



TO: The College Community

FROM: Nancy Schoenfeld *Nancy Schoenfeld*
Vice President of Academic Affairs

SUBJECT: **ACADEMIC MATTERS**

DATE: May 28, 2018

Final approval has been given to the academic matters acted upon at the May 8, 2018 meeting of the Learning Council.

1. Proposal for Certificate Closures:
 - a. Accounting Assistant/Finance Assistant (AF); Accounts Payable/Accounts Receivable (APAR); Full Charge Bookkeeper (FCBK)
 - b. To close three certificates AF, APAR, FCBK
 - c. Effective Date: Fall 2019

2. Proposal for Course Revision: BUS 299 Career Strategies and Co-op Experience
 - a. Remove prerequisite BKK 102 and add prerequisite ACC 110 (BBAP, COBB, MSBB)
 - b. Effective Date: Fall 2019
 - c. Course Description (as will appear in catalog)

BUS 299 Career Strategies and Co-op Experience

3 credits

This course provides students with career and employment strategies. Students learn the job hunting process, identification of their skill set, resume and cover letter preparation, job interviewing skills, networking, negotiation, interpersonal skills development, business etiquette, ethics, and presenting themselves for success. Co-op Placement: Students develop a learning agreement with the instructor, stipulating learning goals and outcomes based on the position description. Students are required to successfully satisfy the terms of the learning agreement and complete a 150-hour unpaid or 225-hour paid cooperative work experience related to their particular major. The faculty member and career placement services can provide Co-op placement assistance, but students are ultimately responsible for securing a timely Co-op placement.

Prerequisites: ACC 110 or ALH 151 or BSS 104 or permission of the Program Coordinator, CPS 298. F/S

See grids – Page 12, 14, 15

3. Proposal for Degree Revision: Business Administration – Career (BB)
 - a. In semester 4, change BUS 250, to BUS 250 or BUS 299
 - b. Effective Date: Fall 2019
 - c. See grid – Page 21

4. Proposal for New Certificate: Accounting Certificate (ACC)
 - a. Create new Accounting Certificate (ACC) which combines and replaces APAR, AF, FCBK.
 - b. Effective Date: Fall 2019
 - c. See grid – Page 26

5. Proposal for Degree Revision: General Studies – Pre-Pharmacy Option (GSPH)
 - a. Replace one free Elective to 200 level Sociology or 200 level Psychology in Semester 5.
 - b. Move Political Science Elective from Semester 4 to Semester 5 in place of Humanities Elective.
 - c. Keep History Elective in Semester 4 by removing the option.
 - d. Move Introduction to Psychology from Semester 1 to Semester 3 Replacing one Elective.
 - e. Move Introductory Sociology (Principles) from Semester 2 to Semester 3 replacing another elective.
 - f. Change total credits required from 75-77 to 69
 - g. Effective Date: Fall 2018
 - h. See grid – Page 32

2017 - 2018
QUINSIGAMOND COMMUNITY COLLEGE

**DEGREE PROGRAM OR CERTIFICATE
PROPOSAL FOR CLOSURE**

1. **Program Name:** Accounting Assistant/Finance Assistant Certificate (AF)

2. **Originator:** Jean McLean **Date:** 4/10/18

3. **School Dean:** Kathy Rentsch **Date:** 4/10/18

4. **The requested change (motion) for governance consideration is as follows:**

Close the Accounting Assistant/Finance Assistant Certificate (AF) degree option

5. **Rationale for the proposed program or certificate closure:**

The AF Certificate has only one finance course; it is not a "Finance Assistant" certificate program. The AF Certificate option, along with the APAR and FCBK Certificate options, will be replaced with a new Accounting Certificate option created to flow seamlessly into the Business Administration Career (BB) program.

6. **Effective Date:** Fall 2019

7. **Recommended by the School of Business, Engineering & Technology** **Date:** 4/19/18

Comment:

8. **AA Leadership Team:** _____ **Date:** _____

Recommended: _____ **Not Recommended:** _____

Comments:

9. **VP/Academic Affairs:** _____ **Date:** _____

Recommended: _____ **Not Recommended:** _____

Comments:

10. **Learning Council:** _____ **Date:** _____

Recommended: _____ **Not Recommended:** _____

Comments:

11. **VP/Academic Affairs:** _____ **Date:** _____

Approved: _____ **Not Approved:** _____

Comments:

FOR PROGRAM/CERTIFICATE CLOSURE

President: _____ **Date:** _____

Approved: _____ **Not Approved:** _____

Board of Trustees: _____ **Date:** _____

Approved: _____ **Not Approved:** _____

2017 - 2018
QUINSIGAMOND COMMUNITY COLLEGE

**DEGREE PROGRAM OR CERTIFICATE
PROPOSAL FOR CLOSURE**

1. **Program Name: Accounts Payable/Accounts Receivable Certificate (APAR)**

2. **Originator: Jean McLean** **Date: 4/10/18**

3. **School Dean: Kathy Rentsch** **Date: 4/10/18**

4. **The requested change (motion) for governance consideration is as follows:**

Close the Accounts Payable/Accounts Receivable Certificate (APAR) degree option

5. **Rationale for the proposed program or certificate closure:**

The APAR Certificate is a prerequisite to the FCBK Certificate and there are issues with overlapping courses, i.e.: students take ORT 110 in AR/AP , then are required to take ORT 109 in FCBK. There have been only 14 graduates from the APAR certificate over the last three years. There are only 3 students currently enrolled in the program.

The APAR Certificate option, along with the AF and FCBK Certificate options, will be replaced with a new Accounting Certificate option created to flow seamlessly into the Business Administration Career (BB) program.

6. **Effective Date: Fall 2019**

7. **Recommended by the School of Business, Engineering & Technology** **Date: 4/19/18**

Comment:

8. **AA Leadership Team:** _____ **Date:** _____

Recommended: _____ **Not Recommended:** _____

Comments:

9. **VP/Academic Affairs:** _____ **Date:** _____

Recommended: _____ **Not Recommended:** _____

Comments:

10. **Learning Council:** _____ **Date:** _____

Recommended: _____ **Not Recommended:** _____

Comments:

11. **VP/Academic Affairs:** _____ **Date:** _____

Approved: _____ **Not Approved:** _____

Comments:

FOR PROGRAM/CERTIFICATE CLOSURE

President: _____ **Date:** _____

Approved: _____ **Not Approved:** _____

Board of Trustees: _____ **Date:** _____

Approved: _____ **Not Approved:** _____

2017 - 2018
QUINSIGAMOND COMMUNITY COLLEGE

**DEGREE PROGRAM OR CERTIFICATE
PROPOSAL FOR CLOSURE**

1. Program Name: Full Charge Bookkeeper Certificate (FCBK)

2. Originator: Jean McLean **Date: 4/10/18**

3. School Dean: Kathy Rentsch **Date: 4/10/18**

4. The requested change (motion) for governance consideration is as follows:

Close the Full Charge Bookkeeper Certificate (FCBK) degree option

5. Rationale for the proposed program or certificate closure:

The APAR Certificate, which is a prerequisite to this certificate, is closing due to low enrollment. This certificate, FCBK, has even lower graduation rates; two in the last two years, with zero in year 1 and one each in years 2 and 3. There is currently only one student enrolled in the program.

The FCBK Certificate option, along with the AF and APAR Certificate options, will be replaced with a new Accounting Certificate option created to flow seamlessly into the Business Administration Career (BB) program.

6. Effective Date: Fall 2019

7. Recommended by the School of Business, Engineering & Technology **Date: 4/19/18**

Comment:

8. AA Leadership Team: _____ **Date:** _____

Recommended: _____ **Not Recommended:** _____

Comments:

9. VP/Academic Affairs: _____ **Date:** _____

Recommended: _____ **Not Recommended:** _____

Comments:

10. Learning Council: _____ **Date:** _____

Recommended: _____ **Not Recommended:** _____

Comments:

11. VP/Academic Affairs: _____ **Date:** _____

Approved: _____ **Not Approved:** _____

Comments:

FOR PROGRAM/CERTIFICATE CLOSURE

President: _____ **Date:** _____

Approved: _____ **Not Approved:** _____

Board of Trustees: _____ **Date:** _____

Approved: _____ **Not Approved:** _____

2017- 2018
QUINSIGAMOND COMMUNITY COLLEGE

COURSE REVISION PROPOSAL

1. **Course Number and Name (current) : BUS 299 Career Strategies and Co-op Experience**

2. **Originator: Jean McLean** **Date: 4/10/2018**

3. **School Dean: Kathy Rentsch** **Date: 4/10/18**

4. **The requested change (motion) for governance consideration is as follows:**

Remove prerequisite BKK 102; Add prerequisite ACC 110:

From: ALH 151 or BKK 102 or BSS 104 or permission of the Program Coordinator, CPS 298

To: ACC 110 or ALH 151 or BSS 104 or permission of the Program Coordinator, CPS 298

The following programs are affected by this change and the academic maps will be revised (list program names and program codes as they appear in the college catalog):

BBAP Business Administration Career - Administrative Professional Option

COBB Clerical Office Certificate

MSBB Medical Office Certificate

5. **Effective Date: Fall 2019**

6. **Recommended by the School of Business, Engineering & Technology** **Date: 4/19/18**
Comments:

7. **AA Leadership Team:** _____ **Date:** _____

Recommended: _____ **Not Recommended:** _____

Comments:

8. **VP/Academic Affairs:** _____ **Date:** _____

Recommended: _____ **Not Recommended:** _____

Comments:

9. **Learning Council:** _____ **Date:** _____

Recommended: _____ **Not Recommended:** _____

Comments:

10. **VP/Academic Affairs:** _____ **Date:** _____

Approved: _____ **Not Approved:** _____

Comments:

2017 - 2018
QUINSIGAMOND COMMUNITY COLLEGE

COURSE REVISION PROPOSAL

Type of Revision: <input type="checkbox"/> Description <input checked="" type="checkbox"/> Prerequisite <input type="checkbox"/> Corequisite <input type="checkbox"/> Number <input type="checkbox"/> Name <input type="checkbox"/> #credits <input type="checkbox"/> Elective Type <input type="checkbox"/> other (explain)	
Course Discipline or Department: Business	School: BET
Current Course Number: BUS 299	
Current Course Name: Career Strategies and Co-op Experience	
Current Course Description (as it appears in the college catalog including course three letter designation and number, title, credits, semesters offered and prerequisites/corequisites):	
<p>BUS 299 Career Strategies and Co-op Experience</p> <p>This course provides students with career and employment strategies. Students learn the job hunting process, identification of their skill set, resume and cover letter preparation, job interviewing skills, networking, negotiation, interpersonal skills development, business etiquette, ethics, and presenting themselves for success. Co-op Placement: Students develop a learning agreement with the instructor, stipulating learning goals and outcomes based on the position description. Students are required to successfully satisfy the terms of the learning agreement and complete a 150-hour unpaid or 225-hour paid cooperative work experience related to their particular major. The faculty member and career placement services can provide Co-op placement assistance, but students are ultimately responsible for securing a timely Co-op placement.</p> <p>Credits: 3 Semester Offered: F/S Prerequisites: ALH 151 or BKK 102 or BSS 104 or permission of the Program Coordinator, CPS 298</p>	
Proposed Description (include all proposed changes):	
<p>BUS 299 Career Strategies and Co-op Experience</p> <p>This course provides students with career and employment strategies. Students learn the job hunting process, identification of their skill set, resume and cover letter preparation, job interviewing skills, networking, negotiation, interpersonal skills development, business etiquette, ethics, and presenting themselves for success. Co-op Placement: Students develop a learning agreement with the instructor, stipulating learning goals and outcomes based on the position description. Students are required to successfully satisfy the terms of the learning agreement and complete a 150-hour unpaid or 225-hour paid cooperative work experience related to their particular major. The faculty member and career placement services can provide Co-op placement assistance, but students are ultimately responsible for securing a timely Co-op placement.</p> <p>Credits: 3 Semester Offered: F/S Prerequisites: ACC 110 or ALH 151 or BSS 104 or permission of the Program Coordinator, CPS 298</p>	
Rationale for the change: FCBK certificate, which requires BKK 102 and BUS 299 is being closed as of Fall 2019. An Accounting Certificate is being developed which will require ACC 110 and BUS 299.	
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. Affected department(s) <u> N/A </u>	
Attach current and proposed academic maps for all affected programs (listed on page 1 of this proposal).	
Please submit a generic syllabus to your dean with all of the revisions included.	

Business, Financial & Hospitality Management

Business Administration Career - Administrative Professional Option - Associate in Science (Program Code: BBAP) : Current

Course Title	Course #	Offered	Credits	Prerequisites	Milestones
Semester 1					
Medical Law and Ethics or	ALH 106	F/S	3	ENG 096 with a grade of "C" or higher; or approp place score	Apply and get accepted to this program (Program Code: BBAP). Register for and successfully complete all courses to graduate in four semesters. Complete ENG 101. For the Elective, take ALH 102 if course has not yet been taken.
Business Law I or	BSL 101	F/S/SU		Coreq: CIS 111	
E-Business Law & Ethics	BSL 103	F/S			
Keyboarding Applications	BSS 101	F/S/SU	3	ENG 091 with a grade of "C" or higher; or approp place score	
Introduction to Microcomputer Applications	CIS 111	F/S/SU	3		
Composition I	ENG 101	F/S/SU	3	ENG 091 with a grade of "C" or higher, ENG 096 with a grade of "C" or higher; or approp place score	
Elective	---	F/S/SU	3		
			Total	15	
Semester 2					
Financial Accounting I	ACC 101	F/S/SU	3	ENG 091 with a grade of "C" or higher, ENG 096 with a grade of "C" or higher; or approp place score, MAT 090 with a grade of "C" or higher; or approp place score	Meet with a QCC Career Services Representative and attend Workshops. See www.QCC.edu/career-services . Complete the Mathematics Elective (MAT 103 or MAT 122 strongly recommended).
Medical Office Administration I or	ALH 151	F	3	ENG 091 with a grade of "C" or higher, ENG 096 with a grade of "C" or higher; or approp place score, Coreq: ALH 102	
Business Office Procedures	BSS 104	F/S/SU		BSS 101, CIS 111, ENG 091 with a grade of "C" or higher, ENG 096 with a grade of "C" or higher; or approp place score	
Advanced Microcomputer Applications or	CIS 112	F/S/SU	3	CIS 111	
Electronic Health Records	CIS 212	F		ALH 102, CIS 111	
Composition II	ENG 102	F/S/SU	3	ENG 101	
Mathematics Elective	---	F/S/SU	3		
			Total	15	
Semester 3					
Medical/Dental Billing and Insurance or	BSS 112	F/S	3	ALH 102	Meet with a Career Services Representative for Job Search Assistance services, and assistance in finding Co-op placement.
Business Elective	---	F/S/SU			
Pre Cooperative Education Seminar	CPS 298	F/S	0		
Internet Communications	HUM 142	F/S/SU	3	ENG 091 with a grade of "C" or higher, ENG 096 with a grade of "C" or higher; or approp place score, Computer Literacy	
Elective	---	F/S/SU	3		
Liberal Arts Elective	---	F/S/SU	3		
Science Elective or Lab Science Elective	---	F/S/SU	3-4		
			Total	15-16	
Semester 4					
Integrated Communications for Business	BUS 201	F/S/SU	3	CIS 111, ENG 091 with a grade of "C" or higher, ENG 096 with a grade of "C" or higher; or approp place score	Submit an Intent to Graduate Form, located on <i>The Q</i> .
Career Strategies and Co-op Experience	BUS 299	F/S	3	ALH 151 or BKK 102 or BSS 104 or permission of the Program Coordinator, CPS 298	
Database Management Application Development	CIS 243	F/S	3	CIS 105 or CIS 111	
Human Relations in Organizations	PSY 158	F/S/SU	3	ENG 091 with a grade of "C" or higher, ENG 096 with a grade of "C" or higher; or approp place score	
Social Science Elective	---	F/S/SU	3		
			Total	15	
Total Credits Required			60-61		

Business, Financial & Hospitality Management

Business Administration Career - Administrative Professional Option - Associate in Science (Program Code: BBAP) : Proposed

Course Title	Course #	Offered	Credits	Prerequisites	Milestones
Semester 1					
Medical Law and Ethics or	ALH 106	F/S	3	ENG 096 with a grade of "C" or higher; or approp place score	Apply and get accepted to this program (Program Code: BBAP). Register for and successfully complete all courses to graduate in four semesters. Complete ENG 101. For the Elective, take ALH 102 if course has not yet been taken.
Business Law I or	BSL 101	F/S/SU			
E-Business Law & Ethics	BSL 103	F/S		Coreq: CIS 111	
Keyboarding Applications	BSS 101	F/S/SU	3	ENG 091 with a grade of "C" or higher; or approp place score	
Introduction to Microcomputer Applications	CIS 111	F/S/SU	3		
Composition I	ENG 101	F/S/SU	3	ENG 091 with a grade of "C" or higher, ENG 096 with a grade of "C" or higher; or approp place score	
Elective	---	F/S/SU	3		
		Total	15		
Semester 2					
Financial Accounting I	ACC 101	F/S/SU	3	ENG 091 with a grade of "C" or higher, ENG 096 with a grade of "C" or higher; or approp place score, MAT 090 with a grade of "C" or higher; or approp place score	Meet with a QCC Career Services Representative and attend Workshops. See www.QCC.edu/career-services . Complete the Mathematics Elective (MAT 103 or MAT 122 strongly recommended).
Medical Office Administration I or	ALH 151	F	3	ENG 091 with a grade of "C" or higher, ENG 096 with a grade of "C" or higher; or approp place score, Coreq: ALH 102	
Business Office Procedures	BSS 104	F/S/SU		BSS 101, CIS 111, ENG 091 with a grade of "C" or higher, ENG 096 with a grade of "C" or higher; or approp place score	
Advanced Microcomputer Applications or	CIS 112	F/S/SU	3	CIS 111	
Electronic Health Records	CIS 212	F		ALH 102, CIS 111	
Composition II	ENG 102	F/S/SU	3	ENG 101	
Mathematics Elective	---	F/S/SU	3		
		Total	15		
Semester 3					
Medical/Dental Billing and Insurance or	BSS 112	F/S	3	ALH 102	Meet with a Career Services Representative for Job Search Assistance services, and assistance in finding Co-op placement.
Business Elective	---	F/S/SU			
Pre Cooperative Education Seminar	CPS 298	F/S	0		
Internet Communications	HUM 142	F/S/SU	3	ENG 091 with a grade of "C" or higher, ENG 096 with a grade of "C" or higher; or approp place score, Computer Literacy	
Elective	---	F/S/SU	3		
Liberal Arts Elective	---	F/S/SU	3		
Science Elective or Lab Science Elective	---	F/S/SU	3-4		
		Total	15-16		
Semester 4					
Integrated Communications for Business	BUS 201	F/S/SU	3	CIS 111, ENG 091 with a grade of "C" or higher, ENG 096 with a grade of "C" or higher; or approp place score	Submit an Intent to Graduate Form, located on <i>The Q</i> .
Career Strategies and Co-op Experience	BUS 299	F/S	3	ACC 110 or ALH 151 or BSS 104 or permission of the Program Coordinator, CPS 298	
Database Management Application Development	CIS 243	F/S	3	CIS 105 or CIS 111	
Human Relations in Organizations	PSY 158	F/S/SU	3	ENG 091 with a grade of "C" or higher, ENG 096 with a grade of "C" or higher; or approp place score	
Social Science Elective	---	F/S/SU	3		
		Total	15		
Total Credits Required			60-61		

Business, Financial & Hospitality Management
Clerical Office Certificate (Program Code: COBB): Current

Course Title	Course #	Offered	Credits	Prerequisites	Milestones
Semester 1					<p>Apply and get accepted to this program (Program Code: COBB).</p> <p>Register for and successfully complete all courses to graduate in two semesters.</p> <p>Meet with a QCC Career Services Representative and attend Co-op Workshop (required prior to registration for BUS 299). See www.QCC.edu/career-services.</p>
Keyboarding Applications	BSS 101	F/S/SU	3	ENG 091 with a grade of "C" or higher; or approp place score	
Introduction to Microcomputer Applications	CIS 111	F/S/SU	3		
Pre Cooperative Education Seminar	CPS 298	F/S	0		
Composition I	ENG 101	F/S/SU	3	ENG 091 with a grade of "C" or higher, ENG 096 with a grade of "C" or higher; or approp place score	
Human Relations in Organizations	PSY 158	F/S/SU	3	ENG 091 with a grade of "C" or higher, ENG 096 with a grade of "C" or higher; or approp place score	
		Total	12		
Semester 2					<p>If seeking employment, meet with a Career Services Representative for Job Search Assistance services.</p> <p>Meet with Academic Advisor to discuss associate degree (Program Code: BBAP).</p> <p>Submit an Intent to Graduate Form, located on <i>The Q</i>.</p>
Financial Accounting I	ACC 101	F/S/SU	3	ENG 091 with a grade of "C" or higher, ENG 096 with a grade of "C" or higher; or approp place score, MAT 090 with a grade of "C" or higher; or approp place score	
Business Office Procedures	BSS 104	F/S/SU	3	BSS 101, CIS 111, ENG 091 with a grade of "C" or higher, ENG 096 with a grade of "C" or higher; or approp place score	
Integrated Communications for Business	BUS 201	F/S/SU	3	CIS 111, ENG 091 with a grade of "C" or higher, ENG 096 with a grade of "C" or higher; or approp place score	
Career Strategies and Co-op Experience	BUS 299	F/S	3	ALH 151 or BKK 102 or BSS 104 or permission of the Program Coordinator, CPS 298	
Internet Communications	HUM 142	F/S/SU	3	ENG 091 with a grade of "C" or higher, ENG 096 with a grade of "C" or higher; or approp place score, Computer Literacy	
		Total	15		
Total Credits Required			27		

Business, Financial & Hospitality Management
Clerical Office Certificate (Program Code: COBB) - Proposed

Course Title	Course #	Offered	Credits	Prerequisites	Milestones
Semester 1					<p>Apply and get accepted to this program (Program Code: COBB).</p> <p>Register for and successfully complete all courses to graduate in two semesters.</p> <p>Meet with a QCC Career Services Representative and attend Co-op Workshop (required prior to registration for BUS 299). See www.QCC.edu/career-services.</p>
Keyboarding Applications	BSS 101	F/S/SU	3	ENG 091 with a grade of "C" or higher; or approp place score	
Introduction to Microcomputer Applications	CIS 111	F/S/SU	3		
Pre Cooperative Education Seminar	CPS 298	F/S	0		
Composition I	ENG 101	F/S/SU	3	ENG 091 with a grade of "C" or higher, ENG 096 with a grade of "C" or higher; or approp place score	
Human Relations in Organizations	PSY 158	F/S/SU	3	ENG 091 with a grade of "C" or higher, ENG 096 with a grade of "C" or higher; or approp place score	
		Total	12		
Semester 2					<p>If seeking employment, meet with a Career Services Representative for Job Search Assistance services.</p> <p>Meet with Academic Advisor to discuss associate degree (Program Code: BBAP).</p> <p>Submit an Intent to Graduate Form, located on <i>The Q</i>.</p>
Financial Accounting I	ACC 101	F/S/SU	3	ENG 091 with a grade of "C" or higher, ENG 096 with a grade of "C" or higher; or approp place score, MAT 090 with a grade of "C" or higher; or approp place score	
Business Office Procedures	BSS 104	F/S/SU	3	BSS 101, CIS 111, ENG 091 with a grade of "C" or higher, ENG 096 with a grade of "C" or higher; or approp place score	
Integrated Communications for Business	BUS 201	F/S/SU	3	CIS 111, ENG 091 with a grade of "C" or higher, ENG 096 with a grade of "C" or higher; or approp place score	
Career Strategies and Co-op Experience	BUS 299	F/S	3	ACC 110 or ALH 151 or BSS 104 or permission of the Program Coordinator, CPS 298	
Internet Communications	HUM 142	F/S/SU	3	ENG 091 with a grade of "C" or higher, ENG 096 with a grade of "C" or higher; or approp place score, Computer Literacy	
		Total	15		
Total Credits Required			27		

Business, Financial & Hospitality Management

Medical Office Certificate (Program Code: MSBB) - Current

Course Title	Course #	Offered	Credits	Prerequisites	Milestones
Semester 1					<p>Apply and get accepted to this program (Program Code: MSBB).</p> <p>Register for and successfully complete all courses to graduate in two semesters.</p> <p>Meet with a QCC Career Services Representative and attend Co-op Workshop (required prior to registration for BUS 299). See www.QCC.edu/career-services.</p>
Introduction to Medical Terminology	ALH 102	F/S/SU	3	ENG 091 with a grade of "C" or higher, ENG 096 with a grade of "C" or higher; or approp place score	
Medical Law and Ethics	ALH 106	F/S	3	ENG 096 with a grade of "C" or higher; or approp place score	
Keyboarding Applications	BSS 101	F/S/SU	3	ENG 091 with a grade of "C" or higher; or approp place score	
Introduction to Microcomputer Applications	CIS 111	F/S/SU	3		
Pre Cooperative Education Seminar	CPS 298	F/S	0		
Composition I	ENG 101	F/S/SU	3	ENG 091 with a grade of "C" or higher, ENG 096 with a grade of "C" or higher; or approp place score	
		Total	15		
Semester 2					<p>If seeking employment, meet with a Career Services Representative for Job Search Assistance services.</p> <p>Meet with Academic Advisor to discuss associate degree (Program Code: BBAP).</p> <p>Submit an Intent to Graduate Form, located on <i>The Q</i>.</p>
Business Office Procedures	BSS 104	F/S/SU	3	BSS 101, CIS 111, ENG 091 with a grade of "C" or higher, ENG 096 with a grade of "C" or higher; or approp place score	
Medical/Dental Billing and Insurance	BSS 112	F/S	3	ALH 102	
Career Strategies and Co-op Experience	BUS 299	F/S	3	ALH 151 or BKK 102 or BSS 104 or permission of the Program Coordinator, CPS 298	
Electronic Health Records	CIS 212	F	3	ALH 102, CIS 111	
		Total	12		
Total Credits Required			27		

Business, Financial & Hospitality Management

Medical Office Certificate (Program Code: MSBB) - Proposed

Course Title	Course #	Offered	Credits	Prerequisites	Milestones
Semester 1					<p>Apply and get accepted to this program (Program Code: MSBB).</p> <p>Register for and successfully complete all courses to graduate in two semesters.</p> <p>Meet with a QCC Career Services Representative and attend Co-op Workshop (required prior to registration for BUS 299). See www.QCC.edu/career-services.</p>
Introduction to Medical Terminology	ALH 102	F/S/SU	3	ENG 091 with a grade of "C" or higher, ENG 096 with a grade of "C" or higher; or approp place score	
Medical Law and Ethics	ALH 106	F/S	3	ENG 096 with a grade of "C" or higher; or approp place score	
Keyboarding Applications	BSS 101	F/S/SU	3	ENG 091 with a grade of "C" or higher; or approp place score	
Introduction to Microcomputer Applications	CIS 111	F/S/SU	3		
Pre Cooperative Education Seminar	CPS 298	F/S	0		
Composition I	ENG 101	F/S/SU	3	ENG 091 with a grade of "C" or higher, ENG 096 with a grade of "C" or higher; or approp place score	
		Total	15		
Semester 2					<p>If seeking employment, meet with a Career Services Representative for Job Search Assistance services.</p> <p>Meet with Academic Advisor to discuss associate degree (Program Code: BBAP).</p> <p>Submit an Intent to Graduate Form, located on <i>The Q</i>.</p>
Business Office Procedures	BSS 104	F/S/SU	3	BSS 101, CIS 111, ENG 091 with a grade of "C" or higher, ENG 096 with a grade of "C" or higher; or approp place score	
Medical/Dental Billing and Insurance	BSS 112	F/S	3	ALH 102	
Career Strategies and Co-op Experience	BUS 299	F/S	3	ACC 110 or ALH 151 or BSS 104 or permission of the Program Coordinator, CPS 298	
Electronic Health Records	CIS 212	F	3	ALH 102, CIS 111	
		Total	12		
Total Credits Required			27		

2017 - 2018
QUINSIGAMOND COMMUNITY COLLEGE

DEGREE PROGRAM OR CERTIFICATE REVISION PROPOSAL

1. **Program Name: Business Administration Career – BB – Associate in Science**

2. **Originator: Jean McLean** **Date: 4/10/18**

3. **School Dean: Kathy Rentsch** **Date: 4/10/18**

4. **The requested change (motion) for governance consideration is as follows:**

In Semester 4, change “BUS 250” to “BUS 250 or BUS 299”

5. **Effective Date: Fall 2019**

6. **Recommended by the School of Business, Engineering & Technology** **Date: 4/19/18**

Comments:

7. **AA Leadership Team:** _____ **Date:** _____

Recommended: _____ **Not Recommended:** _____

Comments:

8. **VP/Academic Affairs:** _____ **Date:** _____

Recommended: _____ **Not Recommended:** _____

Comments:

9. **Learning Council:** _____ **Date:** _____

Recommended: _____ **Not Recommended:** _____

Comments:

10. **VP/Academic Affairs:** _____ **Date:** _____

Approved: _____ **Not Approved:** _____

Comments:

2017 - 2018
QUINSIGAMOND COMMUNITY COLLEGE

DEGREE PROGRAM OR CERTIFICATE REVISION PROPOSAL

Program: Business Administration
School: Business, Engineering & Technology
Degree type: Associate in Science
Provide a detailed list of the proposed changes to the program. 1. Remove BUS 250 in Semester 4 2. Add BUS 250 or BUS 299 in Semester 4 3. 4. 5.
Attachments: Business Administration Career – BB – Associate in Science Current & Proposed grids Current program academic map Proposed program academic map
Submit separate proposals for any new courses or revised courses in the program. Please list here the new courses or revised courses for which separate proposals will be submitted. N/A
Provide a rationale for the proposed changes. BUS 250 is designed to prepare Business Administration career track students to make the transition from school to work. Topics of importance include analysis of the job market, analyzing companies, the job hunting process, including resume presentation, techniques and job interviewing skills, the basics of networking, professional dress codes, and codes of ethics. Many BB students are already in the workforce or have had careers in other fields. These students will benefit from CPS 298, but do not need a semester long course in job preparation. They would benefit more from a co-op placement.
Do any of the proposed changes affect the program goals and/or the program student learning outcomes? Please indicate any revisions to the program goals and/or program student learning outcomes. No
Do any of the proposed changes affect another department? Examples include the deletion or addition of program courses that are offered by other departments. Please confer with the coordinators of affected departments. No Department(s) Affected:
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: No Additional staff ____ Additional space ____ Additional equipment ____ Provide a rationale for any needs indicated and include approximate cost of equipment.

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

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

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

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

PROGRAM STUDENT LEARNING OUTCOMES FOR Business Administration Career – BB – Associate in Science		Supporting course(s)	I, M, E
1	Demonstrate an understanding of the practice of business, including management, marketing and accounting, and the application of this knowledge in a business setting	MGT 101 Mat 103 ACC 101 ACC 102 BSL 101	E I E E E
2	Think, speak and write critically; articulate and explain a variety of business concepts and apply these concepts to solve common business problems.	ENG 101 ENG 102 BUS 201 CIS 111 SPH 101	M M E E E
3	Communicate clearly and effectively; create a portfolio of business communications using a variety of software applications	ENG 101 ENG 102 BUS 201 CIS 111 SPH 101	M M E E E
4	Demonstrate computer literacy and conduct research using a variety of sources	CIS 111 BUS 201	E E
5	Understand the key actions taken to effectively and efficiently utilize company resources to achieve goals.	ECO 215 MGT 101	M E
6	Develop a global/multicultural perspective when analyzing and planning in business.	ECO 215 BUS 250	E I
7	Demonstrate knowledge of business ethics and how businesses integrate social responsibility into their ongoing operations.	MGT 101 BSL 101 ACC 101 ACC 102	E E M M
8			
9			
10			

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

GENERAL EDUCATION STUDENT LEARNING OUTCOMES FOR Business Administration Career – BB – Associate in Science	Supporting course(s)	I,M,E
Communication Skills: Students will write and speak effectively.	ENG 101 ENG 102 BUS 201 SPH 101	E E E E
Information Literacy: Students will locate, evaluate and apply reliable and appropriate information.	ENG 101 ENG 102 LA ELECTIVES	E E E
Quantitative Reasoning: Students will apply the concepts and methods of mathematics to solve problems.	MAT 103 MAT 122	E
Scientific Reasoning: Students will relate scientific methods of inquiry to the acquisition of knowledge.	SCI ELECTIVE	E
Technical Literacy: Students will utilize computer an emerging technologies effectively.	CIS 111 BUS 201 BUS 250	E M M
Aesthetics: Students will appreciate the variety of human experiences as expressed through the arts.	ENG 101 ENG 102 ELECTIVES	M E I
Multiple Perspectives: Students will demonstrate knowledge and appreciation of diverse cultures.	MGT 101 ELECTIVES	I M
Ethics: Students will develop an awareness of personal obligations and responsibilities in one’s community of influence.	ALL	E
Impact of Technology: Students will reflect on the impact of scientific and technological advances on the individual, society and the environment.	CIS 111	E
Civic Literacy: Students will demonstrate awareness of the responsibilities of local, national and international citizenship.	ALL	E

Business, Financial & Hospitality Management

Business Administration Career - Associate in Science (Program Code: BB) Current

Course Title	Course #	Offered	Credits	Prerequisites	Milestones
Semester 1					
Introduction to Microcomputer Applications or	CIS 111	F/S/SU	3		Apply and get accepted to this program (Program Code: BB). Register for and successfully complete all courses to graduate in four semesters. If considering transfer, meet with Academic Advisor to discuss associate degree (Program Code: BT). Complete ENG 101 and the Mathematics Elective (MAT 103 or MAT 122 recommended; MAT 122 strongly recommended if considering transfer).
Advanced Microcomputer Applications	CIS 112			CIS 111	
Principles of Macroeconomics	ECO 215	F/S/SU	3	Coreq: ENG 101	
Composition I	ENG 101	F/S/SU	3	ENG 091 with a grade of "C" or higher, ENG 096 with a grade of "C" or higher; or approp place score	
Introduction to Business	MGT 101	F/S/SU	3	ENG 091 with a grade of "C" or higher, ENG 096 with a grade of "C" or higher; or approp place score	
Mathematics Elective	---	F/S/SU	3		
		Total	15		
Semester 2					
Financial Accounting I	ACC 101	F/S/SU	3	ENG 091 with a grade of "C" or higher, ENG 096 with a grade of "C" or higher; or approp place score, MAT 090 with a grade of "C" or higher; or approp place score	Meet with a QCC Career Placement Services Representative and attend Workshops. See www.QCC.edu/career-placement-services .
Business Law I or	BSL 101	F/S/SU	3		
E-Business Law & Ethics	BSL 103	F/S		Coreq: CIS 111	
Composition II	ENG 102	F/S/SU	3	ENG 101	
Speech Communication Skills	SPH 101	F/S/SU	3	ENG 091 with a grade of "C" or higher, ENG 096 with a grade of "C" or higher; or approp place score	
Elective	---	F/S/SU	3		
		Total	15		
Semester 3					
Financial Accounting II	ACC 102	F/S/SU	3	ACC 101, CIS 111	Meet with a Career Placement Representative for Job Search Assistance services.
Integrated Communications for Business	BUS 201	F/S/SU	3	CIS 111, ENG 091 with a grade of "C" or higher, ENG 096 with a grade of "C" or higher; or approp place score	
Business Elective	---	F/S/SU	3		
Humanities Elective	---	F/S/SU	3		
Social Science Elective	---	F/S/SU	3		
		Total	15		
Semester 4					
Business Administration Capstone	BUS 250	F/S	3	Over 42 credits completed in the Business Administration degree program	Submit an Intent to Graduate Form, located on <i>The Q</i> .
Elective	---	F/S/SU	3		
Business Elective	---	F/S/SU	3		
Humanities Elective	---	F/S/SU	3		
Science Elective or Lab Science Elective	---	F/S/SU	3-4		
		Total	15-16		
Total Credits Required			60-61		

Business, Financial & Hospitality Management

Business Administration Career - Associate in Science (Program Code: BB) Proposed

Course Title	Course #	Offered	Credits	Prerequisites	Milestones
Semester 1					
Introduction to Microcomputer Applications or	CIS 111	F/S/SU	3		Apply and get accepted to this program (Program Code: BB). Register for and successfully complete all courses to graduate in four semesters. If considering transfer, meet with Academic Advisor to discuss associate degree (Program Code: BT). Complete ENG 101 and the Mathematics Elective (MAT 103 or MAT 122 recommended; MAT 122 strongly recommended if considering transfer).
Advanced Microcomputer Applications	CIS 112			CIS 111	
Principles of Macroeconomics	ECO 215	F/S/SU	3	Coreq: ENG 101	
Composition I	ENG 101	F/S/SU	3	ENG 091 with a grade of "C" or higher, ENG 096 with a grade of "C" or higher; or approp place score	
Introduction to Business	MGT 101	F/S/SU	3	ENG 091 with a grade of "C" or higher, ENG 096 with a grade of "C" or higher; or approp place score	
Mathematics Elective	---	F/S/SU	3		
		Total	15		
Semester 2					
Financial Accounting I	ACC 101	F/S/SU	3	ENG 091 with a grade of "C" or higher, ENG 096 with a grade of "C" or higher; or approp place score, MAT 090 with a grade of "C" or higher; or approp place score	Meet with a QCC Career Placement Services Representative and attend Workshops. See www.QCC.edu/career-placement-services .
Business Law I or	BSL 101	F/S/SU	3		
E-Business Law & Ethics	BSL 103	F/S		Coreq: CIS 111	
Composition II	ENG 102	F/S/SU	3	ENG 101	
Speech Communication Skills	SPH 101	F/S/SU	3	ENG 091 with a grade of "C" or higher, ENG 096 with a grade of "C" or higher; or approp place score	
Elective	---	F/S/SU	3		
		Total	15		
Semester 3					
Financial Accounting II	ACC 102	F/S/SU	3	ACC 101, CIS 111	Meet with a Career Placement Representative for Job Search Assistance services.
Integrated Communications for Business	BUS 201	F/S/SU	3	CIS 111, ENG 091 with a grade of "C" or higher, ENG 096 with a grade of "C" or higher; or approp place score	
Business Elective	---	F/S/SU	3		
Humanities Elective	---	F/S/SU	3		
Social Science Elective	---	F/S/SU	3		
		Total	15		
Semester 4					
Business Administration Capstone or	BUS 250	F/S	3	Over 42 credits completed in the Business Administration degree program	Submit an Intent to Graduate Form, located on <i>The Q</i> .
Career Strategies and Co-op Experience	BUS 299			ACC 110 or ALH 151 or BSS 104 or permission of the Program Coordinator, CPS 298	
Elective	---	F/S/SU	3		
Business Elective	---	F/S/SU	3		
Humanities Elective	---	F/S/SU	3		
Science Elective or Lab Science Elective	---	F/S/SU	3-4		
		Total	15-16		
Total Credits Required			60-61		

2017 - 2018
QUINSIGAMOND COMMUNITY COLLEGE

NEW DEGREE PROGRAM, OPTION OR CERTIFICATE PROPOSAL

1. **Program Name: Accounting Certificate – Program Code ACC**
2. **Originator: Jean McLean** **Date: 4/10/18**
3. **School Dean: Kathy Rentsch** **Date: 4/10/18**
4. **The requested change (motion) for governance consideration is as follows:**

Accept the new Accounting Certificate, which combines and replaces the Accounts Payable/Accounts Receivable Certificate (APAR), Accounting Assistant/Finance Assistant Certificate (AF), and Full Charge Bookkeeper Certificate (FCBK).

5. **Effective Date: Fall 2019**
6. **Recommended by the _____ School** **Date: _____**

Comment:

7. **AA Leadership Team: _____** **Date: _____**

Recommended: _____ Not Recommended: _____

Comments:

8. **VP/Academic Affairs: _____** **Date: _____**

Recommended: _____ Not Recommended: _____

Comments:

9. **Learning Council: _____** **Date: _____**

Recommended: _____ Not Recommended: _____

Comments:

10. **VP/Academic Affairs: _____** **Date: _____**

Approved: _____ Not Approved: _____

Comments:

FOR NEW PROGRAM/OPTION/CERTIFICATE

President: _____ **Date:** _____

Approved: _____ **Not Approved:** _____

Board of Trustees: _____ **Date:** _____

Approved: _____ **Not Approved:** _____

2017 - 2018
QUINSIGAMOND COMMUNITY COLLEGE

NEW DEGREE PROGRAM, OPTION OR CERTIFICATE PROPOSAL

Program: Business Administration
School: Business, Engineering & Technology
Degree type: Certificate
CIP code for the degree program or certificate (check with IRaP Office): CIP Code 52.0302
Attachments: Proposed program Academic Map (including milestones)
Submit separate proposals for any new courses or revised courses in the program. Please list here the new courses or revised courses for which separate proposals will be submitted. N/A
List the program goals.
<p>Provide a rationale for the proposed new program including a narrative for each of the following:</p> <ul style="list-style-type: none"> • How the need for this new program or certificate was determined: Consultation with FT faculty in BUS program and a thorough review of program graduate rates indicated the need to consolidate three certificates in one certificate. • How the program was designed: The Accounting Certificate is designed to flow into BB AS degree program. By reducing the number certificate programs feeding into the BB AS degree program from three to one, graduation and retention rates will improve. • How the new program or certificate was reviewed, approved, or developed through a QCC APR process and/or in conjunction with an advisory board or other external agency: N/A • If a program goal is employment upon completion, please comment on job titles, demonstrated regional employer interest in hiring graduates, and wage analysis (consult with IRaP office) Bookkeeping, Auditing and Accounting Clerks: more than 41,000 people employed in Massachusetts with over 400 current job openings. Payroll Clerks: over 4,000 employed, over 100 current job openings. Billing Clerks: over 11,000 employed, more than 300 current openings in Massachusetts. • If a program goal is transfer upon completion, please consult with the Coordinator of Transfer Affairs and Articulation and provide a plan for transfer/articulations with baccalaureate institutions. N/A. Accounting Certificate will flow into BB AS degree program at QCC.
Does any aspect of the proposed program affect another department? Please confer with the coordinators of affected departments. Affected department(s): N/A
For an associate degree program, does the proposed program meet the general education credit requirement for MassTransfer? N/A If no, please provide a rationale.
Does the program or certificate qualify for financial aid? Check with the Director of Financial Aid and fill out the Gainful Employment Form as needed.
Will any of the following be required: No Additional staff ____ Additional space ____ Additional equipment ____ Provide a rationale for any needs indicated and include approximate cost of equipment.
Start-up collection of library resources in support of this program: \$0

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

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

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

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

PROGRAM STUDENT LEARNING OUTCOMES FOR Accounting Certificate, Program Code: ATB		Supporting course(s)	I, M, E
1	Analyze, calculate, interpret, and report financial information accurately and in a timely manner.	ACC 101, ACC 102, ACC 110	E
2	Demonstrate proficiency in both manual and automated accounting systems.	ACC 101, ACC 110, ACC 102, CIS 111	E
3	Demonstrate a grasp of the complexities of ethical issues in business and in particular the practice of accounting.	ACC 101, ACC 102, ACC 110, MGT 101, BSL 101	E
4	Use the Microsoft Office Suite® and QuickBooks® software effectively.	CIS 111, ACC 110	E
5	Communicate effectively using written, oral and nonverbal techniques, including the use of appropriate technology in the gathering and presentation of information.	ENG 101, BUS 201, CIS 111	M
6	Complete a 150 hour structured learning experience in which students apply skills and knowledge from the classroom to a work experience.	BUS 299	E
7			
8			
9			
10			

Business, Engineering, & Technology
Business Administration – Accounting Certificate (Program Code: ACC)

Course Title	Course #	Offered	Credits	Prerequisites	Milestones
Semester 1					<p>Apply and get accepted to this program (Program Code: ATB)</p> <p>Register for and successfully complete all courses to graduate in two semesters.</p> <p>If considering an AS degree, meet with Academic Advisor to discuss associate degree (Program Code: BB).</p> <p>Meet with a QCC Career Placement Services Representative and attend Workshops. See www.QCC.edu/career-placement-services.</p>
Financial Accounting I	ACC 101	F/S/SU	3	ENG 091 with a grade of "C" or higher, ENG 096 with a grade of "C" or higher; or approp place score, MAT 090 with a grade of "C" or higher; or approp place score	
Accounting Software for Small Business	ACC 110	F	4	ENG 091 with a grade of "C" or higher, ENG 096 with a grade of "C" or higher; or approp place score, MAT 090 with a grade of "C" or higher; or approp place score	
Introduction to Microcomputer Applications	CIS 111	F/S/SU	3		
Composition I	ENG 101	F/S/SU	3	ENG 091 with a grade of "C" or higher, ENG 096 with a grade of "C" or higher; or approp place score	
Introduction to Business	MGT 101	F/S/SU	3	ENG 091 with a grade of "C" or higher, ENG 096 with a grade of "C" or higher; or approp place score	
Pre Cooperative Education Seminar	CPS 298	F/S	0		
		Total	16		
Semester 2					<p>Meet with a Career Placement Representative for Job Search Assistance services.</p> <p>Submit an Intent to Graduate Form, located on <i>The Q</i>.</p>
Financial Accounting II	ACC 102	F/S/SU	3	ACC 101, CIS 111	
Business Law I	BSL 101	F/S/SU	3		
Integrated Communications for Business	BUS 201	F/S/SU	3	ENG 091 with a grade of "C" or higher, ENG 096 with a grade of "C" or higher; or approp place score, CIS 111	
Career Strategies & Co-op Experience	BUS 299	F/S	3	ACC 110 or ALH 151 or BSS 104 or permission of the Program Coordinator, CPS 298	
		Total	12		
Total Credits Required			28		

2017 - 2018
QUINSIGAMOND COMMUNITY COLLEGE

**DEGREE PROGRAM OR CERTIFICATE REVISION
PROPOSAL**

1. **Program Name:** General Studies - Pre-Pharmacy Option

2. **Originator:** Dilip Patel

Date: April 3rd, 2018

3. **School Dean:** Dr. Leslie Bolinger Horton

Date: April 19, 2018

4. **The requested change (motion) for governance consideration is as follows:**

Move to accept the following changes to the General Studies - Pre-Pharmacy Option - Associate in Arts Degree program. (Program Code: GSPH):

1. Replace one free Elective to 200 level Sociology or 200 level Psychology in Semester 5.
2. Move Political Science Elective from Semester 4 to Semester 5 in place of Humanities Elective.
3. Keep History Elective in Semester 4 by removing the option.
4. Move Introduction to Psychology from Semester 1 to Semester 3 Replacing one Elective.
5. Move Introductory Sociology (Principles) from Semester 2 to Semester 3 Replacing another Elective.
6. Change total credits required from 75-77 to 69

5. **Effective Date:** Fall 2018

6. **Recommended by the School of Math and Science**

Date: April 19, 2018

Comments:

7. **AA Leadership Team:** _____ **Date:** _____

Recommended: _____ **Not Recommended:** _____

Comments:

8. **VP/Academic Affairs:** _____ **Date:** _____

Recommended: _____ **Not Recommended:** _____

Comments:

9. **Learning Council:** _____ **Date:** _____

Recommended: _____ **Not Recommended:** _____

Comments:

10. **VP/Academic Affairs:** _____ **Date:** _____

Approved: _____ **Not Approved:** _____

Comments:

2017 - 2018
QUINSIGAMOND COMMUNITY COLLEGE

**DEGREE PROGRAM OR CERTIFICATE REVISION
PROPOSAL**

Program: General Studies - Pre-Pharmacy Option
School: Math and Science
Degree type: Associate in Arts
Provide a detailed list of the proposed changes to the program. <ol style="list-style-type: none"> 1. Replace one free Elective to 200 level Sociology or 200 level Psychology in Semester 5. 2. Move Political Science Elective from Semester 4 to Semester 5 in place of Humanities Elective. 3. Keep History Elective in Semester 4 by removing the option. 4. Move Introduction to Psychology from Semester 1 to Semester 3 Replacing one Elective. 5. Move Introductory Sociology (Principles) from Semester 2 to Semester 3 Replacing another Elective. 6. Change total credits required from 75-77 to 69
Attachments: Current program academic map Proposed program academic map
Submit separate proposals for any new courses or revised courses in the program. Please list here the new courses or revised courses for which separate proposals will be submitted. None
Provide a rationale for the proposed changes. To specify the required electives for seamless transfer to MCPHS/Pharmacy schools in their Doctor of Pharmacy/Pharmacy Program, one free Elective and one Humanities Elective have been removed. The option between History Elective and Political Science Elective is also removed. 200 level Sociology or 200 level Psychology have been added in place of one free Elective.
Do any of the proposed changes affect the program goals and/or the program student learning outcomes? Please indicate any revisions to the program goals and/or program student learning outcomes. No
Do any of the proposed changes affect another department? Examples include the deletion or addition of program courses that are offered by other departments. Please confer with the coordinators of affected departments. Department(s) Affected: Liberal Arts, Psychology, Sociology, and Humanities
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: **No**

Additional staff ____ Additional space ____ Additional equipment ____

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

Please complete the following tables for your program.

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

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

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

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

PROGRAM STUDENT LEARNING OUTCOMES FOR GENERAL STUDIES –PRE-PHARMACY OPTION		Supporting course(s)	I, M, E
1	Apply general chemistry principles such as bond formation, pH, states of matter, energetics, equilibria, and stoichiometry. Understand basic principles of physics such as laws of motion, work & energy, momentum, along with understanding of general biology, and microbiology principles.	CHM 105, CHM 106, BIO 107, BIO 108, PHY 105, BIO 231/232	E
2	Demonstrate a foundational understanding of general chemistry principles including atomic structure, quantum theory, nuclear chemistry, reaction types, gas laws, chemical kinetics, equilibria, intermolecular forces, theory of acid base, thermodynamics of reactions. Understand the chemistry of carbon and carbon compounds including aliphatic and aromatic compounds and their derivatives. Learn various techniques used in organic synthesis. Synthesize intermediates, pharmaceuticals, polymers and bio molecules in lab. Demonstrate skill of organic analysis using NMR, GC and IR spectroscopy.	CHM 105, CHM 106, CHM 201, CHM 202	E
3	Demonstrate a proficiency in mathematics to support future STEM courses in fields such as chemistry, biology, physics, and environmental science. Apply this skill for solving the problems related to chemistry, and physics	MAT 122 MAT 124, MAT 233,	E
4	Utilize critical thinking skills and the scientific method to investigate scientific principles and solve complex problems.	CHM 105, CHM 106, CHM 201, CHM 202, BIO 107, BIO 108,	E

		BIO 231/232 PHY 105,	
5	Utilize the broad-based liberal arts curriculum in the fine arts, humanities, mathematics, natural sciences, and social and behavioral sciences to examine the role of chemistry in society.	Entire curriculum	E
6	Demonstrate the multiple perspectives that derive from knowledge and awareness of cultures and cultural practices	Entire curriculum	E
7	Demonstrate high-level communication skills (verbal, written, graphic, and numerical) across the full span of the liberal arts disciplines.	Entire curriculum	E
8	Utilize interlibrary catalog/loan systems and electronic databases and to distinguish between reliable and non-reliable sources, whether print, cinematic, televisual, or web.	Entire curriculum	E
9	Demonstrate a technical proficiency in computer technology along with in using number of scientific instrumentation utilized in the curriculum.	Entire curriculum	E
10			

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

GENERAL EDUCATION STUDENT LEARNING OUTCOMES FOR LIBERAL ARTS-CHEMISTRY OPTION	Supporting course(s)	I,M,E
Communication Skills: Students will write and speak effectively.	Entire curriculum	E
Information Literacy: Students will locate, evaluate and apply reliable and appropriate information.	Entire curriculum	E
Quantitative Reasoning: Students will apply the concepts and methods of mathematics to solve problems.	CHM, PHY and BIO, and MAT courses	E
Scientific Reasoning: Students will relate scientific methods of inquiry to the acquisition of knowledge.	CHM, PHY and BIO courses	E
Technical Literacy: Students will utilize computer an emerging technologies effectively.	Entire curriculum especially science and math	E
Aesthetics: Students will appreciate the variety of human experiences as expressed through the arts.	Literature and Language	E
Multiple Perspectives: Students will demonstrate knowledge and appreciation of diverse cultures.	Multiple perspective electives	E
Ethics: Students will develop an awareness of personal obligations and responsibilities in one's community of influence.	CHM courses, SOC electives	E
Impact of Technology: Students will reflect on the impact of scientific and technological advances on the individual, society and the environment.	CHM, PHY and BIO courses	E
Civic Literacy: Students will demonstrate awareness of the responsibilities of local, national and international citizenship.	HST and SOC electives	E

**General Studies - Pre-Pharmacy Option - Associate in Arts (Program Code: GSPH)
Current**

Course Title	Course #	Offered	Credits	Prerequisites	Milestones
Semester 1 (Fall)					Apply and get accepted to this program (Program Code: GSPH). Register for and successfully complete all courses to graduate in five semesters. Attend Transfer Services events. For information see www.QCC.edu/transfer . Complete ENG 101 and MAT 122.
Principles of Biology I	BIO 107	F/S/SU	4	MAT 099 with a grade of "C" or higher; or approp place score, Coreq: ENG 101	
General Chemistry I	CHM 105	F/S/SU	4	CHM 090 or one year of High School Chemistry, MAT 099 with a grade of "C" or higher; or approp place score	
Composition I	ENG 101	F/S/SU	3	ENG 091 with a grade of "C" or higher, ENG 096 with a grade of "C" or higher; or approp place score	
Statistics	MAT 122	F/S/SU	3	MAT 095 with a grade of "C" or higher; or approp place score	
Introduction to Psychology	PSY 101	F/S/SU	3	ENG 091 with a grade of "C" or higher, ENG 096 with a grade of "C" or higher; or approp place score	
		Total	17		
Semester 2 (Spring)					Meet with a QCC Transfer Services Advisor (Room 272A). See www.QCC.edu/transfer . Attend Transfer Services events.
Principles of Biology II	BIO 108	F/S/SU	4	BIO 107	
General Chemistry II	CHM 106	F/S/SU	4	CHM 105	
Composition II	ENG 102	F/S/SU	3	ENG 101	
College Mathematics II: Trigonometry	MAT 124	F/S/SU	3	MAT 123 or approp place score	
Introductory Sociology (Principles)	SOC 101	F/S/SU	3	ENG 091 with a grade of "C" or higher, ENG 096 with a grade of "C" or higher; or approp place score	
		Total	17		
Semester 3 (Summer)					Meet with Academic Advisor to choose Electives required for program.
Speech Communication Skills	SPH 101	F/S/SU	3	ENG 091 with a grade of "C" or higher, ENG 096 with a grade of "C" or higher; or approp place score	
Economics Elective	---	F/S/SU	3		
Elective	---	F/S/SU	3-4		
Elective	---	F/S/SU	3-4		
		Total	12-14		
Semester 4 (Fall)					Meet with representatives of pharmacy schools to discuss/begin the transfer application process. Confirm that MassTransfer 34-credit general education transfer block can be completed. Submit transfer application to pharmacy school during October/November.
General Microbiology or	BIO 231	F/S	4	BIO 107	
Medical Microbiology	BIO 232	F/S/SU		BIO 112 or CHM 123 or CHM 105	
Organic Chemistry I	CHM 201	F/S/SU	4	CHM 106 or CHM 124	
Calculus I	MAT 233	F/S/SU	4	MAT 124	
History Elective or Political Science Elective	---	F/S/SU	3		
		Total	15		
Semester 5 (Spring)					Prepare for interview with pharmacy colleges for admission. Submit an Intent to Graduate Form, located on <i>The Q</i> .
Organic Chemistry II	CHM 202	F/S/SU	4	CHM 201	
General Physics I	PHY 105	F/S/SU	4	MAT 233	
Elective	---	F/S/SU	3		
Humanities Elective	---	F/S/SU	3		
		Total	14		
Total Credits Required			75-77		

**General Studies - Pre-Pharmacy Option - Associate in Arts (Program Code: GSPH)
Proposed**

Course Title	Course #	Offered	Credits	Prerequisites	Milestones
Semester 1 (Fall)					Apply and get accepted to this program (Program Code: GSPH).
Principles of Biology I	BIO 107	F/S/SU	4	MAT 099 with a grade of "C" or higher; or approp place score, Coreq: ENG 101	
General Chemistry I	CHM 105	F/S/SU	4	CHM 090 or one year of High School Chemistry, MAT 099 with a grade of "C" or higher; or approp place score	
Composition I	ENG 101	F/S/SU	3	ENG 091 with a grade of "C" or higher, ENG 096 with a grade of "C" or higher; or approp place score	
Statistics	MAT 122	F/S/SU	3	MAT 095 with a grade of "C" or higher; or approp place score	
			Total	14	
Semester 2 (Spring)					Meet with a QCC Transfer Services Advisor (Room 272A). See www.QCC.edu/transfer . Attend Transfer Services events.
Principles of Biology II	BIO 108	F/S/SU	4	BIO 107	
General Chemistry II	CHM 106	F/S/SU	4	CHM 105	
Composition II	ENG 102	F/S/SU	3	ENG 101	
College Mathematics II: Trigonometry	MAT 124	F/S/SU	3	MAT 123 or approp place score	
			Total	14	
Semester 3 (Summer)					Meet with Academic Advisor to choose Electives required for program.
Speech Communication Skills	SPH 101	F/S/SU	3	ENG 091 with a grade of "C" or higher, ENG 096 with a grade of "C" or higher; or approp place score	
Economics Elective	---	F/S/SU	3		
Introduction to Psychology	PSY 101	F/S/SU	3	ENG 091 with a grade of "C" or higher, ENG 096 with a grade of "C" or higher; or approp place score	
Introductory Sociology (Principles)	SOC 101	F/S/SU	3	ENG 091 with a grade of "C" or higher, ENG 096 with a grade of "C" or higher; or approp place score	
			Total	12	
Semester 4 (Fall)					Meet with representatives of pharmacy schools to discuss/begin the transfer application process.
General Microbiology or	BIO 231	F/S	4	BIO 107	
Medical Microbiology	BIO 232	F/S/SU		BIO 112 or CHM 123 or CHM 105	
Organic Chemistry I	CHM 201	F/S/SU	4	CHM 106 or CHM 124	
Calculus I	MAT 233	F/S/SU	4	MAT 124	
History Elective	---	F/S/SU	3		
			Total	15	
Semester 5 (Spring)					Prepare for interview with pharmacy colleges for admission.
Organic Chemistry II	CHM 202	F/S/SU	4	CHM 201	
General Physics I	PHY 105	F/S/SU	4	MAT 233	
Political Science Elective	---	F/S/SU	3		
200 Level Sociology or Psychology	---	F/S/SU	3		
			Total	14	
Total Credits Required			69		