



**TO:** The College Community

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

**SUBJECT:** **ACADEMIC MATTERS**

**DATE:** May 19, 2017

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Final approval has been given to the academic matters acted upon at the May 9, 2017 meeting of the Learning Council.

**School of Business, Engineering & Technology - Kathy Rentsch**

1. Proposal for Certificate Revision – CIS Web Applications Certificate
  - a. Motion:
    - i. To remove CIS 135 Internet Server Technologies from Semester 2 and add CIS 141 Introduction to Data Communication and Networks to Semester 2
  - b. Effective Date: Fall 2018
  - c. See grid – Page 5

**School of Healthcare – Linda Esper**

2. Course Revision Proposal – ALH 151 Medical Office Administration I
  - a. Motion:
    - i. To remove BSS 101 as a corequisite
  - b. Effective Date: Fall 2017
  - c. Course description (as it will appear in catalog)

**ALH 151 Medical Office Administration I**

**3 credits**

This course introduces medical office procedures, including appointment scheduling, medical records creation and maintenance, phone communication, inventory of supplies, and computers in the medical office. Students become competent in the use of office equipment and the composing of different types of letters. The course introduces verbal and nonverbal methods of communication skills.

**Prerequisite:** ENG 091 with a grade of "C" or higher, ENG 096 with a grade of "C" or higher; or appropriate placement score. **Co-requisites:** ALH 102. **F**

- d. See grids - Pages 11,12,13

**2016 - 2017**  
**QUINSIGAMOND COMMUNITY COLLEGE**

**DEGREE PROGRAM OR CERTIFICATE REVISION PROPOSAL**

1. **Program Name:** CIS – Web Applications Certificate

2. **Originator:** Professor Betty J. Lauer **Date:** March 30, 2017

3. **School Dean:** Dean Kathy Rentsch **Date:** March 30, 2017

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

**For the CIS - Web Applications Certificate (CWA), remove CIS 135 *Internet Server Technologies* from Semester 2 and add CIS 141 *Introduction to Data Communication & Networks* to Semester 2.**

5. **Effective Date:** Fall 2018

6. **Recommended by the School of Business, Engineering & Technology** **Date:** April 20, 2017

**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:**

**2016 - 2017**  
**QUINSIGAMOND COMMUNITY COLLEGE**

**DEGREE PROGRAM OR CERTIFICATE REVISION PROPOSAL**

Program: <b>Computer Information Systems <i>Web Applications Certificate</i></b>
School: <b>School of Business, Engineering and Technology</b>
Degree type: <b>Certificate (2 semester)</b>
Provide a detailed list of the proposed changes to the program. <b>1. Add new course to certificate:</b> <ul style="list-style-type: none"> <li>• <b>CIS 141 <i>Introduction to Data Communication &amp; Networks to Semester 2</i></b></li> </ul> <b>2. Remove course from certificate:</b> <ul style="list-style-type: none"> <li>• <b>CIS 135 <i>Internet Server Technologies from Semester 2</i></b></li> </ul>
Attachments: Current program academic map Proposed program academic map <b>Existing certificate grid and new certificate grid attached below.</b>
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. <b>NA</b>
Provide a rationale for the proposed changes. <b>This certificate was changed for program currency: remove obsolete course and replace with current relevant course.</b>
Do any of the proposed changes affect the program goals and/or the program student learning outcomes? Please indicate any revisions to the program goals and/or program student learning outcomes. <b>No change in program goals.</b>
Do any of the proposed changes affect another department? Examples include the deletion or addition of program courses that are offered by other departments. Please confer with the coordinators of affected departments. Department(s) Affected: <b>NA</b>
Do any of the proposed changes affect articulation agreements? Consult with the Transfer Coordinator. <b>NA</b>
For an associate degree program, are there any changes in the number of general education credits that could affect MassTransfer? <b>NA</b> If yes please provide a rationale.
Will any of the following be required: Additional staff <b>_NA_</b> Additional space <b>_NA_</b> Additional equipment <b>_NA_</b> 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 <b>Computer Information Systems – Web Applications Certificate</b>		Supporting course(s)	I, M, E
1	<b>No changes to Outcomes</b>		
2			
3			
4			
5			
6			
7			
8			
9			
10			

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

N/A

**EXISTING: Computer & Information Technology**  
**Web Applications Certificate (Program Code: CWA)**

Course Title	Course #	Offered	Credits	Prerequisites	Milestones
<b>Semester 1</b>					Register for and successfully complete all courses to graduate in two semesters.  Apply and get accepted to this program (Program Code: CWA).  Meet with a QCC Career Placement Services Representative and attend Workshops. See <a href="http://www.QCC.edu/career-placement-services">www.QCC.edu/career-placement-services</a> .
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 or CIS 115	
Web Page Development I	CIS 134	F/S	3	Coreq: CIS 111 or CIS 115	
		<b>Total</b>	<b>12</b>		
<b>Semester 2</b>					Meet with a Career Placement Representative for Job Search Assistance services.  Submit an Intent to Graduate Form, located on <i>The Q</i> .
Internet Server Technologies	CIS 135	S	3	CIS 105	
.NET Programming I	CIS 223	S	3	CIS 111 or CIS 115, CIS 121	
Web Page Development II	CIS 234	F/S	3	CIS 121, CIS 134	
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	
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	
		<b>Total</b>	<b>15</b>		
<b>Total Credits Required</b>			<b>27</b>		

**NEW: Computer & Information Technology**  
**Web Applications Certificate (Program Code: CWA)**

Course Title	Course #	Offered	Credits	Prerequisites	Milestones
<b>Semester 1</b>					Register for and successfully complete all courses to graduate in two semesters.  Apply and get accepted to this program (Program Code: CWA).  Meet with a QCC Career Placement Services Representative and attend Workshops. See <a href="http://www.QCC.edu/career-placement-services">www.QCC.edu/career-placement-services</a> .
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 or CIS 115	
Web Page Development I	CIS 134	F/S	3	Coreq: CIS 111 or CIS 115	
		<b>Total</b>	<b>12</b>		
<b>Semester 2</b>					Meet with a Career Placement Representative for Job Search Assistance services.  Submit an Intent to Graduate Form, located on <i>The Q</i> .
<b>Introduction to Data Communication &amp; Networks</b>	<b>CIS 141</b>	<b>F/S/SU</b>	<b>3</b>	<b>CIS 111</b>	
.NET Programming I	CIS 223	S	3	CIS 111 or CIS 115, CIS 121	
Web Page Development II	CIS 234	F/S	3	CIS 121, CIS 134	
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	
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	
		<b>Total</b>	<b>15</b>		
<b>Total Credits Required</b>			<b>27</b>		

**2016- 2017**  
**QUINSIGAMOND COMMUNITY COLLEGE**  
**COURSE REVISION PROPOSAL**

1. Course Number and Name (current) : ALH 151 MEDICAL OFFICE ADMINISTRATION I

2. Originator: PAMELA FLEMING Date: 4/4/2017

3. School Dean: LINDA ESPER Date: 4/4/2017

4. The requested change (motion) for governance consideration is as follows:  
To remove the corequisite BSS 101.

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):

MEDICAL ASSISTING (ME), MEDICAL SUPPORT SPECIALIST (MSMA) AND BUSINESS ADMINISTRATION CAREER (BBAP)

5. Effective Date: FALL 2017

6. Recommended by the \_\_Healthcare\_\_\_\_\_ School Date: \_\_April 20, 2017\_\_\_\_\_  
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:

**2016 - 2017**  
**QUINSIGAMOND COMMUNITY COLLEGE**  
**COURSE REVISION PROPOSAL**

Type of Revision: <input type="checkbox"/> Description <input type="checkbox"/> Prerequisite <input checked="" 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 Medical Assisting	School: HEALTH CARE
Current Course Number: ALH 151	
Current Course Name: MEDICAL OFFICE ADMINISTRATION I	
Current Course Description (as it appears in the college catalog including course three letter designation and number, title, credits, semesters offered and prerequisites/corequisites): 3 CREDITS  This course introduces medical office procedures, including appointment scheduling, medical records creation and maintenance, phone communication, inventory of supplies, and computers in the medical office. Students become competent in the use of office equipment and the composing of different types of letters. The course introduces verbal and nonverbal methods of communication skills. Prerequisite: ENG 091 with a grade of "C" or higher, ENG 096 with a grade of "C" or higher; or appropriate placement score. Corequisites: ALH 102, BSS 101 Semester Offered: F	
Proposed Description (include all proposed changes): 3 CREDITS  This course introduces medical office procedures, including appointment scheduling, medical records creation and maintenance, phone communication, inventory of supplies, and computers in the medical office. Students become competent in the use of office equipment and the composing of different types of letters. The course introduces verbal and nonverbal methods of communication skills. Prerequisite: ENG 091 with a grade of "C" or higher, ENG 096 with a grade of "C" or higher; or appropriate placement score. Corequisites: ALH 102 Semester Offered: F	
Rationale for the change: ADVISED FALL 2016 BY DEAN JANE JUNE THAT THIS COURSE IS NOT INCLUDED IN CREDIT STRUCTURE AND SHOULD BE REMOVED-(SECOND ATTEMPT AT SUBMITTAL)	
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. N/A Affected department(s) _____	
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.	

**Healthcare - CURRENT**

**Medical Support Specialist - Medical Assisting Option - Associate in Science (Program Code: MSMA)**

Course Title	Course #	Offered	Credits	Prerequisites	Milestones
<b>Semester 1 (Summer)</b>					Register for and successfully complete all courses to graduate in five semesters.  Apply and get accepted to this program (Program Code: MSMA).
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	
		<b>Total</b>	<b>3</b>		
<b>Semester 2 (Fall)</b>					Complete ENG 101.
Medical Office Administration I	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, BSS 101	
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	
Clinical Procedures I	MSS 151	F	4	Coreq: ALH 151	
Principles of Pharmacology for Medical Assistants	MSS 252	F	3	Coreq: MSS 151	
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	
		<b>Total</b>	<b>19</b>		
<b>Semester 3 (Spring)</b>					Meet with a QCC Career Placement Services Representative and attend Workshops. See <a href="http://www.QCC.edu/career-placement-services">www.QCC.edu/career-placement-services</a> .  Complete prerequisite(s) for MAT 122.
Medical Coding and Billing	ALH 107	S	3	ENG 096 with a grade of "C" or higher; or approp place score, Coreq: ALH 102	
Medical Office Administration II	ALH 152	S	3	ALH 151	
Principles of Human Biology	BIO 100	F/S/SU	4	ENG 091 with a grade of "C" or higher, ENG 096 with a grade of "C" or higher; or approp place score	
Clinical Procedures II	MSS 251	S	4	MSS 151	
		<b>Total</b>	<b>14</b>		
<b>Semester 4 (Fall)</b>					Meet with a Career Placement Representative for Job Search Assistance services.
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 on the MAT 090 departmental final exam; or approp place score	
Composition II	ENG 102	F/S/SU	3	ENG 101	
Statistics	MAT 122	F/S/SU	3	MAT 095 with a grade of "C" or higher on the MAT 095 departmental final exam; or approp place score	
Fieldwork Experience	MSS 299	F/S	4	BIO 100 or BIO 140, ENG 101, MSS 151, MSS 251, PSY 101	
Liberal Arts Elective	---	F/S/SU	3		
		<b>Total</b>	<b>16</b>		
<b>Semester 5 (Spring)</b>					Submit an Intent to Graduate Form, located on <i>The Q</i> .
Advanced Microcomputer Applications	CIS 112	F/S/SU	3	CIS 111	
Technical and Workplace Writing	ENG 205	F/S/SU	3	ENG 102, Computer Literacy	
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	
Death & Dying	SOS 211	F/S	3	ENG 101	
Program Elective	---	F/S/SU	3		
		<b>Total</b>	<b>15</b>		
<b>Total Credits Required</b>			<b>67</b>		



**Healthcare - CURRENT**

**Medical Assisting Certificate (Program Code: ME)**

Course Title	Course #	Offered	Credits	Prerequisites	Milestones
<b>Semester 1 (Summer)</b>					Register for and successfully complete all courses to graduate in four semesters.  Apply and get accepted to this program (Program Code: ME).
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	
		<b>Total</b>	<b>3</b>		
<b>Semester 2 (Fall)</b>					Complete MSS 151 and MSS 252 with grades of "C" or higher.
Medical Office Administration I	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, BSS 101	
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	
Clinical Procedures I	MSS 151	F	4	Coreq: ALH 151	
Principles of Pharmacology for Medical Assistants	MSS 252	F	3	Coreq: MSS 151	
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	
		<b>Total</b>	<b>19</b>		
<b>Semester 3 (Spring)</b>					Meet with a QCC Career Placement Services Representative and attend Workshops. See <a href="http://www.QCC.edu/career-placement-services">www.QCC.edu/career-placement-services</a> .  Complete BIO 100 with a grade of "C" or higher (BIO 111 and BIO 112 may be substituted in place of BIO 100).  Complete MSS 251 with a grade of "C" or higher.
Medical Coding and Billing	ALH 107	S	3	ENG 096 with a grade of "C" or higher; or approp place score, Coreq: ALH 102	
Medical Office Administration II	ALH 152	S	3	ALH 151	
Principles of Human Biology	BIO 100	F/S/SU	4	ENG 091 with a grade of "C" or higher, ENG 096 with a grade of "C" or higher; or approp place score	
Clinical Procedures II	MSS 251	S	4	MSS 151	
		<b>Total</b>	<b>14</b>		
<b>Semester 4 (Fall)</b>					Meet with a Career Placement Representative for Job Search Assistance services.  Complete MSS 299 with a grade of "C" or higher.  Submit an Intent to Graduate Form, located on <i>The Q</i> .
Fieldwork Experience	MSS 299	F/S	4	BIO 100 or BIO 140, ENG 101, MSS 151, MSS 251, PSY 101	
		<b>Total</b>	<b>4</b>		
<b>Total Credits Required</b>			<b>40</b>		

**Business, Financial & Hospitality Management - CURRENT**

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

Course Title	Course #	Offered	Credits	Prerequisites	Milestones
<b>Semester 1</b>					
Medical Law and Ethics <b>or</b>	ALH 106	F/S	3	ENG 096 with a grade of "C" or higher; or approp place score	Register for and successfully complete all courses to graduate in four semesters.
E-Business Law & Ethics <b>or</b>	BSL 103			Coreq: CIS 111	
Introduction to Law & Paralegal Practice	BSL 112	F			
Keyboarding Applications	BSS 101	F/S/SU	3	ENG 091 with a grade of "C" or higher; or approp place score	Apply and get accepted to this program (Program Code: BBAP).  Complete ENG 101 and the Mathematics Elective (MAT 103 or MAT 122 strongly recommended).
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	
Mathematics Elective	---	F/S/SU	3		
		<b>Total</b>	<b>15</b>		
<b>Semester 2</b>					
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 on the MAT 090 departmental final exam; or approp place score	Meet with a QCC Career Placement Services Representative and attend Workshops. See <a href="http://www.QCC.edu/career-placement-services">www.QCC.edu/career-placement-services</a> .
Medical Office Administration I <b>or</b>	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, BSS 101	
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 <b>or</b>	CIS 112	F/S/SU	3	CIS 111	
Electronic Health Records	CIS 212	F		CIS 111, ALH 102	
Composition II	ENG 102	F/S/SU	3	ENG 101	
Elective	---	F/S/SU	3		
		<b>Total</b>	<b>15</b>		
<b>Semester 3</b>					
Medical/Dental Billing and Insurance <b>or</b>	BSS 112	F/S	3	ALH 102	Meet with a Career Placement Representative for Job Search Assistance services, and assistance in finding Co-op placement.
Business Elective	---	F/S/SU			
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 <b>or</b> Lab Science Elective	---	F/S/SU	3-4		
		<b>Total</b>	<b>15-16</b>		
<b>Semester 4</b>					
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	Submit an Intent to Graduate Form, located on <i>The Q</i> .
Career Strategies and Co-op Experience	BUS 299	F/S/SU	3	ALH 151 or BKK 102 or BSS 104 or permission of the Program Coordinator	
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		
		<b>Total</b>	<b>15</b>		
<b>Total Credits Required</b>			<b>60-61</b>		

**Healthcare – PROPOSED**

**Medical Support Specialist - Medical Assisting Option - Associate in Science (Program Code: MSMA)**

Course Title	Course #	Offered	Credits	Prerequisites	Milestones
<b>Semester 1 (Summer)</b>					Register for and successfully complete all courses to graduate in five semesters.  Apply and get accepted to this program (Program Code: MSMA).
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	
		<b>Total</b>	<b>3</b>		
<b>Semester 2 (Fall)</b>					Complete ENG 101.
Medical Office Administration I	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	
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	
Clinical Procedures I	MSS 151	F	4	Coreq: ALH 151	
Principles of Pharmacology for Medical Assistants	MSS 252	F	3	Coreq: MSS 151	
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	
		<b>Total</b>	<b>19</b>		
<b>Semester 3 (Spring)</b>					Meet with a QCC Career Placement Services Representative and attend Workshops. See <a href="http://www.QCC.edu/career-placement-services">www.QCC.edu/career-placement-services</a> .  Complete prerequisite(s) for MAT 122.
Medical Coding and Billing	ALH 107	S	3	ENG 096 with a grade of "C" or higher; or approp place score, Coreq: ALH 102	
Medical Office Administration II	ALH 152	S	3	ALH 151	
Principles of Human Biology	BIO 100	F/S/SU	4	ENG 091 with a grade of "C" or higher, ENG 096 with a grade of "C" or higher; or approp place score	
Clinical Procedures II	MSS 251	S	4	MSS 151	
		<b>Total</b>	<b>14</b>		
<b>Semester 4 (Fall)</b>					Meet with a Career Placement Representative for Job Search Assistance services.
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 on the MAT 090 departmental final exam; or approp place score	
Composition II	ENG 102	F/S/SU	3	ENG 101	
Statistics	MAT 122	F/S/SU	3	MAT 095 with a grade of "C" or higher on the MAT 095 departmental final exam; or approp place score	
Fieldwork Experience	MSS 299	F/S	4	BIO 100 or BIO 140, ENG 101, MSS 151, MSS 251, PSY 101	
Liberal Arts Elective	---	F/S/SU	3		
		<b>Total</b>	<b>16</b>		
<b>Semester 5 (Spring)</b>					Submit an Intent to Graduate Form, located on <i>The Q</i> .
Advanced Microcomputer Applications	CIS 112	F/S/SU	3	CIS 111	
Technical and Workplace Writing	ENG 205	F/S/SU	3	ENG 102, Computer Literacy	
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	
Death & Dying	SOS 211	F/S	3	ENG 101	
Program Elective	---	F/S/SU	3		
		<b>Total</b>	<b>15</b>		
<b>Total Credits Required</b>			<b>67</b>		

**Healthcare - PROPOSED**

**Medical Assisting Certificate (Program Code: ME)**

Course Title	Course #	Offered	Credits	Prerequisites	Milestones
<b>Semester 1 (Summer)</b>					<p>Register for and successfully complete all courses to graduate in four semesters.</p> <p>Apply and get accepted to this program (Program Code: ME).</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	
		<b>Total</b>	<b>3</b>		
<b>Semester 2 (Fall)</b>					<p>Complete MSS 151 and MSS 252 with grades of "C" or higher.</p>
Medical Office Administration I	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	
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	
Clinical Procedures I	MSS 151	F	4	Coreq: ALH 151	
Principles of Pharmacology for Medical Assistants	MSS 252	F	3	Coreq: MSS 151	
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	
		<b>Total</b>	<b>19</b>		
<b>Semester 3 (Spring)</b>					<p>Meet with a QCC Career Placement Services Representative and attend Workshops. See <a href="http://www.QCC.edu/career-placement-services">www.QCC.edu/career-placement-services</a>.</p> <p>Complete BIO 100 with a grade of "C" or higher (BIO 111 and BIO 112 may be substituted in place of BIO 100).</p> <p>Complete MSS 251 with a grade of "C" or higher.</p>
Medical Coding and Billing	ALH 107	S	3	ENG 096 with a grade of "C" or higher; or approp place score, Coreq: ALH 102	
Medical Office Administration II	ALH 152	S	3	ALH 151	
Principles of Human Biology	BIO 100	F/S/SU	4	ENG 091 with a grade of "C" or higher, ENG 096 with a grade of "C" or higher; or approp place score	
Clinical Procedures II	MSS 251	S	4	MSS 151	
		<b>Total</b>	<b>14</b>		
<b>Semester 4 (Fall)</b>					<p>Meet with a Career Placement Representative for Job Search Assistance services.</p> <p>Complete MSS 299 with a grade of "C" or higher.</p> <p>Submit an Intent to Graduate Form, located on <i>The Q</i>.</p>
Fieldwork Experience	MSS 299	F/S	4	BIO 100 or BIO 140, ENG 101, MSS 151, MSS 251, PSY 101	
		<b>Total</b>	<b>4</b>		
<b>Total Credits Required</b>			<b>40</b>		

**Business, Financial & Hospitality Management - PROPOSED**

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

Course Title	Course #	Offered	Credits	Prerequisites	Milestones
<b>Semester 1</b>					
Medical Law and Ethics <b>or</b>	ALH 106	F/S	3	ENG 096 with a grade of "C" or higher; or approp place score	Register for and successfully complete all courses to graduate in four semesters.  Apply and get accepted to this program (Program Code: BBAP).  Complete ENG 101 and the Mathematics Elective (MAT 103 or MAT 122 strongly recommended).
E-Business Law & Ethics <b>or</b>	BSL 103			Coreq: CIS 111	
Introduction to Law & Paralegal Practice	BSL 112	F			
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	
Mathematics Elective	---	F/S/SU	3		
		<b>Total</b>	<b>15</b>		
<b>Semester 2</b>					
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 on the MAT 090 departmental final exam; or approp place score	Meet with a QCC Career Placement Services Representative and attend Workshops. See <a href="http://www.QCC.edu/career-placement-services">www.QCC.edu/career-placement-services</a> .
Medical Office Administration I <b>or</b>	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 <b>or</b>	CIS 112	F/S/SU	3	CIS 111	
Electronic Health Records	CIS 212	F		CIS 111, ALH 102	
Composition II	ENG 102	F/S/SU	3	ENG 101	
Elective	---	F/S/SU	3		
		<b>Total</b>	<b>15</b>		
<b>Semester 3</b>					
Medical/Dental Billing and Insurance <b>or</b>	BSS 112	F/S	3	ALH 102	Meet with a Career Placement Representative for Job Search Assistance services, and assistance in finding Co-op placement.
Business Elective	---	F/S/SU			
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 <b>or</b> Lab Science Elective	---	F/S/SU	3-4		
		<b>Total</b>	<b>15-16</b>		
<b>Semester 4</b>					
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	Submit an Intent to Graduate Form, located on <i>The Q</i> .
Career Strategies and Co-op Experience	BUS 299	F/S/SU	3	ALH 151 or BKK 102 or BSS 104 or permission of the Program Coordinator	
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		
		<b>Total</b>	<b>15</b>		
<b>Total Credits Required</b>			<b>60-61</b>		