METHODS OF EVALUATION:

1. Written Examinations – weekly exams and final comprehensive examination
2. Skills Laboratory Competency Evaluations
3. Clinical Performance Evaluation

COURSE POLICIES:

Attendance Policy:
In order to complete this course according to Massachusetts regulations, **attendance at all class/lab and clinical sessions is mandatory**. Makeup of classroom, skills lab or clinical is not allowed. In extenuating circumstances, makeup may be considered at the discretion of the course faculty. Additional fees will apply.

Assignments:
Students are expected to read and study the assigned chapters in the textbook prior to each class meeting.

Grading Policy:
To pass this course, students must attain a 73% (C) as a final grade.
Students obtaining a grade of less than 73% on the weekly exams are allowed to retake the exam one time only, within 5 days of the original exam by appointment with the course faculty. The final exam may not be re-taken, and a grade of 73% is required to pass the course and enter the clinical rotation.

Grade Formula: Weekly exams   50%
  Com   prehensive final exam   50%

Lab Skills are graded as Satisfactory (S) or Unsatisfactory (U). Skills must be demonstrated with 100% accuracy to be satisfactory. Students will be allowed to re-demonstrate skills one time if initial demonstration is unsatisfactory. All lab skills must be demonstrated as satisfactory in order to pass the course and be allowed entrance into the clinical rotation.

Clinical performance is graded as Satisfactory (S) or Unsatisfactory (U). A Clinical Skills Checklist/Competency Evaluation is maintained for all students by the faculty. All clinical hours are mandatory and must be completed as satisfactory to pass the course.

Plagiarism Statement:
Students are expected to adhere to a standard of academic honesty as detailed in the QCC Student Handbook. Cheating (in or out of class), misrepresentation of one's work and failure to properly credit sources of information used in any assignment is an unethical act and subject to grade penalty

Statements on Disabilities:
Students with a disability who would like assistance must schedule an intake/planning appointment with Disability Services and provide appropriate documentation. For more information contact Disability Services at (508) 854-4471. Email: disabilityservices@qcc.mass.edu.

Cancellation of Classes:
In the event of inclement weather, students are expected to call the QCC Weather Line at (508)854-4545 or check the website at www.qcc.edu for information on campus closing. Inclement weather days are not built into the course schedule, therefore missed classes will be rescheduled and students will be required to attend.

Professionalism:
Students are expected to be respectful of each other and the learning environment. Students are required to arrive on time for all classes/labs and clinical experiences. Electronic communication devices must be off or on silent mode in all classes and labs. Cell phone use, texting and/or email activity in the clinical environment is not permitted. Students will behave professionally classes/ labs and clinical experiences. Professionalism includes demonstrating respect for the instructor, students, residents, patients, family members, visitors, and facility staff.

Dress Code:
Students may dress in casual, comfortable and appropriate clothing for on campus classes and labs. Closed toe shoes are required in labs. Students are expected to be dressed in clean, neat clothing and display good hygiene. Prior to the clinical rotation, students are required to purchase a uniform / scrubs in the color navy blue and the scrubs must be worn to all clinical experiences. Students must wear closed toe nurses' shoes of solid white or black color or clean solid white sneakers to clinical. A watch with a second hand must be worn in all vital sign labs and in all clinical experiences. Only post earrings are allowed in clinical. Piercing of the face must be removed or covered for clinical. Artificial nails are not permitted in clinical and natural nails must be clean and short. Unnatural hair colors are not allowed. Students are required to carry a small notepad and a black ink pen in clinical. Name badges are required in clinical and will be provided by the college.

CURRICULUM DESIGN AND SCHEDULE OF ASSIGNMENTS:
(Subject to change at the discretion of the course faculty)
Sample Day Course: Monday, Wednesday and Friday 8:30am – 3pm
Sample Evening Course: Monday, Wednesday and Thursday 4-10pm

Week	Class	Date	Topics / Class Activities	Assignments
1	#1		Introduction / Review of Syllabus (1/2 hour) Ch. 1: The Health Care System (1 hour) Ch. 2: The Nursing Assistant's Job (1 hour) Ch. 4: Communication Skills (1 ½ hours) Ch. 5: Those We Care For (1 hour) Ch. 6: The Patient/Resident Environment (1hour) Theory: 6 hours	Read/Study Ch. 1, 2, 4, 5, 6, 10, 11, 12 and 13
1	#2		Ch. 10: Infection Control (1 hour) Ch. 11: Workplace Safety (1hour) Ch. 12: Patient/Resident Safety (1 hour) Ch. 13: Basic First Aid/ Emergency Care (1 hour)	Read/Study Ch. 7 and 16 Study for Exam #1

Week	Day	Date	Topics / Class Activities	Assignments
			Practice Lab/Competency Evaluation (2 hours) Theory: 4 hours Lab: 2 hours	
1	#3		Ch. 7: Basic Body Structure & Function (3 hours) Ch. 16: Bedmaking (1 hour) Practice Lab: 1 hour **EXAM #1:** 1 hour Theory: 5 hours Lab: 1 hour	Read/Study Ch. 8 and 9
2	#4		Ch. 8: Common Disorders (3 hours) Ch. 9: Rehabilitation & Restorative Care (1 hour) Bedmaking Practice (1 hour) Bedmaking Competency Evaluation (1 hour) Theory: 4 hours Lab: 2 hours	Read/Study Ch. 18, 19 and 20 Bring baggy pants and shirt to next class to practice dressing and undressing
2	#5		Ch. 18: Assisting with Hygiene (1 hour) Ch. 19: Preventing Pressure Ulcers (1 hour) Ch. 20: Assisting with Grooming (1 hour) Practice Lab/Competency Evaluation (3 hours) Theory: 3 hours Lab: 3 hours	Read/Study Ch. 14 and 15 Study for Exam #2
2	#6		Ch. 14: Repositioning/Transfers (1 hour) Ch. 15: Assisting with Exercise (1 hour) Practice Lab/Competency Evaluation (3 hours) **EXAM #2:** 1 hour Theory: 3 hours Lab: 3 hours	Read/Study Ch. 17 and 21 For next class: wear watch with "second" hand for taking pulses Bring yogurt or pudding to practice dependent feeding

Week	Day	Date	Topics / Class Activities	Assignments
3	#7		Ch. 17: Measuring/Recording Vital Signs, Height & Weight (1 hour) Ch. 21: Nutrition (1 hour) Practice Lab/Competency Evaluation (4 hours) Theory: 2 hours Lab: 4 hours	Read/Study Ch. 22, 23, 24 and 25
3	#8		Ch. 22: Assisting with Urinary Elimination (1 hour) Ch. 23: Assisting with Bowel Elimination (1 hour) Ch. 24: Assisting with Comfort (1 hour) Ch. 25: Caring for People Who Are Dying (1	Read/Study Ch. 26, 27, 28, 29, 30 and 3 Study for Exam #3

Week	Day	Date	Topics / Class Activities	Assignments
			hour) Practice Lab/Competency Evaluation (2 hours) Theory: 4 hours Lab: 3 hours	
3	#9		Ch. 26: Caring for People with Dementia (1 hour) Ch. 27: Caring for People with Developmental Disabilities (1 hour) Ch. 28 Caring for People with Cancer (1 hour) Ch. 29: Caring for People with HIV/AIDs (1 hour) Ch. 30: Caring for People Having Surgery (1 hour) **EXAM #3:** 1 hour Theory: 6 hours	
4	#10		Ch. 3: Professionalism and Job Seeking (1 hour) State Test Prep – Practice Exam/Review (2 hours) Practice Lab for Ch. 30 (1 hour) Lab Remediation / Competency Evaluation (2 hours) <u>Handouts:</u> Clinical Documentation Forms/Flow Sheets Application for State Exam Theory: 3 hours Lab: 3 hours	**Study for Final Exam** Review Application for State Exam andBring to Next Class Review clinical documentation forms and flow sheets
4	#11		Assist with State Exam Application (1/2 hour) Preparation for Clinical Practicum (1 hour) **FINAL EXAM / Nursing Assistant: 2 hours** Theory: 3.5 hours	
4 or 5	TBA		**Orientation to Clinical Facility: 2 hours** Theory: 2 hours	
5-7	TBA		**CLINICAL ROTATION 45 Hours** 5 Clinical Days from 7am-2:30pm = 35 hours ½ hour conference lunch 2 Clinical Evenings from 430pm-945pm = 10 hours ¼ hour (15 min.) break	
Week	**Day**	**Date**	**Topics / Class Activities**	**Assignments**
8	TBA		HOME HEALTH AIDE SUPPLEMENTAL	Read/Study Ch. 31 and

			TRAINING (Theory = 7 hrs. / Lab = 1.5 hours) Ch. 31 Caring for People in the Home (1 hour) Infection Prevention / Safety in the Home (2 hours) Meal Planning, Shopping, Food Preparation and Storage in the Home (1 hour) Medications in the Home (1/2 hour) Assisted Living (1/2 hour) Practice Lab and Competency Evaluation: Shower/Tub Bath in the Home (1 ½ hours) Theory: 5 hours Lab: 1 ½ hours	handouts prior to start of Home Health Aide Supplemental Training
8	TBA		**HOME HEALTH AIDE SUPPLEMENTAL TRAINING** **FINAL EXAM:** 2 hours Theory: 2 hours	

NURSING ASSISTANT THEORY HOURS: 45.5
HOME HEALTH AIDE THEORY HOURS: 7.0
THEORY TOTAL HOURS: **52.5**

NURISNG ASSISTANT LAB HOURS: 21.0
HOME HEALTH AIDE LAB HOURS: 1.5
LAB TOTAL HOURS: **22.5**

NURSING ASSISTANT CLINICAL HOURS: 45.0

TOTAL COURSE HOURS: **120**

2012-2013
QUINSIGAMOND COMMUNITY COLLEGE
NEW COURSE PROPOSAL

1. Course Number and Name: ALH 132 Advanced Nursing Assistant

2. Originator: Karen Hesselberg   Date: March 1, 2013

3. Division Dean: Jane E. June   Date: March 28, 2013

4. Brief Description of the Proposal: This course will provide advanced education for students who have completed ALH 131 – Introductory Nursing Assistant or have current C.N.A. certification. The course will assist students to develop professional skills and behaviors to enhance career success. This course will also provide in-depth education related to the care of people with dementia.

5. Effective Date: Fall 2013

6. Recommended by the Healthcare Division.   Date: March 28, 2013
Comments:

7. AA Leadership Team: _____   Date: _4/3/13_

Recommended: ___✓___   Not Recommended: _____
Comments:

8. VP/Academic Affairs: _____   Date: _4/3/13_

Recommended: ___✓___   Not Recommended: _____
Comments:

9. Learning Council: _Philomena D'Alessandro_   Date: _4/9/13_

Recommended: ___✓___   Not Recommended: _____
Comments:

10. VP/Academic Affairs: _____   Date: _4/6/13_

Approved: ___✓___   Not Approved: _____
Comments:

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QUINSIGAMOND COMMUNITY COLLEGE

NEW COURSE PROPOSAL

Course Discipline/Division: **Allied Health / Healthcare Division**
Course Number: **ALH 132**
Course Name: **Advanced Nursing Assistant**
Prerequisites and/or corequisites (confer with affected department coordinator): **Certificate of Completion from state approved nursing assistant program or current C.N.A. certificate; ALH 131**
CIP code (check with IRaP Office): **513902**
Effective Term/year: **Fall 2013**
Give a rationale for the new course. Be sure to indicate whether this course replaces another course. **This is a new course.** **A QCC-conducted survey of area skilled nursing facilities revealed a need for expanded training for the nursing assistant. Areas recommended included professionalism, customer service, communication, personal image and personal management skills, teamwork and care of the dementia patient, which will be included in this course.**
Is the course content similar to other courses now offered?   Yes   No **X** If yes, attach a statement for the coordinator of the department offering the similar course.
Please indicate if this course will serve as any of the following types of electives **_X_** Elective ____ Discipline specific (name the discipline) ____ Program specific (name the program) ____ Multiple perspective (confer with the Liberal Arts Coordinator)
Is this course required for a program? If yes, submit a separate Program Revision Proposal or New Program Proposal. **This course is required for the Healthcare Certificate in the Nursing Assistant discipline.**

Expected enrollment per term: **25**	Expected enrollment per year: **50**

Will any of the following be required: Additional staff ____   Additional space **X**   Additional equipment ____ Provide a rationale for any needs indicated above and include approximate cost of equipment.
Library print and non-print resources in support of this course: $500

Course number:
ALH 132

Course name:
Advanced Nursing Assistant

Credits: **2 credits**

Lecture Hours: **30**	Lab hours: **0**	Clinic Hours: **0**

General course description and prerequisites (as it will appear in the catalog):

This advanced course is designed for students who have completed a Massachusetts state-approved nursing assistant training program and want to expand their knowledge related to the role and practice of the certified nursing assistant.   Students learn the importance of professionalism and develop the traits, behaviors, and skills that employers are demanding of today's health care workers.   Topics include work ethics and performance, personal values, personal traits of the health care professional, interpersonal relationships, teamwork and communication skills, cultural competence, professionalism and personal life, job-seeking skills, becoming a leader, and career development. This course also includes advanced education to expand students knowledge of how to understand and successfully care for people with dementia. Topics include types and symptoms of dementia, conditions that may present dementia-like symptoms, prevention of abuse, communication strategies, understanding and dealing with challenging behaviors, and the principles of a person-centered approach to care.

Prerequisite: Certificate of Completion from a state-approved nursing assistant training program or current C.N.A. certificate; ALH 131

All required texts and paperbacks, including information on publisher and edition used (provide a suggested text):   *Professionalism in Health Care: A Primer for Career Success*
4th Edition (2013)
Author: Shirley Makely
Publisher: Pearson

Instructional Objectives (list):
Upon completion of this course, the student will be able to:
1. Define work ethics, character and personal values, and explain how they affect one's reputation as a healthcare worker.
2. Identify which communication style is most effective in conflict resolution and explain why.
3. Define cultural competence and discuss why it is an essential attribute for health care workers.
4. Describe the components of personal image, and how personal image affects patient care.
5. Complete and submit a professional cover letter and resume.
6. Prepare and give a professional presentation to the class.
7. Participate effectively and in a professional manner in a simulated job interview.
8. Define and identify the symptoms of dementia disorders.
9. Explain delirium and its causes and discuss how it is different from dementia.
10. Discuss the characteristics of a person-centered approach to caring for people with dementia and why it is important to personalize care.
11. Understand behaviors of a person with dementia as actions and reactions that are a form of communication and identify ways to prepare for, prevent or respond to them.
12. Explain why people with dementia have unique communication needs and identify communication strategies.
13. Describe ways to identify and support the feelings (spoken or otherwise expressed) of people with dementia.
14. Describe ways to provide help with physical care tasks that meet the needs and abilities of people with dementia.

Teaching procedures: (provide suggested teaching methodology):
11. Textbook Reading Assignments
12. Lecture and Discussion
13. Small Group Activities and Scenarios
14. Audio Visual Presentations
5. Written Assignments
6. Student Presentations
7. Examination(s)

Course topics and/or assignments and/or required and/or supplemental reading (provide a list of suggested course topics):

Week	Class	Date	Topics / Class Activities	Assignments
1	#1		Introductions and overview of course objectives and methods The Healthcare Industry	Read/Study Ch. 1 and 2
1	#2		Work Ethic and Performance	Read/Study Ch. 3
2	#3		Traits of the Healthcare Professional	Read/Study Ch. 4
2	#4		Relationships, Teamwork and Communication Simulated communication exercises	Read/Study Ch. 5
3	#5		Cultural Competence	Read/Study Ch. 6 and 8
3	#6		Personal Image and Professionalism Employment, Leadership & Career Development	Prepare a cover letter and r for next class. Prepare for j interview next class.
4	#7		Employment: Job Interview	Presentation next class
4	#8		Leadership: 5 minute presentation	
5	#9		Dementia training – Module 1	
5	#10		Dementia training – Module 2	
6	#11		Dementia training – Module 3	
6	#12		Dementia training – Module 4	
7	#13		Dementia training – Module 5	
7	#14		Dementia training – Module 6	
8	#15		Final Exam	

Other information:
- Suggested basis for student grading and criteria for evaluating student performance

  Cover letter and resume, simulated job interview and presentation are graded as pass or fail.
  The final examination must be passed with a grade of 73%.

  Grading Formula   Cover letter and Resume 25%

         Presentation   25% (pass = 25%)

         Simulated Job Interview 25% (pass = 25%)

         Final Exam   25%

- Suggested attendance policy   Attendance in all classes is required in order to successfully meet the objectives of this course.

●	Suggested plagiarism statement Students are expected to adhere to a standard of academic honesty as detailed in the QCC Student Handbook. Cheating (in or out of class), misrepresentation of one's work, and failure to properly credit sources of information used in any assignment is an unethical act and subject o grade penalty.
●	Suggested assessment methodologies statement 1. Written Assignments 2. Student Presentations 3. Class Participation 4. Preparation and Participation in Simulated Experience(s) 5. Written Examinations

Please submit a syllabus for this new course to your dean. **SEE ATTACHED**

List the Student Learning Outcomes for this course in the table below. Recommendations for writing SLOs can be found in the *General Information for Academic Affairs Proposals* document that is available on the QCC's Intranet under Frequently Used Forms (Academic Governance Forms).

COURSE STUDENT LEARNING OUTCOMES FOR   ALH 132 Advanced Nursing Assistant
Upon completion of the course, students will be able to:

1	Define work ethics, character and personal values, and explain how they affect one's reputation as a healthcare worker.
2	Identify which communication style is most effective in conflict resolution and explain why.
3	Define cultural competence and discuss why it is an essential attribute for health care workers.
4	Describe the components of personal image, and how personal image affects patient care.
5	Complete and submit a professional cover letter and resume.
6	Prepare and give a professional presentation to the class.
7	Participate effectively and in a professional manner in a simulated job interview.
8	Define and identify the symptoms of dementia disorders.
9	Explain delirium and its causes and discuss how it is different from dementia.
10	Discuss the characteristics of a person-centered approach to caring for people with dementia and why it is important to personalize care.
11	Understand behaviors of a person with dementia as actions and reactions that are a form of communication and identify ways to prepare for, prevent or respond to them.
12	Explain why people with dementia have unique communication needs and identify communication strategies.
13	Describe ways to identify and support the feelings (spoken or otherwise expressed) of people with dementia.
14	Describe ways to provide help with physical care tasks that meet the needs and abilities of people with dementia.

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.

CONNECTION OF (insert course number and name) TO GENERAL EDUCATION STUDENT LEARNING OUTCOMES	I,M,E
Communication Skills: Students will write and speak effectively.	E
Information Literacy: Students will locate, evaluate and apply reliable and appropriate information.	E
Quantitative Reasoning: Students will apply the concepts and methods of mathematics to solve problems.	
Scientific Reasoning: Students will relate scientific methods of inquiry to the acquisition of knowledge.	
Technical Literacy: Students will utilize computer an emerging technologies effectively.	I
Aesthetics: Students will appreciate the variety of human experiences as expressed through the arts.	
Multiple Perspectives: Students will demonstrate knowledge and appreciation of diverse cultures.	E
Ethics: Students will develop an awareness of personal obligations and responsibilities in one's community of influence.	E
Impact of Technology: Students will reflect on the impact of scientific and technological advances on the individual, society and the environment.	
Civic Literacy: Students will demonstrate awareness of the responsibilities of local, national and international citizenship.	M

If the course is required in a program or it is an elective in a program, please indicate how the course contributes to the Program Student Learning Outcomes. List the Program Student Learning Outcomes and indicate the degree or level of connection between the course and outcome as I, M, or E. Please delete this table if it is not applicable.

CONNECTION OF (insert course number and name) to PROGRAM STUDENT LEARNING OUTCOMES FOR (insert name of program) I,M,E		
1	ALH132 Advanced Nursing Assistant TO Healthcare Certificate: Nursing Assistant	E

QUINSIGAMOND COMMUNITY COLLEGE
COURSE REVISION PROPOSAL

1. Course Number and Name: ALH 137 Pharmacy Technician

2. Originator: Cheryl Foster   Date: March 1, 2013

3. Division Dean: Jane E. June   Date: March 28, 2013

4. Brief Description of the Proposal:
   Course description updated to reflect current Pharmacy Technician education and training.

5. Effective Date: Fall 2013

6. Recommended by the Healthcare Division.   Date: March 28, 2013
   Comment:

7. AA Leadership Team: _____   Date: __4/3/13__

   Recommended: ___✓___   Not Recommended: _____
   Comments:

8. VP/Academic Affairs: _____   Date: __4/8/13__

   Recommended: ___✓___   Not Recommended: _____
   Comments:

9. Learning Council: _Philomena D'Alessandro_ Date: __4/8/13__

   Recommended: ___✓___   Not Recommended: _____
   Comments:

10. VP/Academic Affairs: _____ Date: __4/9/3__

    Approved: ___✓___   Not Approved: _____

    Comments:

QUINSIGAMOND COMMUNITY COLLEGE
COURSE REVISION PROPOSAL

Type of Revision: _X_ Description _X_ Prerequisite ___Corequisite ___ Number ___ Name ___ #credits ___ Elective Type ___ other (explain)

Course Discipline or Department: Allied Health	Division: Healthcare

Current Course Number: ALH 137

Current Course Name: Pharmacy Technician

Current Course Description (as it appears in the college catalog):
A 50-hour course that trains individuals to work in area hospitals, clinics, nursing homes, home health agencies, retail pharmacies and mail order providers. Technicians assist registered pharmacists in preparing traditional pill medications and intravenous (IV) solutions, as well as monitoring proper delivery and usage of drug products. Topics covered in this training program include: sterile techniques, intravenous nutritional support, IV drug preparations, reading prescriptions, does calculations, hospital regulations, chemotherapy, basic pharmaceutical mathematics, and order filling and dispensing of drugs.
Prerequisites: H.S. Diploma or G.E.D., ENG 091 or appropriate placement score

Proposed Description (include all proposed changes):
ALH 137 Pharmacy Technician   3 credits
This course provides students with the knowledge needed to prepare for a career as a pharmacy technician. Students study the laws of pharmacy practice, drug names and classification, compounding, calculations, abbreviations, and dosage forms. Students learn various duties a technician may perform as well as communication skills and aspects of assisting the pharmacist.
Prerequisites: MAT 090, A grade of C or higher in ENG 091 or appropriate placement score; Passing the ENG 096 departmental writing final examination essay or appropriate placement score.

Rationale for the change:

To provide most current content for Pharmacy Technician students.

Provide a description of any change in course content.
See attached syllabus.

Does the course revision affect another department? Please confer with the coordinator of the affected department.
Affected department(s) _____

If this change affects a program grid, please submit a current and proposed program grid for each program affected

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

Quinsigamond Community College
Pharmacy Technician Course Proposal ALH 137

I.   Course Description (3 credits)

This course provides students with the knowledge needed to prepare for a career as a pharmacy technician. Students study the laws of pharmacy practice, drug names and classification, compounding, calculations, abbreviations, and dosage forms. Students learn various duties a technician may perform as well as communication skills and aspects of assisting the pharmacist.

Prerequisites: MAT 090, A grade of C or higher in ENG 091 or appropriate placement score, Passing the ENG 096 departmental writing final examination essay or appropriate placement score.

II.   Course Objectives

Upon successful completion of the course, the student will be able to:

1. Identify brand and generic drugs
2. Define abbreviations
3. Read and interpret medication orders
4. Explain duties of a pharmacy technician
5. Perform pharmacy calculations
6. Describe pharmacy laws
7. Explain steps of quality control
8. Identify classifications of drug and their actions
9. Explain inventory
10. Explain third party billing

III.   Course Overview

The Pharmacy Technician Course is designed to prepare students to be able to enter the workforce as a certified pharmacy technician. They will acquire the knowledge from all aspects of pharmacy business. The course will progress from basic math skills to algebraic equations and from names of drug to pharmacy law.

1. Overview of Pharmacy Technician
2. Pharmacy Law
3. Medication Orders & Abbreviations
4. Drug Classification
5. Dosage Forms & Routes of Administration
6. Pharmacy Calculations
7. Inventory
8. Third Party

IV.   Section Outline

Week 1

A. Overview of Pharmacy Technician
Learning   Objectives:

1. Identity tasks of a pharmacy technician
2. Define responsibilities of a pharmacy technician
3. Identify pharmacy practice settings
4. Explain Pharmaceutical Care
5. Assist the pharmacist

Reading: Manual Chapters 1, 3, 4, 5, 6
          Workbook Chapters 1, 2, 12, 15, 16 & 17

Weeks 2 & 3
B. Pharmacy Law
          Learning Objectives:
          1. Identify prescription vs. over the counter drugs
          2. Explain OBRA
          3. Explain HIPAA
          4. Explain DEA
          5. Explain CSA
          6. Explain PPA
          7. Explain PPI
          8. Identify NDC
          9. Identify pregnancy categories
          10. Explain brand vs. generic drug equivalence
          11. Identify various forms

Reading: Manual Chapter 2
          Workbook Chapter 3

Week 4
C. Medication Orders & Abbreviations
          Learning Objectives:
          1. Identify various abbreviations
          2. Interpret medication orders/ prescriptions
          3. Clarify prescriptions

Reading: Manual Chapter 13 & 17
          Workbook Chapter 4 & 5

Weeks 5, 6 & 7
D. Drug Classifications
          Learning Objectives
          1. Identify drug based on classification
          2. Describe classifications of drugs
          3. Describe common side effects
          4. Identify storage conditions
          5. Associate common auxiliary warnings

Reading: Manual Chapters 9 & 10
           Workbook Appendix A

Week 8

E. Dosage Forms & Routes of Administration
      Learning Objectives
1. Describe various dosage forms
2. Identify extraneous products used in manufacture of drugs
3. Identify various routes of administration
4. Define pharmaceutical terms

Reading: Manual Chapters 10 & 11
           Workbook Chapter 7 & 10

Weeks 9, 10 & 11

F. Pharmacy Calculations
      Learning Objectives
1. Identify Roman numerals
2. Convert between household measurement and metric system
3. Calculate quantity of medication used
4. Calculate dosage of medicine
5. Convert fractions to percent to decimal
6. Use ration and proportion to solve equations
7. Calculate flow rates of solutions
8. Calculate price of medications
9. Show understanding of allegation calculations
10. Calculate amount of drug in a solution

Reading: Manual Chapter 14
           Workbook Chapter 6

Weeks 12 & 13

G. Inventory
      Learning Objectives
1. Define formulary
2. Explain perpetual inventory
3. Explain stock rotation
4. Identify placement of products
5. Explain stock rotation
6. Explain product recalls
7. Define wholesaler

Reading: Manual Chapter 19
           Workbook Chapter 13

Week 14
    H. Third Party Billing
           Learning Objectives
                  1. Explain third party
                  2. Explain AWP
                  3. Explain PBM
                  4. Understand associated codes for processing scripts
                  5. Differentiate between durable and non-durable medical devices

Reading: Manual Chapter 18 & 20
                Workbook Chapter 14

Week 15
I. Review & Final Evaluation

V. Methods of Instruction

    Lecture   Discussion   Power   points
    Worksheets   Textbook/   Workbook

VI. Attendance Policy

    Attendance in class is mandatory and is worth 10 % of your overall grade. Points will be deducted accordingly on final grade.

VII. Required Textbooks

    Manual for Pharmacy Technicians 4th edition, Bonnie S. Bachenheimer 2011
    ISBN 9781585282074
    Workbook for the Manual for Pharmacy Technicians, Mary Mchugh 2010
    ISBN 9781585282579

VIII. Method of Evaluation

    Achievement of course objectives is measured by the following:

Attendance	15%
Homework	25%
Paper (per rubric reviewed in class)	10%
Midterm	25%
Final	<u>25%</u>

    100%

X. Tentative Assignment/Testing Schedule

Homework Section A Week	1
Homework Section B	Weeks 2 & 3
Homework Section C Week	4
Homework Section D	Weeks 5 & 6
Homework Section E Week	8
Midterm Week	8
Homework Section F	Weeks 9 & 10
Homework Section G Week	11
Homework Section H Week	12
Homework Paper	Weeks 13 & 14
Final Evaluation Week	15

QUINSIGAMOND COMMUNITY COLLEGE
NEW COURSE PROPOSAL

1. Course Number and Name: ALH 138 Pharmacy Technician Clinical Co-Operative Externship

2. Originator: Cheryl Foster   Date: March 1, 2013

3. Division Dean: Jane E. June   Date: March 28, 2013

4. Brief Description of the Proposal: This course will give Pharmacy Technician students the practical experience necessary to enter the workforce.

5. Effective Date: Fall 2013

6. Recommended by the Healthcare Division.   Date: March 28, 2013
   Comments:

7. AA Leadership Team: _____ Date: ___4/3/13___

   Recommended: ___✓___   Not Recommended: _____
   Comments:

8. VP/Academic Affairs: _____ Date: ___4/3/13___

   Recommended: ___✓___   Not Recommended: _____
   Comments:

9. Learning Council: _Philomena D'Alessandro_   Date: ___4/9/13___

   Recommended: ___✓___   Not Recommended: _____
   Comments:

10. VP/Academic Affairs: _____ Date: ___4/9/13___

    Approved: ___✓___   Not Approved: _____
    Comments:

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QUINSIGAMOND COMMUNITY COLLEGE
NEW COURSE PROPOSAL

Course Discipline/Division: Allied Health/Healthcare
Course Number: ALH 138
Course Name: Pharmacy Technician Clinical Co-Operative Externship
Prerequisites and/or corequisites (confer with affected department coordinator): ALH 137
CIP code (check with IRaP Office): 51.0805
Effective Term/year: Fall 2013
Give a rationale for the new course. Be sure to indicate whether this course replaces another course. To give students practical experience to enter the workforce.
Is the course content similar to other courses now offered?   Yes ___   No _X__ If yes, attach a statement for the coordinator of the department offering the similar course.
Please indicate if this course will serve as any of the following types of electives _X__ Elective _X__ Discipline specific (name the discipline) __X_ Program specific (name the program) __X_ Multiple perspective (confer with the Liberal Arts Coordinator)
Is this course required for a program? If yes, submit a separate Program Revision Proposal or New Program Proposal.

Expected enrollment per term: 12	Expected enrollment per year: 24

Will any of the following be required: Additional staff _X_   Additional space _X_   Additional equipment _X__ Provide a rationale for any needs indicated above and include approximate cost of equipment. New course/accelerated need additional instructor. Space allowing for students to practice their newly learned skills. Additional equipment is listed below: 1. LAH (laminar airflow hood) 2. Sink 3. Computer & printer 4. Syringes 5. IV bags & vials 6. Repackaging materials/ blister packs 7. Balance 8. Ointment slab 9. Counting trays & spatulas 10. Mortar & pestle 11. Prescription vials & bottles 12. Empty stock bottles 13. Cylinders for measuring liquids
Library print and non-print resources in support of this course: $500

Course Materials

Course number: ALH 138

Course name: Pharmacy Technician Clinical Co-Operative Externship

Credits: 6

Lecture Hours: 40	Lab hours:80	Clinic Hours:150

General course description and prerequisites (as it will appear in the catalog):

The externship prepares students for a career as a pharmacy technician. Students learn compounding skills, mathematical calculations, and how to use reference materials. Students then work in a pharmacy and learn how to perform as a pharmacy technician. They practice their communication skills; familiarize themselves with the layout of a pharmacy and its daily and monthly operation. Students experience data entry and third party billing, inventory and compounding. Students also practice writing resumes, interviewing, and professional skills. Prerequisite: ALH 137

All required texts and paperbacks, including information on publisher and edition used (provide a suggested text):

Manual for Pharmacy Technicians 4th edition, Bonnie S. Bachenheimer 2011
ISBN   9781585282074
Workbook for the Manual for Pharmacy Technicians, Mary Mchugh 2010
ISBN   9781585282579

Instructional Objectives (list):

1. Explain the POS system
2. Explain the roll of the pharmacy technician
3. Demonstrate OBRA protocols
4. Utilize pharmacy references
5. Demonstrate the filling process of a prescription
6. Locate different areas of the pharmacy
7. Locate different drugs within the pharmacy
8. Have a working knowledge of top 100 drugs
9. Write a resume
10. Sit for an interview

Teaching procedures: (provide suggested teaching methodology):

Lecture   Computer Illustration
Worksheets   Textbook/Workbook
Videos   Power   points   Class Discussion

Course topics and/or assignments and/or required and/or supplemental reading (provide a list of suggested course topics):

Overview of the layout of a pharmacy – read Manual Chapters 1 & 2
Overview of the layout of a pharmacy – read Manual Chapter 7
Data Entry – Workbook Chapters 4& 5
Compounding read Manual chapters 15 & 16, workbook chapters 8 & 9

Other information:

Suggested basis for student grading and criteria for evaluating student performance

Attendance   50 %
Exam   25%
Externsh   ip   25%   ____
                        100%

	Suggested attendance policy
	Attendance in laboratory and at work experience is mandatory. Excessive absence may result in possible failure of class due to management of mandatory clinical hours of training.
	Suggested plagiarism statement
	Suggested assessment methodologies Exam practical (hands on procedural demonstrations), successful fulfillment of externship hours
Please submit a syllabus for this new course to your dean.	

List the Student Learning Outcomes for this course in the table below. Recommendations for writing SLOs can be found in the *General Information for Academic Affairs Proposals* document that is available on the QCC's Intranet under Frequently Used Forms (Academic Governance Forms).

COURSE STUDENT LEARNING OUTCOMES FOR (ALH 138 Pharmacy Technician Clinical Co-Operative Externship) upon completion of the course, students will be able to:	
1	Explain the POS system
2	Explain the roll of the pharmacy technician
3	Demonstrate OBRA protocols
4	Utilize pharmacy references
5	Demonstrate the filling process of a prescription
6	Locate different areas of the pharmacy
7	Locate different drugs within the pharmacy
8	Have a working knowledge of top 100 drugs
9	Write a resume
10	Sit for an interview

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.

CONNECTION OF (ALH 138 Clinical Cooperative Externship for Pharmacy Technician) TO GENERAL EDUCATION STUDENT LEARNING OUTCOMES	I,M,E
Communication Skills: Students will write and speak effectively.	E
Information Literacy: Students will locate, evaluate and apply reliable and appropriate information.	E
Quantitative Reasoning: Students will apply the concepts and methods of mathematics to solve problems.	E
Scientific Reasoning: Students will relate scientific methods of inquiry to the acquisition of knowledge.	M
Technical Literacy: Students will utilize computer an emerging technologies effectively.	E
Aesthetics: Students will appreciate the variety of human experiences as expressed through the arts.	E
Multiple Perspectives: Students will demonstrate knowledge and appreciation of diverse cultures.	M
Ethics: Students will develop an awareness of personal obligations and responsibilities in one's community of influence.	E
Impact of Technology: Students will reflect on the impact of scientific and technological advances on the individual, society and the environment.	E
Civic Literacy: Students will demonstrate awareness of the responsibilities of local, national and international citizenship.	M

Clinical Cooperative Externship for Pharmacy Technician ALH 138
(6 credits)

Course Description

The externship prepares students for a career as a pharmacy technician. Students learn compounding skills, mathematical calculations, and how to use reference materials. Students then work in a pharmacy and learn how to perform as a pharmacy technician. They practice their communication skills; familiarize themselves with the layout of a pharmacy and its daily and monthly operation. Students experience data entry and third party billing, inventory and compounding. Students also practice writing resumes, interviewing, and professional skills.
Prerequisite: ALH 137

Course Objectives:

Upon completion the student should be able to:

1. Explain the POS system
2. Explain the roll of the pharmacy technician
3. Demonstrate OBRA protocols
4. Utilize pharmacy references
5. Demonstrate the filling process of a prescription
6. Locate different areas of the pharmacy
7. Locate different drugs within the pharmacy
8. Have a working knowledge of top 100 drugs
9. Write a resume
10. Sit for an interview

Course Outline
Classroom/ Lab (120 hours)

Week 1
                Overview of the layout of a pharmacy
Learning   Objectives:
                1. Identify areas of a pharmacy
                2. Review tasks a technician can perform
                3. Demonstrate OBRA

Reading: Manual Chapters 1 & 2

Week 2
Reference   materials:
Learning   Objectives:
                1. Identify reference source
                2. Demonstrate use of sources

Reading: Manual Chapter 7

Week 3
Data   Entry
Learning   Objectives:
1. Define steps
2. Clarify and correct Rx's & Medication orders
3. Explain third party data entry
4. Explain DAW concept
5. Explain filling process of a prescription

Reading: Manual Chapters 13 & 17
        Workbook Chapters 4 & 5

Week 4
Com   pounding
Learning   Objectives:
1. Identify common compounding equipment
2. Describe workflow procedures within a LAH
3. Explain the difference between sterile and nonsterile compounding equipment/ rooms
4. Explain the different types of packaging for medications

Reading: Manual Chapters 15 & 16
        Workbook Chapters 8 & 9

Week 5
        Exams (theory & practical)

Week 6
Professionalism
Learning   Objectives:
1. Write a resume
2. Demonstrate professional dress and conduct
3. Explain effective communication skills required

Reading: Manual Chapter 8

Weeks 7-15 (150 hours)

Placement in a pharmacy
Unifor   m requirements
                White lab coat with QCC name and student nametag
Health/Lab   requirements:
Drug   test

Methods of Instruction

Lecture   Computer Illustration
Worksheets   Textbook/Workbook

65

Videos   Power   points
Class   Discussion

Attendance Policy

 Attendance in laboratory and at work experience is mandatory. Excessive absence may result in possible failure of class due to management of mandatory clinical hours of training.

Method of Evaluation

Attendance   50   %
Exam   25%
Externsh   ip   25%   ____
 100%

Required Text:

 Manual for Pharmacy Technicians 4th edition, Bonnie S. Bachenheimer 2011
ISBN   9781585282074
 Workbook for the Manual for Pharmacy Technicians, Mary Mchugh 2010
ISBN   9781585282579